

HSO SPOTLIGHT No. 015-2007: Official closing date for completion of the 2007 Annual Security Refresher Briefing (ASRB)

- What is the issue:** Notification of official closing date for completion of the 2007 Annual Security Refresher Briefing (ASRB)
- Why do we need this:** To establish a deadline for completion of the ASRB
- Who is impacted:** Any individual supporting DOE HQ who is required to take the ASRB
- What does the HSO need to do:** **Distribute information to his/her organizational personnel**

The official closing date for completion of the 2007 Annual Security Refresher Briefing (ASRB) is June 29, 2007. After this date, a status report will be prepared and provided to senior management, indicating the completion percentage for each program Element and the names of those federal and contractor employees failing to complete the ASRB.

DOE Headquarters (HQ) is very near the 100% mark for completing the ASRB, with many HQ Elements having already achieved this goal. At this time, Headquarters Security Officers (HSOs) are requested to perform a final review of the STATUS DETAIL REPORT (open the Status Summary Report and <click> on <Not Started> employees) for their Element. The reports can be found on the MIS Application Gateway (<https://mis.doe.gov/>) site. The following should be considered in your review:

1. Contractor personnel. For persons no longer supporting your Element, the federal sponsor of that contractor needs to log-in to the MIS Application Gateway and withdraw their sponsorship. The instructions to complete this action are provided below. ***
2. Special circumstances. If there are any special situations preventing an employee from completing the ASRB (e.g., medical leave or family leave issues, military deployment, etc.), or the employee does not possess a HQ badge, please notify the ASRB (ASRB@hq.doe.gov) of the situation and his/her record will be adjusted accordingly.
3. Employee claiming completion of the ASRB. Please fax a copy of his/her Certificate of Completion to 301-903-4601 to the attention of ASRB, and data base records will be adjusted. Employees that have not previously printed their ASRB certificate can access the MIS Application Gateway for a copy.

The HSO should notify all remaining federal and contractor employees of the June 29, 2007, deadline and encourage them to complete the ASRB.

*** Instructions for Federal sponsors to remove their sponsorship of contractors in the MIS Gateway:

1. Login to MIS

2. Click on DOE Corporate Applications
3. Click on Identity Management Main Menu
4. Click on Sponsor Management
5. Click on View/Update Your Sponsored Employees
6. Click on View/Update Process for specific employee and select an action

Questions should be directed to Brenda Swiger at 301-903-4440.