U.S. Department of Energy

Office of Classification

Classification Training Institute

2015 Course Catalog

TABLE OF CONTENTS

Introduction 2

Classification Level 2

Registration 2

Additional Information 2

2015 Course Schedule and Locations 3

Course Descriptions

General Course for Classification Officers/Analysts 4

General Course for Headquarters Classification Representatives 5

General Course for Derivative Classifiers 6

General Course for E-mail Derivative Classifiers 7

General Course for Derivative Declassifiers 8

Safeguards and Security Classification (CG-SS-4) Course 9

Overview of Nuclear Weapons Classification Course 10

Historical Records Restricted Data Reviewers Course 11

Historical Records Restricted Data Reviewers Refresher 12

Restricted Data/Formerly Restricted Data Recognition and Records Processing Seminar 13

Classification of Nuclear Weapons-Related Information (RD/FRD) Briefing 14

Restricted Data Classifiers Course 15

Unclassified Controlled Nuclear Information Reviewing Official Course 16

Official Use Only Fundamentals Briefing 17

Special Courses and Briefings 18

Registration Form 19

OFFICE OF CLASSIFICATION
CLASSIFICATION TRAINING INSTITUTE
COURSE CATALOG

I. 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.

II. 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.***

III. Course Schedules and Locations

A schedule of courses for 2015 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.

IV. Registration

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

V. Additional Information

For further information on course offerings and schedules, contact the Training Hotline at (301) 903-7566.

2015 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.

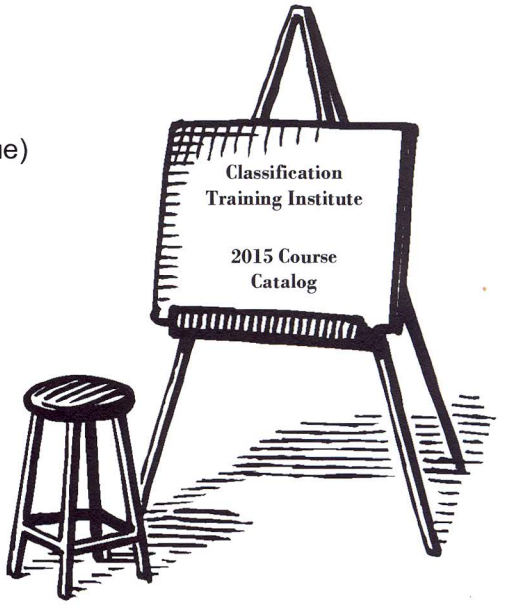
General Course for Classification Officers/Analysts

March 24-26, 2015 September 15-17, 2015

General Course for Headquarters Classification Representatives - As required

General Course for Derivative Classifiers

January 27, 2015
March 10, 2015 (Forrestal)
April 14, 2015 (Albuquerque)
April 21, 2015
June 2, 2015 (Forrestal)
July 14, 2015
September 1, 2015 (Forrestal)
September 29, 2015 (Albuquerque)
October 6, 2015
December 1, 2015 (Forrestal)



General Course for E-mail Derivative Classifiers - As required

General Course for Derivative Declassifiers

March 17-18, 2015
April 15-16, 2015 (Albuquerque)
October 27-28, 2015

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

To Be Determined

Overview of Nuclear Weapons Classification Course

June 22-26, 2015 November 2-6, 2015

Historical Records Restricted Data Reviewers Course

February 9-12, 2015 (Forrestal)
May 11-14, 2015 (Forrestal)
July 20-23, 2015
October 19-22, 2015 (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

Restricted Data Classifiers Course - Upon request or via online PowerPoint presentation

Unclassified Controlled Nuclear Information Reviewing Official Course - As required

Official Use Only Fundamentals Briefing - As required

GENERAL COURSE FOR CLASSIFICATION OFFICERS/ANALYSTS
DESCRIPTION

Certificate of Completion
CLASSIFICATION TRAINING INSTITUTE
United States Department of Energy
This is to certify that
JOHN B. DOE
Classification Specialist
Oak Ridge Operations Office
attended and successfully completed the
GENERAL COURSE FOR
CLASSIFICATION OFFICERS/REPRESENTATIVES

Duration: 3 Days

Designed For: New 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 12 modules, each of which concentrates on a different aspect of classification/declassification.

