



## SES 0300 Clearance Holder Annual Briefing Course Syllabus

**Subject Category:** SES - Personnel Security

**Course Prerequisite:** Learner must hold a DOE Security Clearance

**Course Length:** 30 minutes

**Course Mode:** Virtual - Instructor led

**Medical Approval:** No

**Refresher:** Annual

**Audience:** DOE Security Cleared individuals

**Purpose:** This annual refresher training is provided as a reminder of obligations and responsibilities as a cleared individual. It also highlights the recent changes to the Classified program.

### Objectives:

After completing this course, the learner will be able to:

- Reaffirm their obligations that they agreed to when you received your security clearance or access.
- Be alert to and appropriately report potential threats by adversaries, insiders, and other harms.
- Understand their personal reporting responsibilities and obligations under the United States espionage and sabotage acts.
- Be aware of the recent changes to the Classified program.

**Instructor:** SES Program

### Training Requirements:

- DOE O. 472.2A - Personnel Security
- SES.S&S.SA.PLAN.001 - Safeguards and Security Awareness Program Plan
- SES.PS.PMA.PLAN.001 - Personnel Security Program Requirements Plan

### Course Instructional Materials:

- DOE F. 272.2 - Reporting Form
- Security Executive Agent Directive 3 (SEAD 3)

**Practical or performance Assessment / Exam:** No

**Retraining/Recertification:** Annual