GERMANTOWN CAMPUS
DEPARTMENT OF ENERGY – GERMANTOWN, MARYLAND

Voorhees Walker Smith & Smith Architects

U.S. DEPARTMENT OF ENERGY
OFFICE OF CLASSIFICATION
CLASSIFICATION TRAINING INSTITUTE

2020 Course Catalog

EHSS
Office of Environment, Health, Safety and Security

U.S. DEPARTMENT OF ENERGY

Table of Contents

Introduction

The Department of Energy (DOE) has a dual responsibility to the public regarding classified data. The first part of this responsibility requires DOE to identify, classify, and subsequently protect certain information, defined by statutes and Executive orders that would cause damage to national security if released. The second part of this responsibility requires DOE to declassify information once it has been determined to no longer require protection. The duality of this mission requires DOE to constantly review its classified data and balance the requirements for protection against the requirements for dissemination. In this dynamic environment, DOE has established a comprehensive classification and declassification program based upon the consistent application of defined principles. To ensure that all classification and declassification decisions are based on these principles, the Office of Classification has undertaken the establishment and maintenance of a comprehensive classification and declassification education program.

The training and education program is perpetually evolving with new courses and special briefings as events dictate. Basic courses that are in constant demand are described in this course catalog. Other more specialized courses and briefings have been developed and are available on an "as needed" basis.

Classification Level

Many of the courses offered by the Classification Training Institute either contain Secret Restricted Data or have the potential to lead to discussions at this level. These courses are given only at appropriately cleared facilities, to appropriately cleared individuals. Facility and student clearance level requirements are contained in each course description. **Please note that for other-agency attendees, all clearance paperwork is due 15-working days before the training begins.**

Course Schedules and Locations

A schedule of courses for 2020 is provided on page 3. **The courses will be conducted at the DOE Headquarters (HQ), Germantown, Maryland facility unless otherwise noted.** However, all courses may be given on an "as needed" basis and at any appropriately cleared facility as resources permit.

Registration

Depending upon the nature of the course, announcements are sent to DOE and DOE contractor Classification Officers and DOE HQ classification representatives. Registration forms are provided with course announcements and a copy is included on page 19.

Additional Information

For further information on course offerings and schedules, contact Christy Craver at
(301) 903-2269.

2020 Course Schedule

All training is conducted at DOE Headquarters, Germantown, Maryland unless otherwise noted on this schedule. Please Note: Other-agency attendees' clearance paperwork is due 15-working days before the training begins.

General Course for Classification Officers/Analysts

March 31-April 2, 2020
September 15-17, 2020

General Course for Headquarters Classification Representatives

As Required

General Course for Derivative Classifiers

January 14, 2020
February 25, 2020 (Forrestal)
Mar 24, 2020
May 5, 2020 (Albuquerque)
May 19, 2020 (Forrestal)
July 7, 2020
August 25, 2020 (Forrestal)
September 29, 2020 (Albuquerque)
October 14, 2020
December 1, 2020 (Forrestal)

General Course for E-mail Derivative Classifiers

As Required

General Course for Derivative Declassifiers

April 7-8, 2020
May 6-7, 2020 (Albuquerque)
October 27-28, 2020

Safeguards and Security (CG-SS-5) Classification Course

April 14-16, 2020
September 22-24, 2020
Also upon request

Overview of Nuclear Weapons Classification Course

June 8-12, 2020
November 2-6, 2020

Historical Records Restricted Data Reviewers Course

February 3-6, 2020 (Forrestal)
May 11-14, 2020 (Forrestal)
July 13-16, 2020
October 5-8, 2020 (Forrestal)
Also upon request

Historical Records Restricted Data Reviewers Refresher Course

Upon request

Restricted Data/Formerly Restricted Data Recognition and Records Processing Seminar

Upon request or by video

Classification of Nuclear Weapons-Related Information (RD/FRD) Briefing

Upon request or via online PowerPoint presentation

Restricted Data Classifiers Course

Upon request or via online PowerPoint presentation

Unclassified Controlled Nuclear Information Reviewing Official Course

As required

General Course for Classification Officers/Analysts

Duration:
Three days

Designed For:
New Program Classification Officers, Classification Officers, members of the Classification Officer's staff, and those individuals requiring detailed training in the DOE classification/declassification system. This course is a prerequisite to appointment as a DOE, National Nuclear Security Administration (NNSA), or contractor Classification Officer.

