



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

Course Catalog

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U.S. DEPARTMENT
of **ENERGY**

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OFFICE OF CLASSIFICATION

CLASSIFICATION TRAINING INSTITUTE

COURSE CATALOG

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 protect 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 it no longer meets the standards for classification. The duality of this mission requires DOE to continually review its classified information 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 established and maintains 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. 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 (SRD) or have the potential to lead to discussions at this level and category. 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

The current course schedule is on page 2. The schedule will be periodically updated as new classes are added. Additional, "on demand" classes are routinely scheduled based on customer needs. In-person courses can be scheduled up to 9 months in advance at facilities that can support an appropriate class size and security requirements. A class size of 10 is generally considered necessary to justify a course outside of DOE Headquarters (HQ) Germantown. Emergent training requests should be sent to Jim Crosley at james.crosley@hq.doe.gov and will be supported, considering instructor availability and Federal approval.

Registration

Registration forms are required for instructor-led courses. If registering for a course that is not yet scheduled, submit the registration form with the course date blank. Wait lists will be generated from submitted registration forms and invitations will be sent to those on the wait list as courses are scheduled. A printable copy of the registration form is included on page 20 and a pdf fillable version is available on request.

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 classified training begins.

General Course for Classification Officers/Analysts

2026

March 24 – 26

September 15 – 17

General Course for Derivative Classifiers (Virtual)

2025

December 9 – 10 (EST)

2026

January 6 – 7 (EST)

February 3 – 4 (MST)

Mar 10 – 11 (EST)

April 7 – 8 (EST)

May 27 – 28 (MST)

June 23 – 24 (EST)

July 14 – 15 (EST)

August 18 – 19 (MST)

September 9 – 10 (EST)

General Course for Derivative Declassifiers (Virtual)

2026

February 10 – 11 (MST)

May 12 – 13 (MST)

August 4 – 5 (MST)

General Course for Headquarters Classification Representatives

As Required

Overview of Nuclear Weapons Classification (OWC) Course

2026

April 20 – 24

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

Upon request

Historical Records Restricted Data Reviewers (HRRDR) Course

2025

December 2 – 5 (Germantown)

2026

January 20 – 23 (NARA)

March 2 – 6 (Naval Reactors HQ)

May 18 – 22 (NTC, Albuquerque)

Also upon request

Historical Records Restricted Data Reviewers Refresher Course

Upon request

Restricted Data/Formerly Restricted Data Recognition and Records Processing Seminar (Teams)

Upon request

General Course for Classification Officers/Analysts (CO/CA)

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 in-depth information on the DOE classification/declassification system and all its requirements. The course consists of 13 modules, each of which concentrates on a different aspect of classification and declassification.

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

Delivery:

This course relies on practical exercises to reinforce lectures on various aspects of classification. A final examination is emailed to students at the conclusion of the course and is due back within one week. 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 reference material for the student.

Goal:

Successful completion of the course will familiarize the student with the DOE classification and declassification system.

Clearance Level Required:

None

Prerequisites:

None

General Course for Headquarters Classification Representatives (CR)

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 and Alternate Classification Representatives.

Description:

The General Course for Headquarters Classification Representatives is intended to familiarize prospective appointees with the responsibilities of an HQ Classification Representative. The course provides details on how to accomplish CR responsibilities and provides 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 reference material for the student.

Goal:

Successful completion of the course will familiarize the student with his or her duties as an HQ Classification Representative or Alternate HQ Classification Representative.

Clearance Level Required:

None

Prerequisites:

None

General Course for Derivative Classifiers (DC)

Duration:

Two days

Designed For:

Individuals within Headquarters organizations who require derivative classification authority.

Description:

The General Course for Derivative Classifiers is intended to familiarize personnel with the DOE classification system and its 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	Controlled Unclassified Information and Unclassified Controlled Nuclear Information
Module G	Original Classification, Declassification, and Downgrading
Module H	Additional Considerations

Delivery:

This course is offered virtually with class size generally limited to twelve. Classes are conducted approximately once a month. The course is occasionally offered in Mountain Standard Time (MST) to accommodate west coast customers. Class exercises are conducted on the second day and a final examination is sent via email at the conclusion of the course. The exam is due within a week of the course and a score of at least 80 percent is required for passing. Individuals who require classification authority are generally required to complete a performance-based test on the classification guidance they will be using in their specific area of expertise within 6 months. Numerous handouts are provided along with copies of all slides used. Handouts and slides provide 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 Email Derivative Classifiers

Duration:

Two-hour Computer Based Training (see [Learning Nucleus](#) information on page 17)

Designed For:

DOE Individuals who are not Derivative Classifiers who require derivative classification authority only to send email on classified systems. The course is also applicable to non-DOE individuals who are detailed to DOE or who are performing work for DOE at their agency and require access to DOE classified Information Technology (IT) systems.