Module A	-	Introduction to Classification
Module B	-	Legal Authorities and Fundamentals
Module C	-	Classification Authorities and Responsibilities
Module D	-	CO Key Roles
Module E	-	Original and 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	-	Controlled Unclassified Information

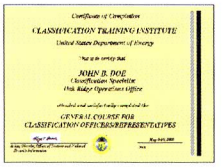
Delivery: The course relies on practical exercises to reinforce lectures on various aspects of classification. A final examination is given at the conclusion of the course and a score of at least 80 percent is required for passing. Numerous handouts are provided along with copies of all slides used.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


Certificate of Completion
CLASSIFICATION TRAINING INSTITUTE
United States Department of Energy
This is to certify that
JOHN B. DOE
Classification Specialist
Oak Ridge Operations Office
attended and satisfactorily completed the
GENERAL COURSE FOR
CLASSIFICATION OFFICERS/REPRESENTATIVES

Duration: 1 Day

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 consists of seven modules, each of which concentrates on a different aspect of classification/declassification.

Module A	-	Classification Overview
Module B	-	The Classification Representative
Module C	-	Assisting Your Derivative Classifier
Module D	-	Classification Program Evaluation
Module E	-	Marking for Derivative Classification
Module F	-	Lessons Learned from Assistance Visits
Module G	-	Unclassified Controlled Nuclear Information

Delivery: The course is presented as necessary or via one-on-one briefings. 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 his or her duties as an HQ Classification Representative.

Clearance Level Required: None

Prerequisites: None

GENERAL COURSE FOR DERIVATIVE CLASSIFIERS
DESCRIPTION

Duration: 1 Day

Designed For: Individuals who require 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 eight modules, each of which concentrates on a different aspect of classification. This course is a prerequisite to appointment as a DOE HQ derivative classifier.

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

Delivery: A class exercise follows Module G 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 are also 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 why certain information is classified and how to make a classification determination.

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 DESCRIPTION

Duration: 2.5 Hours

Designed For: Individuals who require classification authority to send e-mails containing classified National Security Information.

Description: The General Course for E-Mail Derivative Classifiers is intended to ensure that personnel who send e-mails containing classified National Security Information are trained to use source documents and 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: Either an instructor led presentation followed by class exercises and a final examination given at the conclusion of the course or a self-paced course where the student receives a training presentation, reference material, exercises, and final examination. A score of at least 80 percent is required for passing. Handouts and slides provide ready reference material for the student.

Goal: Successful completion of the course will provide the student with an understanding of how to make a classification determination and to apply proper classification markings to an e-mail containing classified information.

Clearance Level Required: None

Prerequisites: None.

GENERAL COURSE FOR DERIVATIVE DECLASSIFIERS DESCRIPTION

Duration: 2 Days

Designed For: Individuals who require DOE 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	-	Electronic Classification Guidance System (eCGS)
Module G	-	Practical Exercises

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 declassification authority.

Clearance Level Required: None

Prerequisites: Should be a certified derivative classifier and have attended the General Course for Classification Officers/Analysts ***or*** a local classifier training course.

SAFEGUARDS AND SECURITY CLASSIFICATION (CG-SS-4) COURSE DESCRIPTION

Duration: 4.5 Days

Designed For: DOE and NNSA Headquarters personnel and field classification office employees who interpret and apply safeguards and security classification (CG-SS-4) guidance.

Description: This course is designed to enhance the student's ability to interpret and apply the guidance found in the classification guide CG-SS-4. This 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 seven modules, the first of which provides a broad overview of what safeguards and security encompasses; the other six modules each concentrate on a different area of safeguards and security classification guidance.

Module A - Overview of DOE Safeguards and Security
Module B - Common Safeguards and Security Classification Issues
Module C - Graded Security Protection/Vulnerability Assessments
Module D - Protection Program Operations
Module E - Information Technology
Module F - COMSEC
Module G - OPSEC/Threat Messages/Foreign Government and Treaty Information

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.

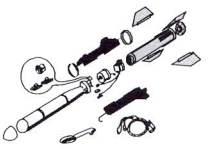
Goal: Successful completion of this course will provide the student with a solid foundation in how to interpret and apply the classification guidance found in CG-SS-4.

Clearance Level Required: None.

Prerequisites: Some knowledge of the subject matter covered in Modules C-G is desired.

Course Status: Course is under revision to reflect results of the NSI Fundamental Classification Guidance Review. Next scheduled course is to be determined.