Description:
The General Course for Classification Officers/Analysts is intended to provide an in-depth familiarization with the DOE classification/declassification system and all its attendant requirements. The course consists of 13 modules, each of which concentrates on a different aspect of classification/declassification.

Introduction	The Classification Community
Module A	Overview of Classification and Legal Authorities
Module B	DOE Classification Equities
Module C	Authorities and Responsibilities
Module D	Classification Officer Key Roles
Module E	Original/Initial vs. Derivative Classification
Module F	Classification Guidance
Module G	Declassification and Downgrading
Module H	Marking Mechanics for Classification
Module I	Document Reviews
Module J	Upgrading and Reclassification
Module K	Other Considerations
Module L	Official Use Only and Unclassified Controlled Nuclear Information

Delivery:
The course relies on practical exercises to reinforce lectures on various aspects of classification. A final examination is given at the conclusion of the course and a score of at least 80 percent is required for passing. Numerous handouts are provided along with copies of all slides used. Handouts and slides provide ready reference material for the student.

Goal:
Successful completion of the course will provide the student with a detailed familiarization with the DOE classification/declassification system.

Clearance Level Required:
None

Prerequisites:
None

General Course for Headquarters Classification Representatives

Duration:
Four hours

Designed For:
New HQ Classification Representatives and Alternate Classification Representatives. This course is a prerequisite to appointment as a DOE HQ Classification Representative.

Description:
The General Course for Headquarters Classification Representatives is intended to provide familiarization with the responsibilities of an HQ Classification Representative. The course provides details on how to accomplish each of the responsibilities, as well as, providing an overview of the classification program.

Delivery:
The course is presented via one-on-one briefings. Handouts are provided along with copies of all the slides used. Handouts and slides provide ready reference material for the student.

Goal:
Successful completion of the course will provide the student with a detailed familiarization with his or her duties as an HQ Classification Representative.

Clearance Level Required:
None

Prerequisites:
None

General Course for Derivative Classifiers

Duration:
One day

Designed For:
Individuals who require derivative classification authority or a familiarization with the DOE classification system.

Description:
The General Course for Derivative Classifiers is intended to provide familiarization with the DOE classification system and all its attendant requirements. The course consists of nine modules, each of which concentrates on a different aspect of classification. This course is a prerequisite to appointment as a DOE HQ derivative classifier.

Introduction	Overview
Module A	U.S. System of Classification
Module B	Derivative Classification Authority
Module C	Classification Guidance
Module D	Derivative Classification Review Process
Module E	Marking Mechanics for Derivative Classification
Module F	Official Use Only and Unclassified Controlled Nuclear Information
Module G	Original Classification, Declassification, and Downgrading
Module H	Additional Considerations

Delivery:
A class exercise follows Module F and a final examination is given at the conclusion of the course. A score of at least 80 percent is required for passing. Individuals who require classification authority will later be given a performance-based test on the classification guidance they will be using in their specific area of expertise. Numerous handouts are provided along with copies of all slides used. Handouts and slides provide ready reference material for the student.

Goal:
Successful completion of the course will provide the student with an understanding of the duties and role of a derivative classifier, to include the review process and marking requirements.

Clearance Level Required:
None

Prerequisites:
Individuals should be familiar with the technology and subject matter associated with the classification guide(s) they will be using.

General Course for E-Mail Derivative Classifiers

Duration:

Two hours

Designed For:

Individuals who require derivative classification authority to send e-mails on classified information technology (IT) systems.

Description:

The General Course for E-Mail Derivative Classifiers is intended to ensure that personnel who send e-mails on classified IT systems are trained to use source documents and the procedures for using applicable classification guidance to properly classify their e-mails and apply proper classification markings. This course is a prerequisite to become certified as an E-mail Derivative Classifier.

Delivery:

Self-paced computer based training course.

Goal:

Successful completion of the course will provide the student with an understanding how to make a classification determination and apply appropriate markings to classified and unclassified email on classified systems.

Clearance Level Required:

None

Prerequisites:

None

General Course for Derivative Declassifiers

Duration:
Two days

Designed For:
Individuals who require DOE derivative declassification authority.

