

September 28, 2004

MEMORANDUM TO: Michael L. Springer, Director  
Office of Administration

FROM: Roy P. Zimmerman, Director /RA/  
Office of Nuclear Security and Incident Response

SUBJECT: WEB-BASED TRAINING FOR CONTRACTORS

Please consider making the new Information Security Awareness Web-based training (WBT) refresher course an annual requirement for contractors from the following companies that work under your authority or for which your office has project management responsibility:

Wackenhut Services, Inc.  
Cherokee Information Services  
Focus AMC  
Preferred Temporaries Inc.  
Studley Professional Staffing

The Office of Nuclear Security and Incident Response (NSIR) recently created this WBT course to provide basic information for handling classified and sensitive unclassified information. It explains the types of sensitive information used at the NRC; what actions to take to identify, mark, store, transmit, reproduce, and destroy protected information; and why it is important to properly handle this information to accomplish the NRC mission.

The course was primarily designed for NRC employees and takes about 60 minutes to complete. However, the NRC and our nation may benefit if personnel from the aforementioned companies completed the course because their duties involve activities that require handling classified and sensitive unclassified information, providing security for classified meetings, handling sensitive mail, escorting/destroying classified waste, checking security containers/Standard Forms 702, and processing sensitive information.

The Information Security Awareness course can be found under the alphabetical list in the Training Section on the NRC Internal Web page ([www.internal.nrc.gov](http://www.internal.nrc.gov)).

CONTACT: Mark Van Winkle, NSIR/DNS  
(301) 415-2209

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