OVERVIEW OF NUCLEAR WEAPONS CLASSIFICATION COURSE DESCRIPTION



Duration: 4.5 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	-	Safing, Arming, Fuzing, and Firing/Use Control/PAL
Module L	-	Nuclear Weapon Outputs and Effects
Module M	-	Nuclear Weapons Testing
Module N	-	Vulnerability and Hardening
Module P	-	Military Utilization and Nuclear Weapon Production

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 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 DESCRIPTION

Duration: 4 Days

Designed For: All individuals in agencies and subagencies subject to section 3.4 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 B - Nuclear Science and Related Terms
Module C - History of U.S. Nuclear Energy Program
Module D - History of DOE Facilities
Module E - The Classification System and Related Issues
Module F - Nuclear Weapons I
Module G - Nuclear Weapons II
Module H - Safing, Arming, Fuzing, and Firing
Module I - Nuclear Weapon Use Control
Module J - Nuclear Weapon Outputs and Effects
Module K - Vulnerability and Hardening
Module L - Military Utilization of Nuclear Weapons
Module M - Isotope Separation
Module N - Production Reactors and Related Technologies
Module O - Naval Nuclear Propulsion Information
Module P - Report to Congress/Lessons Learned
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 Secret or Top 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 DESCRIPTION

Duration: ½ Day

Designed For: Individuals who have completed the 4-day Historical Records Restricted Data Reviewers (HRRDR) Course within the past 2-3 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 makes extensive use of review aids (including a film), examples, and practical exercises and 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 Secret or Top 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 DESCRIPTION

Duration: ½ Day

Designed for: All individuals in agencies and subagencies who are involved in reviewing records under section 3.4 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 3.4 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 attendance at the HRRDR Refresher Course is not practical.

Clearance Level Required: None

Prerequisites: None

CLASSIFICATION OF NUCLEAR WEAPONS-RELATED INFORMATION (RD/FRD) BRIEFING DESCRIPTION

Duration: 1.5 Hours

Designed For: Individuals who may come in contact with RD or FRD information.

Description: This presentation familiarizes individuals with the procedure for identifying, classifying, marking, and handling documents containing RD or FRD.

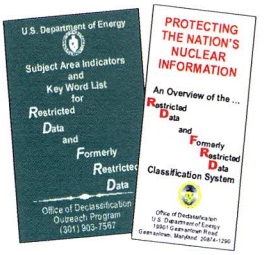
Delivery: Self-paced PowerPoint presentation or DOE instructor-lead presentation (Washington, DC metropolitan area only with classes of 10 or more).

Goal: This presentation meets the minimum training requirements of 10 CFR Part 1045 for persons with access to RD/FRD.

Clearance Level Required: None

Prerequisites: None

RESTRICTED DATA CLASSIFIERS COURSE DESCRIPTION



Duration: 4 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.

Descriptions: 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
DESCRIPTION

Duration: 2 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

OFFICIAL USE ONLY FUNDAMENTALS BRIEFING DESCRIPTION

Duration: 1 Hour

Designed For: All DOE/NNSA employees who have the potential to come in contact with Official Use Only (OUO) information or make OUO determinations based on specific OUO guides.

Description: This briefing is intended to provide DOE/NNSA employees information on their responsibilities for identifying and protecting any documents containing OUO information which includes: when documents must be reviewed for OUO, who may conduct OUO reviews of documents, how to make OUO determinations based upon specific OUO guidance, how to mark OUO documents and recognize OUO and other-agency equivalent markings, and how to protect OUO.

Delivery: The student receives a briefing book containing numerous handouts and copies of all slides which provide ready reference material. This briefing is delivered either in person or may be self-paced.

Goal: To provide DOE/NNSA employees with an understanding of the requirements for identification and control of OUO.

Clearance Level Required: None

Prerequisites: None

SPECIAL COURSES AND BRIEFINGS
DESCRIPTION

The Office of Classification is prepared to conduct special courses or briefings on classification, declassification, and controlled unclassified information (OUO 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 the Training Hotline at (301) 903-7566.

U. S. DEPARTMENT OF ENERGY

OFFICE OF CLASSIFICATION

CLASSIFICATION TRAINING INSTITUTE

CTI

REGISTRATION FORM

Please complete the following course application and provide a brief description of your classification and/or declassification experience.

Course Title_____

Course Date_____

Mr./Mrs./Ms./Dr._____

(Circle one) (First) (Middle) (Last) (Perferred Nickname)

Title (no acronyms)_____

Organization_____

(Please be Specific)

Business Mailing Address (include routing symbol and room number)_____

_____

Telephone Number_____ **Fax Number:** _____ **E-Mail**_____

Federal Employee ___ **Contractor** ___ **Contractor Name:**_____ **Other:**_____

U.S. Citizen: ___ **Yes** ___ **No** **If No, country of citizenship** (please include any dual citizenship) _____

_____

Level of Clearance (please circle one) **Q** **L**

Are you currently an original or derivative classifier? **Yes**____ **No**_____

If so, how long have you been a classifier?_____

If not, do you anticipate submitting a request to become a classifier? **Yes**____ **No**_____

Are you currently a derivative declassifier? **Yes**____ **No**_____

If so, how long have you been a derivative declassifier?_____

If not, do you anticipate submitting a request to become a declassifier? **Yes**____ **No**_____

Briefly describe your classification/declassification duties/responsibilities._____

_____

_____

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.