Description:
The General Course for Derivative Declassifiers is intended to provide detailed knowledge of the requirements for the declassification of DOE documents and material. The course consists of seven modules, each of which concentrates on a different aspect of declassification.

Module A	Introduction to Declassification
Module B	Authority of the Derivative Declassifier
Module C	The Nuts and Bolts of Document Reviews
Module D	Coordination Requirements
Module E	Developing Sound Review Techniques
Module F	Practical Exercises
Module G	Examples

Delivery:
The course relies on practical exercises to reinforce lectures on various aspects of declassification. A two-part final examination is given at the conclusion of the course. One part of the examination covers declassification fundamentals and the other part consists of practical exercises. A score of at least 80 percent on each part is required for passing. Handouts are provided along with copies of all slides used. Handouts and slides provide ready reference material for the student.

Goal:
Successful completion of the course is required prior to an individual being granted DOE derivative declassification authority.

Clearance Level Required:
None

Prerequisites:
Should be a certified derivative classifier.

Safeguards and Security Classification (CG-SS-5) Course (4 day)

Duration:
Four days

Designed For:
DOE and National Nuclear Security Administration Headquarters personnel and field classification office employees who interpret and apply safeguards and security classification (CG-SS-5) guidance. The four day course is designed for those locations that conduct vulnerability assessments.

Description:
This course is designed to enhance the student's ability to interpret and apply the guidance found in the classification guide CG-SS-5. The course highlights the key DOE safeguards and security classification topics and emphasizes how to interpret the guidance with a large number of examples. This course consists of eleven modules, the first of which provides a broad overview of what safeguards and security encompasses; the other ten modules each concentrate on a different area of safeguards and security classification guidance.

Introduction	Overview of DOE Safeguards and Security
Chapter 1	Physical Security
Chapter 2	Vulnerability Assessment
Chapter 3	Compliance-Based Asset Protection
Chapter 5	Cyber Security
Chapter 6	SNM Unaccounted For/Missing/Theft
Chapter 7	Document Unaccounted For/Missing/Theft
Chapter 8	Compromise
Chapter 9	Upgrade and Downgrade Notices
Chapter 10	Threat Messages
Chapter 11	Malevolent Dispersal

Delivery:
The course uses numerous examples and includes practical exercises. Some handouts are provided along with copies of all Official Use Only and unclassified slides used.

Goal:
Successful completion of this course will provide the student with a solid foundation for how to interpret and apply the classification guidance found in CG-SS-5.

Clearance Level Required:
None

Prerequisites:
Some knowledge of the Safeguards and Security subject matter is expected.

Safeguards and Security Classification (CG-SS-5) Course (3 day)

Duration:
Three days

Designed For:
DOE and National Nuclear Security Administration Headquarters personnel and field classification office employees who interpret and apply safeguards and security classification (CG-SS-5) guidance. The three day course is designed for those locations that do not conduct vulnerability assessments.

Description:
This course is designed to enhance the student's ability to interpret and apply the guidance found in the classification guide CG-SS-5. The course highlights the key DOE safeguards and security classification topics and emphasizes how to interpret the guidance with a large number of examples. This course consists of eleven modules, the first of which provides a broad overview of what safeguards and security encompasses; the other ten modules each concentrate on a different area of safeguards and security classification guidance.

Introduction	Overview of DOE Safeguards and Security
Chapter 1	Physical Security
Chapter 2	Vulnerability Assessment Overview
Chapter 3	Compliance-Based Asset Protection
Chapter 5	Cyber Security
Chapter 6	SNM Unaccounted For/Missing/Theft (if needed)
Chapter 7	Document Unaccounted For/Missing/Theft
Chapter 8	Compromise
Chapter 9	Upgrade and Downgrade Notices
Chapter 10	Threat Messages
Chapter 11	Malevolent Dispersal

Delivery:
The course uses numerous examples and includes practical exercises. Some handouts are provided along with copies of all Official Use Only and unclassified slides used.

Goal:
Successful completion of this course will provide the student with a solid foundation for how to interpret and apply the classification guidance found in CG-SS-5.

Clearance Level Required:
None

Prerequisites:
Some knowledge of the Safeguards and Security subject matter is expected.