The General Course for Email Derivative Classifiers is intended to ensure that DOE personnel who send email on classified IT systems are trained to use source documents and applicable classification guidance to properly classify and mark their email. This course is a prerequisite to become certified as an Email 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:

DOE Learning Nucleus account.

General Course for Derivative Declassifiers (DD)

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 five 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

Delivery:

This course is offered virtually with class size generally limited to ten. The course is offered approximately once a quarter. The course relies on practical exercises to reinforce lectures on various aspects of declassification. A final examination is given at the conclusion of the course and is due within one week. 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 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

Duration:

Three or four* days via Teams or self-paced facilitated study

*The fourth day of class covers Chapter 2, Vulnerability Assessment, in detail and is designed for those locations/individuals involved in Vulnerability Assessments.

Designed For:

DOE and NNSA Headquarters and field classification office employees who interpret and apply Safeguards and Security Classification (CG-SS-5) guidance and will use course material to train local DCs.

The fourth day of class is designed for those locations/individuals involved in vulnerability assessments.

Description:

This course is designed to enhance the student's ability to interpret and apply the guidance in CG-SS-5. The course highlights the key DOE safeguards and security classification topics and emphasizes how to interpret the guidance using 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 chapter of the safeguards and security classification guide.

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	Special Nuclear Material (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 is designed for virtual delivery, however, a facilitated self-study option is also available. Course materials are Controlled Unclassified Information (CUI), including slides and practical exercises, and are available by request. Virtual delivery is scheduled based on number of students on the course wait list. Field activities may request special convenings or select modules.

Goal:

Successful completion of this course will provide the student with a 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 (OWC) Course

Duration:

Four and a half days

Designed For:

DOE and NNSA HQ personnel and field classification office employees who interpret and apply nuclear weapon guidance or require a basic understanding of nuclear weapon classification. There are limited seats available for DoD personnel.

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 and policy.

Module A	Classification Overview
Module B	Nuclear Science and Related Terms
Module C	Basic Nuclear Weapons Design
Module D	CG-W-5 Introduction
Module E	Single-Stage Weapons
Module F	Weapon Initiators
Module G	Detonation Systems and High Explosives
Module H	Boosting
Module I	Thermonuclear Weapons
Module J	Weapon Materials
Module K	Nuclear Weapon Safety / SAFF / Use Control
Module L	Nuclear Weapon Outputs and Effects
Module M	Nuclear Weapons Testing
Module N	Vulnerability and Hardening
Module P	Nuclear Weapon Production / Military Use / Delivery Systems

Delivery:

This in-person course uses films, examples, and practical exercises. Some handouts are provided along with copies of all unclassified slides used. Classified training material will be mailed at the conclusion of the course if requested. Individual modules or groups of modules can be requested, depending on classified video teleconferencing availability.

Goal:

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

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 (HRRDR) Course

Duration:

Three days for remote locations, three or four days for D.C area courses

Designed For:

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 review of records which may contain Restricted Data (RD) and/or Formerly Restricted Data (FRD).

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). Reviewers may encounter unmarked RD/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/FRD information in documents for the purpose of identifying and setting them aside for referral. The course consists of 14 modules, each of which concentrates on a different area of potentially classified information.

Module A	Introduction and Overview of the Implementation Plan	Module H	Nuclear Safety
Module B	Classification System and Related Issues	Module I	Nuclear Weapon Outputs, Effects, Vulnerability, and Hardening
Module C	History and Facilities	Module J	Weapon Production and Military Utilization
Module D	Nuclear Science and Related Terms	Module K	Isotope Separation
Module E	Basic Nuclear Weapons Design	Module L	Production Reactors
Module F	Nuclear Weapons Testing	Module M	Naval Nuclear Propulsion Information and Other Nuclear Energy Production
Module G	Advanced Nuclear Weapons Design (classified)	Module N	Department of Energy National Security Information

Delivery:

The course is scheduled as requested by Other Government Agencies. This in-person course uses examples and practical exercises extensively. Numerous handouts are provided along with copies of all unclassified slides used. Handouts and slides provide 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 referred to DOE. 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:

One day

Designed For:

Historical Records Restricted Data Reviewers (HRRDR) Course graduates who have not taken the HRRDR Course or the HRRDR Refresher Course within the past three years.

