

Chapter 10 Revision History as of 6/29/16:

Subsection	Date	Changed	To
HQ Implementation Procedures, Required Security Briefings	6/29/16	Changed first two sentences under ASRB from "The ASRB is required for all HQ Federal and contractor employees."	The ASRB is required for all cleared HQ Federal and contractor employees. HQ personnel with a Q or an L access authorization (i.e., security clearance) must complete the ASRB.
		Add sentence to end of 2 nd paragraph.	Add: Failure to complete the ASRB may affect one's access authorization and suitability to possess a DOE badge.

Chapter 10

Security Awareness Program

This chapter describes the DOE 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 (S&S) Program*, Appendix B. Section 3
- DOE Order 475.2A, *Identifying Classified Information*
- DOE Order 475.1, *Counterintelligence Program*

The Security Awareness Program Manager, within AU-42, 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 Q and L security clearances receive information about accessing and protecting classified information or SNM.

HQ Implementation Procedures

A variety of security awareness briefings and materials (described below) has 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. 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 will be documented in the DOE C-Cure System and made available upon request.
2. Comprehensive Security Briefing – The Comprehensive Security Briefing is required for HQ Federal and contractor employees granted a Q or L security clearance. Employees possessing a security clearance that is extended or transferred from

another DOE facility to HQ must also receive the HQ Comprehensive Security Briefing. The servicing badge office provides the briefing (a video presentation), which the employee must view before receiving his/her security badge and before he/she can access classified information, Limited Areas (LA), or VTRs. The briefing describes access control procedures for LAs and VTRs, escort requirements, penalties for mishandling classified information, controlled articles, and other topics associated with the protection of classified matter.

Upon completion of the Comprehensive Security Briefing, 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. A signed SF-312 verifies the employee's completion of the Comprehensive Security Briefing. Failure of any employee to complete the SF-312 results in the termination of his/her security clearance and denial of access to classified matter. The badge offices maintain records of the signed SF-312s. In accordance with 32 CFR Part 2001, these records must be kept on file and readily available for 70 years.

By completing the Comprehensive Security Briefing, the employee satisfies the requirement for an initial CMPC briefing.

3. Annual Security Refresher Briefing (ASRB) – The ASRB is required for all cleared HQ Federal and contractor employees. HQ personnel with a Q or an L access authorization (i.e., 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 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. AU-42 develops and administers the ASRB and strives to achieve a 100% completion rate for this briefing.

Each HQ element's HSO is given access to the website that administers the ASRB to monitor his/her element's completion rate. HQ employees generally have 30 days to complete the ASRB once they are notified that the briefing is available. When an HQ employee fails to complete the ASRB within the allotted time, his/her HSO is expected to resolve the issue. This applies to both Federal and contractor employees. Failure to complete the ASRB may affect one's access authorization and suitability to possess a DOE badge.

4. Security Termination Briefing – A Security Termination Briefing is required when an HQ Federal or contractor employee no longer needs security clearance – for example, on his/her 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 or SNM. 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 distribute it to AU-43.

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. A Security Termination Briefing is available in DVD format from the HSO Program Manager. The DVD is especially useful in processing large numbers of employees departing in a short time span, such as when a presidential administration ends. (HQFMSP Chapter 15, Outprocessing, contains additional information on outprocessing departing employees.)

When an employee cannot complete a DOE F 5631.29, such as 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 or AU-43.

Employees with access to Special Access Programs, NATO, and SCI must receive an additional individual termination briefing from representatives of those programs. The individual termination briefing is completed during outprocessing (see Chapter 15, Outprocessing, for additional instructions).

Need-Based Security Briefings:

Special security briefings may be needed. For example, an element may require briefing on such subjects as a counterintelligence threat, OPSEC, travel advisories, specialized handling requirements for classified matter, or understanding OUO 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/Graphics

SF-312, *Classified Information Nondisclosure Agreement* (for a copy of this form go to <http://www.gsa.gov/portal/forms/download/116218>)

DOE F 5631.29, *Security Termination Statement* (for a copy of this form go to http://energy.gov/sites/prod/files/cioprod/documents/DOE_F_5631.29_Admin_Update_03-2011.fillable.pdf)

Helpful Websites

Security Awareness Special Interest Group (SASIG):

<https://www.ornl.gov/sasig/>

HQ Security Awareness Program:

https://powerpedia.energy.gov/wiki/Security_Awareness