Overview of Nuclear Weapons Classification Course

Duration:
Four and a half days

Designed For:
DOE and NNSA HQ personnel and field classification office employees who interpret and apply weapon guidance or require a basic understanding of weapon classification.

Description:
This course provides a technical overview of the design and use of nuclear weapons with emphasis on the many classification issues associated with them. It is designed to enhance the student's ability to interpret and apply guidance found in weapon classification guides. This course consists of 15 modules, each of which concentrates on a different area of weapon classification guidance or policy issues.

Module A	Classification Overview
Module B	Nuclear Science and Related Terms
Module C	Nuclear Weapons Introduction
Module D	CG-W-5 Introduction
Module E	Single-Stage Weapons
Module F	Weapon Initiators
Module G	Detonation Systems/High Explosives
Module H	Boosting/Reservoirs
Module I	Primaries/Interstage Coupling/Secondaries
Module J	Weapons Material
Module K	Nuclear Safety / SAFF / Use Control/PAL
Module L	Nuclear Weapon Outputs and Effects
Module M	Nuclear Weapons Testing
Module N	Vulnerability and Hardening
Module P	Nuclear Weapon Production and Military Utilization

Delivery:
The course uses review aids, films, examples, and practical exercises. Some handouts are provided along with copies of all unclassified slides used.

Goal:
Successful completion of this course will provide the student with a solid foundation in nuclear weapon classification guidance policy and procedures.

Clearance Level Required:
DOE "Q" **OR** DoD Final Top Secret or Final Secret (based on a Single-Scope Background Investigation) with Critical Nuclear Weapons Design Information (CNWDI) certification. **Please note that attendees from other agencies must submit all clearance paperwork 15-working days before the training begins.**

Prerequisites:
None

Historical Records Restricted Data Reviewers Course

Duration:

Four days

Designed For:

All individuals in agencies and sub agencies subject to section 3.3 of Executive Order 13526, "Classified National Security Information," who are conducting page-by-page reviews for Restricted Data (RD) and/or Formerly Restricted Data (FRD) in the course of reviewing their agency's documents.

Description:

RD and FRD are distinct categories of classified information controlled by the Atomic Energy Act. RD can only be declassified by DOE. FRD must be jointly declassified by DOE and the Department of Defense (DoD). Other agency reviewers may encounter unmarked RD and/or FRD during the declassification reviews of documents containing National Security Information. This course provides a historical background and technical overview designed to give students the ability to recognize potential RD and/or FRD information in documents for the purpose of tabbing and setting them aside. The course consists of 17 modules, each of which concentrates on a different area of potentially classified information.

Module A	Introduction	Module J	Nuclear Weapon Outputs and Effects
Module B	Nuclear Science and Related Terms	Module K	Vulnerability and Hardening
Module C	History of U.S. Nuclear Energy Program	Module L	Military Utilization of Nuclear Weapons
Module D	History of DOE Facilities	Module M	Isotope Separation
Module E	Classification System and Related Issues	Module N	Production Reactors and Related Technologies
Module F	Nuclear Weapons I		
Module G	Nuclear Weapons II	Module O	Naval Nuclear Propulsion Information
Module H	Safing, Arming, Fuzing, and Firing	Module P	Report to Congress/Lessons Learned
Module I	Nuclear Weapon Use Control	Module Q	National Security Information E.O. 13526

Delivery:

The course uses review aids, examples, and practical exercises extensively. Numerous handouts are provided along with copies of all unclassified slides used. Handouts and slides provide ready reference material for the student. Students must pass a final examination to successfully complete the course.

Goal:

Successful completion of the course will enable reviewers to recognize nuclear information appearing in records not marked as containing RD/FRD which should be identified as potential RD/FRD and set aside. DOE will certify successful students as Historical Records Restricted Data Reviewers.

Clearance Level Required:

DOE "Q" **OR** DoD Final Top Secret or Final Secret with Critical Nuclear Weapons Design Information (CNWDI) certification. **Please note that attendees from other agencies must submit all clearance paperwork 15-working days before the training begins.**

Prerequisites:

None

Historical Records Restricted Data Reviewers Refresher Course

Duration:

Half day

Designed For:

Individuals who have completed the 4-day Historical Records Restricted Data Reviewers (HRRDR) Course or the HRRDR Refresher course within the past 3 years.