Description:

Students review the keys to recognizing potential RD/FRD associated terms including identifying DOE documents, recognizing RD and FRD markings, and recognizing potential RD and FRD in documents that have not been properly marked. There is no examination.

Delivery:

This in-person course uses examples and practical exercises. The course is scheduled as requested by Other Government Agencies, normally in conjunction with a full HRRDR Course. Some handouts are provided along with copies of unclassified slides presented. If coordinated in advance, individuals may also participate in certain portions of the full HRRDR Class to get credit for the Refresher.

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 referred to DOE.

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:

Individuals in agencies and sub agencies who are involved in reviewing records under section 3.3 of Executive Order 13526, "Classified National Security Information", that do not require the HRRDR Course.

Description:

The seminar consists of an overview of the Special Historical Records Review 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:

This seminar can be delivered in person or virtually.

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. This seminar can also serve as refresher training for HRRDR reviewers when presentation of the HRRDR Refresher Course is not practical.

Clearance Level Required:

None

Prerequisites:

None

Access to Restricted Data and Formerly Restricted Data

Duration:

One hour in person or self-guided eLearning

Designed For:

Non-DOE individuals who have access to Restricted Data (RD) or Formerly Restricted Data (FRD).

Description:

This training provides individuals from non-DOE agencies who have access to RD or FRD with an overview of the unique characteristics of RD and FRD and the authorities for identifying, marking, and declassifying these categories of classified information.

Delivery:

[Online video](#), or DOE instructor-led virtual or on-site presentation if within the 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 or FRD by Title 10 Code of Federal Regulation (CFR) Part 1045, *Nuclear Classification and Declassification*.

These presentations may serve as agency training for access to RD and FRD if approved by your agency for that purpose. Agencies may authorize the use of this training but may also require additional training, testing, or a record of completion. To determine your agency policies, contact your supervisor, security office, or your RD Management Official.

Clearance Level Required & Prerequisites:

None

Transclassified Foreign Nuclear Information (TFNI)

Duration:

Sixty minutes (30 minutes per module) in person or self-guided eLearning

Designed For:

The first module is designed for non-DOE individuals who, in the course of their work, have access to classified, foreign nuclear information. The second module is designed for non-DOE individuals who must classify matter containing TFNI.

Description:

These presentations familiarize individuals with information that could be TFNI, the responsibilities and authorities for TFNI, and the criteria and marking requirements for TFNI.

Module 1: Training for non-DOE Personnel who have Access to TFNI. This module covers the definitions and descriptions of Restricted Data, Formerly Restricted Data, and TFNI, to include transclassification and the responsibilities and authorities for TFNI.

Module 2: Training for non-DOE Personnel who Classify Matter Containing TFNI. This module covers the authorities for the review, upgrade, downgrade, redaction, declassification, and public release of matter containing TFNI. It also identifies the criteria used to determine if matter contains TFNI and marking requirements.

Delivery:

Online video or DOE instructor-led virtual or on-site presentation if within the Washington, DC metropolitan area, depending on availability of an instructor.

[Module 1: Training for non-DOE Personnel who have Access to TFNI Video](#)

[Module 2: Training for non-DOE Personnel who Classify Matter Containing TFNI Video](#)

These presentations may serve as agency training for access to and to classify TFNI only if approved by your agency for that purpose. Agencies may authorize the use of this training but may also require additional training, testing, or a record of completion. To determine your agency policies, contact your supervisor, security office, or your RD Management Official.

Goal:

Module 1: To meet the training requirements for persons from non-DOE agencies who have access to RD or FRD by Title 10 Code of Federal Regulation (CFR) Part 1045, *Nuclear Classification and Declassification*.

Module 2: To meet the training requirement for persons from non-DOE agencies who will be classifying documents that contain TFNI.

Clearance Level Required & Prerequisites:

None

Restricted Data Derivative Classifiers Course

Duration:

Four hours in person or facilitated self-study

Designed For:

This course informs individuals from agencies outside of DOE of the requirements for reviewing documents to determine if they contain RD or FRD. It covers the authorities and processes for classifying, upgrading, downgrading, declassifying, and redacting matter containing RD or FRD and review requirements for matter that is marked as or potentially contains RD or FRD prior to public release.

Description:

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

Delivery:

Self-paced PowerPoint presentation, or DOE instructor-led virtual or on-site presentation 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 Derivative Classifiers.

