

May 3, 2006

MEMORANDUM TO: Those on the Attached List

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

SUBJECT: INFORMATION SECURITY (INFOSEC) AWARENESS AND
SAFEGUARDS INFORMATION WEB-BASED TRAINING

I am writing to inform you about two Web-based training (WBT) courses sponsored by the Office of Nuclear Security and Incident Response (NSIR). They are the Information Security (INFOSEC) Awareness Course and the Safeguards Information (SGI) Course.

The INFOSEC Awareness Course is a self-study course that provides basic information for properly handling and protecting classified information and SGI. It was originally established in 2004 and is an annual training requirement for all Nuclear Regulatory Commission (NRC) employees (see enclosed 9/27/04 Yellow Announcement). It also is strongly recommended for contractors, especially contract secretaries, mailroom staff, and guards. This course temporarily was taken off the Web in August 2005, and its content updated due to policy changes that resulted from the Sensitive Unclassified Non-Safeguards Information (SUNSI) program. Topics such as Official Use Only and Proprietary Information have been removed from the INFOSEC Awareness Course and will be included in an upcoming SUNSI WBT course to be developed in the future. The revised INFOSEC Awareness Course is again available on the Web. All NRC employees must complete this course by December 31, 2006.

The SGI Course is a new, self-study course presented in three modules and builds on information contained in the INFOSEC Awareness Course. The main purpose of this SGI WBT program is to create a standardized curriculum by which each office and region will have the capability to formally train SGI designators and independently designate information as SGI. Only some individuals are required to take this training. Managers and supervisors will designate who will be required to complete this training and assign which modules must be completed by these individuals. Module 1 presents fundamental information and concepts and is designed for NRC staff and contractors who routinely use or handle SGI as part of their normal work. Module 2 contains scenarios to help the student understand and apply SGI rules and principles. Module 3 tests the student's knowledge and ability to apply the information covered in Modules 1 and 2. A score of 80 percent is required to pass the test. A student must complete all three modules to qualify as an SGI designator. Current SGI designators should complete this course by September 30, 2006.

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

Those on the Attached List

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As part of the SGI-designator certification process, please send a list containing the names of your current SGI designators and those individuals you will appoint as new designators to Mark Van Winkle, MS O2-D15, by June 9, 2006, so he can track their training throughout the year. Updated lists must be sent annually during the month of April. A negative response is requested from those offices that do not routinely designate SGI.

The INFOSEC Awareness and SGI Courses may be found on the alphabetical list in the Training Section of the NRC Intranet Homepage.

With threats to our nation ever present, it is imperative that every NRC employee and contractor have the knowledge and ability to protect sensitive information. Thank you for the support you and your staff provide to this important issue.

Enclosure:
As Stated

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Enclosure:
As Stated

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- RidsNsrOd
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- NSIR/DSO/ISB RF
- B. Stapleton
- M. Van Winkle

EDATS: NSIR-2006-0010

ADAMS: ML060880053

*See previous concurrence

ADAMS Yes

Non-Sensitive

Publicly Available

Initials: mvw

OFFICE	NSIR/DSO/ISB*	NSIR/DSO/ISB*	NSIR/DSO*	NSIR/DSO: D*
NAME	M. Van Winkle	A. Lynn Silvious	R. Way	D. Dorman
DATE	3/ 29 /06	4/ 5 /06	04/06/06	04/07/06
OFFICE	Tech Ed.*	D:NSIR	D:NSIR	
NAME	HChang	R. Zimmerman	RZimmerman	
DATE	04/17/06	04/27/06	05/03/06	

OFFICIAL RECORD COPY

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: May 3, 2006

SUBJECT: INFORMATION SECURITY (INFOSEC) AWARENESS AND SAFEGUARDS
INFORMATION WEB-BASED TRAINING

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G. Paul Bollwerk, III, Chief Administrative Judge, Atomic Safety and Licensing Board Panel	T-3 F23
Karen D. Cyr, General Counsel	O-15 D21
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Luis A. Reyes, Executive Director for Operations	O-16 E15
William F. Kane, Deputy Executive Director for Reactor and Preparedness Programs, OEDO	O-16 E15
Martin J. Virgilio, Deputy Executive Director for Materials, Research, State and Compliance Programs, OEDO	O-16 E15
Jacqueline E. Silber, Deputy Executive Director for Information Services and Administration, and Chief Information Officer, OEDO	O-16 E15
William M. Dean, Assistant for Operations, OEDO	O-16 E15
Timothy F. Hagan, Director, Office of Administration	T-7 D26
Michael R. Johnson, Director, Office of Enforcement	O-14 E1
Guy P. Caputo, Director, Office of Investigations	O-3 F1
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James F. McDermott, Director, Office of Human Resources	T-3 A2
Corenthis B. Kelley, Director, Office of Small Business and Civil Rights	T-2 C2
Jack R. Strosnider, Director, Office of Nuclear Material Safety and Safeguards	T-8 A23
James E. Dyer, Director, Office of Nuclear Reactor Regulation	O-5 E7
Brian W. Sheron, Director, Office of Nuclear Regulatory Research	T-10 F12
Janet R. Schlueter, Director, Office of State and Tribal Programs	O-3 C10
Roy P. Zimmerman, Director, Office of Nuclear Security and Incident Response	T-4 D22a
Samuel J. Collins, Regional Administrator, Region I	RGN-I
William D. Travers, Regional Administrator, Region II	RGN-II
James L. Caldwell, Regional Administrator, Region III	RGN-III
Bruce S. Mallett, Regional Administrator, Region IV	RGN-IV

Yellow Announcement: YA-04-0049

Date: September 27, 2004

To: All NRC Employees

SUBJECT: WEB-BASED TRAINING COURSE FOR INFORMATION SECURITY
AWARENESS

The Office of Nuclear Security and Incident Response recently created a web-based training (WBT) course entitled Information Security Awareness. This refresher course is new and is the first of three courses that will make up a suite of WBT on information security. WBT for Safeguards Information and original and derivative classification authorities will follow in the future.

The course is designed to efficiently teach fundamental rules and responsibilities for handling classified and sensitive unclassified information. Individuals can now take the course on a desk-top computer when their schedule permits instead of attending scheduled briefings. Face-to-face specialized briefings are still available upon request.

The course includes a knowledge check to help ensure that students understand the lessons. A database will track the completion of the course by individual. However, no grade or score will be recorded. Please note that this course does not take the place of, and should not be confused with, the Computer Security Awareness Course or the Information Systems Security Officers (ISSO) Course. Both of these courses have existed for some time and have different purposes.

All current NRC employees are expected to complete the course by December 31, 2004, and annually thereafter. Those employees who have completed the training requirement for this year are not required to take the automated course until next year. NSIR (Info Sec) will provide Office Directors a list of their staff that have completed this training. Future employees will be required to take the course within 30 days of assignment. Contractors and consultants who handle or protect classified and sensitive unclassified information will be required to take the course and will be notified separately. Sponsoring Headquarters and Regional offices should work with the Office of Administration and Office of Human Resources to ensure that requirements for this training are included in contractual and consultant agreements as appropriate.

To access the Information Security Awareness course, go to the Training Section on the NRC Internal Web page (www.internal.nrc.gov) and find the course in the alphabetical listing. You may also go to the Employee Training and Development Site in the Training Section and find the course under the Self-Paced and Web Based headings. It should take approximately 1 hour to complete the required training.

Enclosure

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Contact the Information Security Section at (301) 415-2212 if you have questions about the course or other information security issues.

/RA/

Luis A. Reyes

Executive Director for Operations