Description:

During the Refresher Course, students review the keys to recognizing potential RD/FRD associated terms in context including identifying DOE documents, recognizing RD and FRD markings, and recognizing potential RD and FRD in documents that have not been properly marked. The course can be tailored to meet the needs of the organization requesting the training. There is no examination.

Delivery:

This course uses review aids, examples, and practical exercises. Some handouts are provided along with copies of unclassified slides presented.

Goal:

Completion of this course reinforces the information required for reviewers to recognize nuclear information appearing in records not marked as containing RD/FRD which should be identified as potential RD/FRD and set aside.

Clearance Level Required:

DOE "Q" **OR** DoD Final Top Secret or Final Secret with Critical Nuclear Weapons Design Information (CNWDI) certification. **Please note that attendees from other agencies must submit all clearance paperwork   15-working days before the training begins.**

Prerequisites:

Successful completion of the HRRDR Course.

Restricted Data/Formerly Restricted Data Recognition and Records Processing Seminar

Duration:
Half day

Designed For:
All individuals in agencies and sub agencies who are involved in reviewing records under section 3.3 of Executive Order 13526, "Classified National Security Information."

Description:
This seminar is conducted jointly by DOE and the National Archives and Records Administration. The purpose is to train all personnel who review records subject to the Special Historical Records Review Plan developed pursuant to the Fiscal Year 1999 Defense Authorization Act. Specifically, the seminar consists of an overview of the plan, a review of the requirements for processing records affected by the plan, and training on the recognition of RD and FRD in both marked and unmarked records.

Delivery:
Completion of this seminar is delivered either in person or via an 85-minute video presentation augmented with a Student Guide and a self-administered review exercise. The review exercise must be submitted to DOE for a student to receive credit for completing the seminar.

Goal:
Completion of this seminar will provide individuals with an understanding of agency requirements under the Special Historical Records Review Plan and enable them to recognize collections that have the potential to contain RD and FRD in documents being reviewed under section 3.3 of Executive Order 13526 for the purpose of bringing them to the attention of an appropriate official. This seminar also serves as refresher training for HRRD reviewers when presentation of the HRRDR Refresher Course is not practical.

Clearance Level Required:
None

Prerequisites:
None

Classification of Nuclear Weapons-Related Information (RD/FRD/TFNI) Briefing

Duration:
One hour

Designed For:
Individuals who have access to Restricted Data (RD), Formerly Restricted Data (FRD), or Transclassified Foreign Nuclear Information (TFNI).

Description:
This presentation familiarizes individuals who may come in contact with RD, FRD, or TFNI with the procedures for identifying, marking, handling, and declassifying those types of information.

Delivery:
Self-paced computer based training course, Self-paced PowerPoint presentation, or DOE instructor-led presentation (Washington, DC metropolitan area, depending on availability of an instructor).

Goal:
To meet the training requirements for persons from non-DOE agencies who have access to RD, FRD, or TFNI by Title 10 Code of Federal Regulation (CFR) Part 1045, *Nuclear Classification and Declassification*.

Clearance Level Required:
None

Prerequisites:
None

Restricted Data Classifiers Course

Duration:

Four hours

Designed For:

This course informs individuals from agencies outside of DOE of the requirements for classifying documents and material as RD or FRD. This course familiarizes persons with the procedures for identifying, classifying, marking, handling, and declassifying documents that contain RD and FRD. With the concurrence of the agency's Restricted Data Management Official (RDMO), this course may serve to meet the training requirements of 10 Code of Federal Regulations (CFR) Part 1045, Nuclear Classification and Declassification, for RD Classifiers employed by Government agencies and their contractors. Note that in order to become an RD Classifier, persons must contact the RDMO of their agency for agency-specific procedures.

Description:

This course assists other agencies in meeting the requirements of 10 CFR Part 1045, which requires all agencies to train RD classifiers.

Delivery:

PowerPoint presentation delivered electronically, online, or DOE instructor-led if within the Washington, DC metropolitan area, depending on availability of an instructor.

Goal:

To provide individuals from other agencies with the training necessary to become RD Classifiers.

