



## Department of Energy

Oak Ridge Office  
P.O. Box 2001  
Oak Ridge, Tennessee 37831

December 2, 2011

All Employees Holding an Active DOE Access Authorization (Security Clearance)

### 2011 SECURITY REFRESHER BRIEFING

Department of Energy (DOE) Order 472.2 *Safeguards and Security Program (July 21, 2011)*, requires that all employees who possess an active DOE access authorization "receive annual (at least every 12 months) refresher briefings . . ."

The 2011 *Annual Security Refresher Briefing* is now available. You can access the briefing by going to <http://orotrain.oro.doe.gov/asrb>. Click on "Start Now" and complete the log-on process and briefing. Upon completion of the briefing, each employee must print and retain for their records a copy of their "Briefing Summary" page in order to further document that they have completed the briefing. In addition, if your training records are located at the Oak Ridge Office (ORO) Training Center, a copy of this "Briefing Summary" should be provided to the ORO Training Center (via mail at mail stop AD-443, fax at (865) 574-5661 or by e-mail as an attachment to [trainingctr@oro.doe.gov](mailto:trainingctr@oro.doe.gov)). This briefing must be completed within 30 days from the DOECAST date above. Failure to complete the briefing by this date may result in the administrative termination of your access authorization.

If you have questions or require assistance in meeting this requirement, please contact Steve Pruitt, ORO Security Awareness Program Manager, of my staff, at (865) 576-0916/ [pruittsa@oro.doe.gov](mailto:pruittsa@oro.doe.gov) or Kim Dodson, Administrative Support Specialist, at (865) 576-0921/ [DodsonKA@oro.doe.gov](mailto:DodsonKA@oro.doe.gov).

Sincerely,

A handwritten signature in cursive script that reads "Pauline L. Douglas".

Pauline L. Douglas  
Assistant Manager for  
Security and Emergency Management