

HSO SPOTLIGHT No. 12 - 2007: ASRB CUT OFF DATE FOR 100% COMPLIANCE ~ MAY 4, 2007

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| What is the issue: | Identify a cut off date for this year's ASRB |
| Why do we need this?: | To initiate close out of this year's ASRB |
| Who is impacted?: | HSO and their Element, due to the 100% compliance requirement mandated in Executive Order and DOE Directive |
| What does the HSO need to do?: | Ensure their Element's identified personnel have complied with the requirement to complete the ASRB |

May 4, 2007, has been established as the 100 % completion cut off date to be used for identifying HQ employees (federal and contractor) who are required to take the ASRB. Designating a specific date (May 4) prevents the baseline number used in confirming an Element's 100% completion of the ASRB from becoming a moving target. Each HQ Element is responsible for ensuring 100% of their employees participate in the completion of the ASRB.

Employees coming on board after the May 4 cut off date are encouraged to take the ASRB. This is due to the additional information not covered by the initial/comprehensive briefing, as well as the ASRB contains the required Cyber Security briefing. Elements will receive credit for these employees completing the ASRB, but they will not factor into an Element's May 4 baseline number. Instead, they will be identified as an amount over and above the Element's May 4 100% baseline number.

HSOs should review their Element's account in the HQ MIS Application Gateway system to identify employees who have not completed the ASRB. Every effort should be made to encourage their employees to complete the ASRB in order to reach 100% compliance. The HSO's review should include a scrub of their Element's account to identify persons not required to take the ASRB and request adjustment as necessary. We will be providing a "HSO SUMMARY REPORT OF ASRB NON-COMPLIANCE" to assist you with obtaining the 100% compliance. You will be able to access this report through the MIS Gateway in the same manner as your other ASRB reports. Additionally, we are preparing a final notice (e-mailed directly to the employee) to those who have not completed the ASRB. Requests for adjustments should be directed to the ASRB@hq.doe.gov or a contractor's sponsor, as appropriate.

Thank you for your continued support in making DOE Headquarters a safe and secure place in which to work. If you have any questions, please Ed Szymanski e-mail me at edmund.szymanski@hq.doe.gov or phone 301-903-9990.