Clearance Level Required:

None

Prerequisites:

None

Unclassified Controlled Nuclear Information Reviewing Official Course

Duration:

Two hours

Designed For:

Individuals who require appointment as an Unclassified Controlled Nuclear Information (UCNI) Reviewing Official (RO).

Description:

The UCNI RO Course focuses on the requirements for the identification and control of DOE UCNI, including information on who determines what is UCNI information, UCNI authorities, guidelines, reviews, markings, and protection required by 10 CFR Part 1017, *Identification and Protection of Unclassified Controlled Nuclear Information*.

Delivery:

The student receives a training presentation, reference material, exercises, and policy examination electronically. This course is self-paced. Students must complete a final examination to successfully complete the course.

Goal:

Individuals who successfully complete this course meet the policy training requirement necessary to be appointed as a DOE UCNI RO.

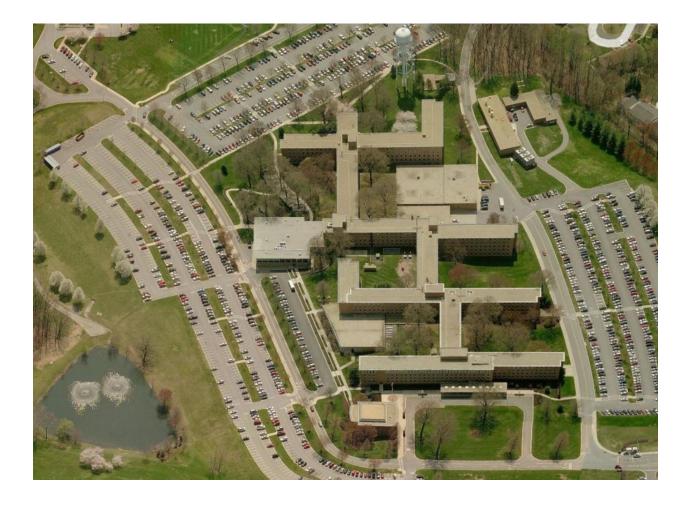## Clearance Level Required:

None

Prerequisites:

None

Special Courses and Briefings

The Office of Classification is prepared to conduct special courses or briefings on classification, declassification, and UCNI upon request. These can be tailored to the needs of the requestor. If your organization has a need for a specialized briefing, please contact Christy Craver at (301) 903-2269.

OFFICE OF CLASSIFICATION
CLASSIFICATION TRAINING INSTITUTE
REGISTRATION FORM

Please complete the following course application and provide a brief description of your classification and/or declassification experience. Send completed registration forms to the Office of Classification, U.S. Department of Energy, 1000 Independence Avenue, SW., Attn: Christy Craver, AU-61/Germantown Building, Washington, DC 20585-1290. Forms may also be faxed to (301) 903-5163 or e-mailed to christy.craver@hq.doe.gov.

_____
Course Title

_____   _____
Course Start Date   Course End Date

Attendee Information

Check one   ☐ Mr.   ☐ Mrs.   ☐ Ms.   ☐ Dr.

_____   _____   _____   _____
First Name   Middle Name   Last Name   Preferred Nickname

_____   _____
Job Title (*Please be specific and do not use acronyms*)   Organization

_____   _____   _____   _____ _____
Room   Business Street Address   City   State   Zip Code

_____   _____
Business Telephone Number   Business Email Address

Employment Status: ☐ Federal Employee   ☐ Contractor _____
                                                                                        If you are a contractor, specify your company name

Are you a U.S. citizen?   ☐ Yes   ☐ No   _____
                                                                                  If you are not a U.S. citizen, specify your country of citizenship
                                                                                          (If applicable, include dual citizenship status.)

What is your Clearance Level?   ☐ Q   ☐ L   ☐ Other _____
                                                                                                            If other is selected, list your Clearance Level

Are you currently an original or Derivative Classifier?	☐ Yes	☐ No
If No, do you anticipate submitting a request to become a Classifier?	☐ Yes	☐ No
If Yes, how long have you been a classifier?	Months	Year(s)
Are you currently a Derivative Declassifier?	☐ Yes	☐ No
If No, do you anticipate submitting a request to become a Declassifier?	☐ Yes	☐ No
If Yes, how long have you been a Declassifier?	Months	Year(s)

Briefly describe your Classification/Declassification duties/responsibilities.
_____
_____
_____