

Chapter 10 Revision History as of 9/15/2023

- **9/15/2023:**

- Updated information to include National Training Center (NTC) provided training references in the Initial and Comprehensive Security Briefing paragraphs, updated Annual Security Refresher Briefing (ASRB) tracking method, and included more detailed information on addressing employees who fail to complete the ASRB as required.
- All reference to “AU” has been updated to “EHSS” throughout the chapter.

- **5/9/2018:**

Old DOE Form 5631.29 changed to new one dated 4/2018. Replaced the URL site with the current link for accessing the updated form. Replace all previous forms (same subject).

- **3/23/2017:**

Comprehensive Security Briefing 3rd sentence changed to “The servicing badge office provides information on how to access the online briefing. The badge office alerts the new employee to the fact that they must view this briefing before receiving their security badge and before he/she can access”.

- **6/29/2016:**

Changed first two sentences under ASRB to “The ASRB is required for all cleared HQ Federal and contractor employees. HQ personnel with a Q or a L access authorization (i.e., security clearance) must complete the ASRB.”

Chapter 10

Security Awareness Program

This chapter describes the DOE Headquarters (HQ) security awareness program. It implements the requirements of:

- [Title 32, CFR, Part 2001, Classified National Security Information](#)
- [Executive Order 13526, Classified National Security Information](#)
- [DOE Order 470.4B, Safeguards and Security Program, Appendix B. Section 3](#)
- [DOE Order 475.2, Identifying Classified Information](#) (current version)
- [DOE Order 475.1, Counterintelligence Program](#) (current version)

The security awareness program manager, within EHSS-40, manages the HQ security awareness program. The goal of the HQ security awareness program is to assist Federal and contractor employees in understanding DOE security requirements, their individual security responsibilities, and security procedures specific to HQ. This goal is accomplished by providing HQ employees with information tailored to their duties. For example, HQ employees with a Q, TS, and/or L security clearances receive information about accessing and protecting classified information.

HQ Implementation Procedures

A variety of security awareness briefings and materials (described below) have been developed to help HQ employees fulfill their security duties.

Required Security Briefings:

1. **Initial Security Briefing** – An initial security briefing is required for new HQ Federal and contractor employees, online training HQ-110DE, *Initial Security Briefing*, that is hosted by the National Training Center (NTC). The servicing badge office provides information on how to access the online briefing. The badge office alerts the new employee to the fact that they must view this briefing before receiving their security badge. The briefing includes an overview of HQ security programs, access control procedures, escort procedures, property protection measures, prohibited articles, reporting requirements, and other relevant subjects. Once proof of completion of the briefing is presented to the badge office the employee will be issued a security badge. Confirmation is documented in the DOE C-Cure System and available upon request.
2. **Comprehensive Security Briefing** – The comprehensive security briefing is required for HQ Federal and contractor employees granted a DOE security clearance. The online training course, HQ-111DE, *Comprehensive Security Briefing*, is hosted by the NTC.

The servicing badge office provides information on how to access the online briefing. The badge office alerts the new employee to the fact that they must view this briefing before receiving their security badge and before they can access classified information, a Limited Area (LA), or a Vault-Type-Room or VTR. The briefing describes access control procedures for LAs and VTRs, escort requirements, penalties for mishandling classified information, prohibited/controlled articles, and other topics associated with the protection of classified matter. Confirmation of completion of the Comprehensive Security Briefing is documented in the DOE C-Cure System and available upon request.

Upon verification of completion of the Comprehensive Security Briefing, by the badge office, the employee must read and sign the [SF-312, Classified Information Nondisclosure Agreement](#). The briefing official signs as the witness for the employee signing the SF-312. In accordance with 32 CFR Part 2001, these records are kept on file for the prescribed time period. By completing the comprehensive security briefing, the employee satisfies the requirement for an initial classified matter protection and control (CMPC) briefing.

3. **Annual Security Refresher Briefing (ASRB)** – The ASRB is required for all cleared HQ Federal and contractor employees. HQ personnel with a security clearance must complete the ASRB. The ASRB is offered on a fiscal year basis. The briefing emphasizes information on security policies and information related to the protection of classified information. Contents of the briefing may change from year to year based on lessons learned from HQ security incidents, major policy changes affecting the handling of classified information, changes in threats, and renewed emphasis on certain security procedures.

The ASRB training course, HQ-100DE, is hosted and tracked by the NTC. The ASRB training course needs to be opened using the Google Chrome browser. Right click on this hyperlink [HQ-100DE](#), and choose “Copy Hyperlink.” Paste the hyperlink into the Google Chrome browser web address bar and it will bring you to the Learning Nucleus login page. After you login you will be directed to the ASRB training landing page.

Updates are provided to the Headquarters Security Officer (HSO) Program Manager who distributes the information to the Program Office HSOs. HQ employees generally have 60 days to complete the ASRB once they are notified that the briefing is available. Failure to complete the ASRB may affect one’s access authorization and suitability to possess a DOE badge and ability to access HQ facilities unescorted. When a HQ employee fails to complete the ASRB within the allotted time, their HSO is expected to resolve the issue within 2 weeks. Further failure by the employee to complete the training will result in notification to the Director who appointed the HSO, and an additional two-week grace period is provided to complete the training. If after the 2 weeks of an additional grace period, the training is not complete then the access authorization is suspended until the training is completed. This applies to both Federal and contractor employees.

4. Security Termination Briefing – A security termination briefing is required when a HQ Federal or contractor employee no longer needs security clearance – for example, on the last day of employment, when the need for access expires, or on the day it becomes known that the individual no longer requires access to classified information. The security termination briefing involves a discussion of the contents of [DOE F 5631.29, Security Termination Statement](#).

The employee's servicing badge office, at either the Forrestal or Germantown facility, should perform the security termination briefing because those offices have standard procedures in place to complete the DOE F 5631.29 and forward it to EHSS- 80.

In special situations, the HSO is requested to conduct a security termination briefing. The HSO is then responsible for providing the DOE F 5631.29 to the servicing badge office.

When an employee cannot complete a DOE F 5631.29, such as in the death of the employee, the responsible HSO must complete the form on behalf of the employee, indicate the reason it is not signed by the employee, and submit it to the servicing badge office, who in-turn, will forward to EHSS-80.

Employees with access to Special Access Programs, the North Atlantic Treaty Organization (NATO), and Sensitive Compartmented Information (SCI) must receive an additional individual termination briefing from representatives of those programs. The individual termination briefing is completed during out-processing.

Need-Based Security Briefings:

Special security briefings may be needed. For example, an element may require a briefing on such subjects as a counterintelligence threat, Operations Security (OPSEC), travel advisories, specialized handling requirements for classified matter, or understanding controlled unclassified information (CUI), or other types of sensitive information. The security awareness program manager can assist HSOs and employees by identifying HQ personnel or organizations that can develop and present such briefings.

Points of Contact

For the names and contact information for the positions identified in this chapter, call (301) 903-7189 or (301) 903-2644.

Forms/Samples

[DOE F 5631.29, Security Termination Statement](#)

Helpful Websites

HQ Security Awareness Program:

https://powerpedia.energy.gov/wiki/Security_Awareness (Please note that this is a site only accessible to DOE Employees.)