These presentations may serve as agency training for RD Derivative Classification only if approved by your agency for that purpose. Agencies may authorize the use of this training but may also require additional training, testing, or a record of completion. To determine your agency policies, contact your supervisor, security office, or your RD Management Official.

Clearance Level Required & Prerequisites:

None

Unclassified Controlled Nuclear Information (UCNI) Reviewing Official Course

Duration:

Two hour facilitated self-study

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 & Prerequisites:

None

Office of Classification eLearning Courses

Available via Learning Nucleus

Email Derivative Classifier (eDC)	OC-101DE	This course provides training on how to derivatively classify and apply required classification markings to individual emails. It is also used as the biennial recertification training for eDCs.	1.5 hrs.
IN (Group A) Email DC	IN-101DE	This course, applicable to DOE-IN personnel, provides training on how to derivatively classify and apply required classification markings to individual emails. It is also used as the biennial recertifications training for Group A eDCs.	2 hrs.
Derivative Classifier Biennial Refresher	OC-102DE	This course may be used every 2 years in lieu of the full Derivative Classifiers Course to meet the policy review requirements for recertification.	2.5 hrs.
UCNI-RO Biennial Refresher	OC-103DE	This course may be used every 2 years to meet the policy review requirements in lieu of full Headquarters Reviewing Official recertification.	2.5 hrs.

Learning Nucleus Tips

Link to [Learning Nucleus](#)

The Learning Nucleus is available to DOE personnel only. If you are logging in for the first time, you may need to obtain access and submit profile information to access the website.

If you are a DOE contractor, see the logon instructions at [Learning Nucleus Initial Access](#).

Federal Employees can alternatively access the Learning Nucleus site through the [Employee Self-Service](#) login page. After logon, select **Training > Learning Nucleus** from the menu bar.

After you logon to the Learning Nucleus website, you will see the main Dashboard page. Select the Course Catalog button.



Course Catalog

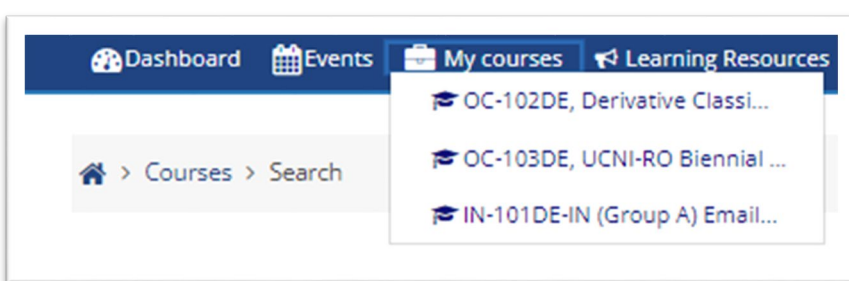
Enter either the course Catalog Number or the course name (see table above) in the *Course Title* search field, then click the *Enter* key or the *Search Course Catalog* button to see the course name and description.

A search form with a label 'Course Title' and a text input field containing the text 'ucni'.

Confirm the course name you wish to access, click the *Begin Course* button. A new browser window will open. Select the new browser window, follow the instructions to start the course.

NOTE: You may need to enable the allow popup window feature on the browser you are using.

If you have previously enrolled in a course, you can access the course by selecting the *My Courses* tab located in the blue menu bar at the top left of the screen.



Previously enrolled course(s) are also available in the Dashboard page, under the ***My Professional Training*** section.

To access completion certificates of previously completed training, use the ***Transcript*** link.



Transcripts

If you encounter problems regarding access or using the Learning Nucleus training site, send an email to the [Learning Nucleus Helpdesk](#) or call (505) 845-4767.

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 email or call:

- [Jim Crosley](#) (301) 903-0062
- [Christy Craver](#) (301) 903-2269





OFFICE OF CLASSIFICATION
CLASSIFICATION TRAINING INSTITUTE



REGISTRATION FORM

Email completed registration form to Christy.craver@hq.doe.gov or fax to 301-903-6133

Course Title				
Course Start Date		Course End Date		
Attendee Information				
Check one ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.				
First Name	Middle Name	Last Name	Preferred Name	
Job Title (<i>Please be specific and do not use acronyms</i>)		Organization		
Room	Business Street Address	City	State	Zip Code
Telephone Number*		Email Address*		
* For virtual training events, provide your phone and email you will be using to participate in the course.				
Classification Officer/Manager (will receive certificates)		Contact information (email or phone)		
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 <i>Other</i> is selected, list your Clearance Level.		
Are you currently an original or Derivative Classifier? ☐ Yes ☐ No				
If <i>No</i> , 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 <i>No</i> , 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.				