

## Outreach Materials

*Protecting the Nation's Nuclear Information (brochure)* — This brochure provides a brief description of the RD/FRD classification system.

*Subject Area Indicators and Key Word List (booklet or CD)* — This booklet, commonly called the "Greenbook," assists individuals of Government agencies who generate or review classified documents to recognize the presence of nuclear information that is potentially classified as RD/FRD. This booklet will not help determine what is and what isn't classified. It will enable a person to identify subject areas and key words which may indicate the presence of classified DOE information.

*Department of Energy Classification Training Institute Course Catalog* — This catalog contains course descriptions and the current year's class schedule.



**Need help with DOE information?**  
Contact the Outreach Program

(301) 903-7567  
outreach@hq.doe.gov

## Materials/Training Request

Fax to (301) 903-1230 or e-mail to outreach@hq.doe.gov

Outreach Materials	Qty
<i>Protecting the Nation's Nuclear Information (brochure)</i>	
<i>Subject Area Indicators and Key Word List (booklet)</i>	
<i>Subject Area Indicators and Key Word List (CD)</i>	
<i>Classification Training Institute Course Catalog</i>	
Training Materials	Qty
<i>Classification of Nuclear Weapons-Related Information (RD/FRD) (PowerPoint)</i>	
<i>RD/FRD Recognition and Records Processing Seminar (also for RD/FRD Recognition) (DVD)</i>	
<i>Restricted Data Classifiers Course (DVD)</i>	
<b>I am interested in the following training</b>	<b>Check if interested</b>
<i>Classification of Nuclear Weapons-Related Information (RD/FRD) Briefing</i>	
<i>RD/FRD Recognition and Records Processing Seminar (also for RD/FRD Recognition)</i>	
<i>Historical Records Restricted Data Reviewers Course</i>	
<i>Historical Records Restricted Data Reviewers Refresher Course</i>	
Name/Agency	
Address	
Phone	
E-mail	



OFFICE OF  
CLASSIFICATION

(301) 903-7567

OUTREACH@HQ.DOE.GOV

DEPARTMENT  
OF ENERGY



OFFICE OF  
HEALTH, SAFETY  
AND SECURITY

**Training and  
Outreach Materials  
for**

**Restricted Data  
(RD) and  
Formerly  
Restricted Data  
(FRD)**



(301) 903-7567  
outreach@hq.doe.gov

## Classification Training Institute

The DOE offers several courses for other-agency personnel. Training falls into three categories. Training for:

1. Individuals who have access to Restricted Data (RD) and Formerly Restricted Data (FRD) information,
2. Persons who classify documents containing RD/FRD, and
3. Individuals who review historical records under Executive Order (EO) 12958.



Document markings may only show the tip of the iceberg.

If you work in a nuclear-related field, take training to ensure you see more than the tip of the iceberg..

## RD/FRD Training

### Training for individuals who have access to RD/FRD

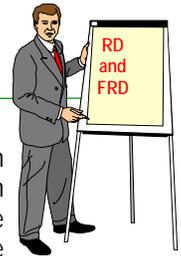
*Classification of Nuclear Weapons-Related Information (RD/FRD) Training* — Individuals who have access to or may encounter nuclear-related information must receive this, or similar, training. This training covers policies and procedures for identifying, classifying, marking, and handling RD/FRD documents. It does not authorize persons to classify or declassify RD/FRD, but educates individuals to recognize RD/FRD documents and makes them aware of the procedures for dealing with RD/FRD documents. The briefing is approximately 1 to 1½ hours long and can be presented by DOE personnel at your facility in the Washington, DC area. This briefing can also be made available to RD Management Officials, supervisors, and trainers who are responsible for conducting training required by 10 CFR Part 1045, *Nuclear Classification and Declassification*. This briefing satisfies all of the requirements of 10 CFR part 1045 for training persons with access to RD.

*RD/FRD Recognition* — This DVD assists individuals in recognizing potential RD/FRD. It includes a discussion of the DOE complex which helps identify places and companies that might indicate the presence of RD/FRD. This DVD is also presented as the *RD/FRD Recognition and Records Processing Seminar* for individuals reviewing historical records under EO 12958.

### Training for individuals who classify documents containing RD/FRD

*RD Classifier Course* — This CD covers the policy training requirements under 10 CFR Part 1045 for persons to classify documents containing RD/FRD. This training includes the policies and procedures for identifying, classifying, marking, and handling RD/FRD documents. Completion of this DOE course alone does not authorize individuals to classify documents

containing RD. RD Classification authority is usually granted in writing in accordance with the procedures established by the agency's RD Management Official. Training on classification guidance in relevant subject areas is likely to also be required. Note: RD Classifiers are authorized to classify documents containing RD but are not authorized to declassify documents containing RD.



### Training for individuals who review historical records under EO 12958

Individuals who review collections of historical records under EO 12958 must receive RD/FRD recognition training. Three classes are offered.

*RD/FRD Recognition and Records Processing Seminar* — All agency personnel reviewing historical records under EO 12958 must complete this ½-day seminar. This seminar is offered either in person or as a self-paced course by DVD and study packet. For the self-paced training, individuals complete a set of exercises which are sent to the DOE for grading. Credit for the course is given upon successful completion of the exercises.

*Historical Records Restricted Data Reviewers Course (HRRDR)* — Individuals conducting page-by-page reviews for RD/FRD in file series likely to contain RD/FRD must attend and pass the 4-day HRRDR Course. This course is offered several times a year at the DOE. In some cases the course can be conducted at your facility. A security clearance that authorizes access to Secret Restricted Data (e.g., DOE Q Clearance or DoD Final Secret Clearance with CNWDI) is required.

*Historical Records Restricted Data Reviewers Refresher* — Individuals who completed the HRRDR Course more than 2 years before should attend this ½-day training which is conducted at the DOE or your facility.