



Developing a Security Education and Training Program

Special Security Briefings Job Aid

SPECIAL BRIEFING TYPES			
Type	References	Briefing Notes	DOD or Industry?
ACCM	DODM 5200.01, Vol. 3 NISPOM	ACCM stands for Alternative Compensatory Control Measures. These are additional security measures which may be used to ensure strict need-to-know protection when standard security measures are insufficient. Training is required prior to individuals being granted access to ACCM-protected information.	DOD and Industry (If identified in the DD 254)
AT	DODI O-2000.16 Vol.1 and 2	Antiterrorism (AT) is a defensive measure used to reduce vulnerability to terrorist acts, as well as actions taken to prevent or mitigate hostile actions against DOD personnel, resources, facilities, and critical information. Training <ul style="list-style-type: none"> • Antiterrorism awareness • Antiterrorism officers (ATOs) • Pre-command antiterrorism training • Executive seminar 	DOD and Industry
CNWDI	DODI 5210.02, NISPOM, Section 117.20(b)	The abbreviation CNWDI (pronounced SIN-widdy) stands for "Critical Nuclear Weapons Design Information." Briefings <ul style="list-style-type: none"> • Definition of CNWDI • Reminder of the extreme sensitivity of CNWDI • Responsibility for properly safeguarding CNWDI • Requirement that dissemination is strictly limited to other authorized personnel with a need-to-know • Any special local requirements Debriefings <ul style="list-style-type: none"> • Purpose of the debriefing • Serious nature of the subject matter, which requires protection in the national interest • Need for caution and discretion 	DOD and Industry Briefing of FSO: The facility's DCSA Industrial Security representative will give the FSO a CNWDI briefing.
COMSEC	DODI 5205.08	COMSEC stands for "Communication Security" and refers to the steps taken to protect information of intelligence value when it is being telecommunicated.	DOD and Industry

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	NSA/CSS Policy Memorandum No. 3-16 DODI 8523.01, Section 4.1 Industrial COMSEC Manual (NSA Manual 90-1) "Annex A" NISPOM, Section 117.21(e)	Briefings <ul style="list-style-type: none"> • Types of COMSEC information • Special safeguards for protecting this information • Directives and rules prescribing those safeguards • Penalties for willful disclosure of this information to unauthorized persons 	
Courier	DODM 5200.01, Vol. 3 NISPOM, Section 117.15(f)(4)	Employees authorized to hand-carry or escort classified materials or to serve as courier for Defense Courier Service. Briefings <ul style="list-style-type: none"> • Procedures for handling classified information while in transit • Authorized modes of transportation and authorized destinations • Emergency points of contact 	DOD and Industry
Declassification Authority	E.O. 13526 DODM 5200.01, Vol. 3	Required for individuals given the authority to declassify information. Topics <ul style="list-style-type: none"> • Standards, methods, and procedures for declassifying information • Standards for creating and using declassification guides • Contents of the Component's declassification plan • The requirement for each component to maintain a declassification database 	Declassification authorities are always government officials.
Derivative Classifiers, Security Personnel, and Others	E.O. 13526, DODM 5200.01, Vol. 3, NISPOM, Section 117.13(b)	Topics <ul style="list-style-type: none"> • Original vs. derivative • Markings • Downgrading and declassifying • Storage, reproduction, transmission • Declassification guides • Access control • Investigation and reporting 	DOD and Industry

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		<ul style="list-style-type: none"> • Special access programs • Oversight • Automated information systems 	
Facility Security Officer	NISPOM, Section 117.12(d)	FSO stands for Facility Security Officer. Training <ul style="list-style-type: none"> • Requirements based on facility's involvement with classified information • May include FSO Orientation and program management courses • Received within one year of appointment 	Industry only
Foreign Government Information	DODM 5200.01, Vol. 1–3, NISPOM, Section 117.13	FGI stands for Foreign Government Information and is information classified by a foreign government and shared with cleared U.S. personnel. Briefings <ul style="list-style-type: none"> • Definition of FGI • Basic security standards and procedures for safeguarding • Classification levels • FGI use and disclosure 	DOD and Industry
Foreign Travel	DODM 5200.01, Vol. 3, DODM 5200.02, NISPOM, Section 117.8	Employees are briefed prior to foreign travel or likely exposure to foreign nationals when there is concern about intelligence exploitation. Briefings <ul style="list-style-type: none"> • Security and safety risks • Reporting requirements for suspicious contact • How foreign intelligence services target and approach personnel 	DOD, and recommended for Industry
Information System Security Manager (ISSM)	DODI 8500.01, NISPOM, Section 117.18	Individuals responsible for managing information systems containing classified information. Briefing <ul style="list-style-type: none"> • To level commensurate with IS complexity • Including responsibility for providing IS security education for relevant personnel 	DOD and Industry
Cybersecurity	DODI 8500.01, NISPOM, Section 117.18	Cybersecurity: Protection of, prevention of damage to, and restoration of computers, electronic communication systems, wire communications, and electronic communications, including information contained therein, to ensure its availability, integrity, authentication, confidentiality, and nonrepudiation. Cybersecurity Briefing	DOD and Industry

SPECIAL BRIEFING TYPES

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		<ul style="list-style-type: none"> • All security measures to protect information • Regulations concerning hardware, software, or portable media • Password and pass-phrase policy directives <p>Refresher Training</p> <ul style="list-style-type: none"> • Threat identification • Physical security • Malicious content and logic • Social engineering and other non-standard threats 	
International Programs	International Traffic in Arms Regulations (ITAR) Arms Export Control Act (AECA) NISPOM, Section 117.19	Special briefings are required for individuals who require access to international programs or who participate in international activities. <p>Courses</p> <ul style="list-style-type: none"> • International Security Requirements • International Programs Security and Technology Transfer • DOD Component equivalent course <p>Topics</p> <ul style="list-style-type: none"> • Security assistance • Cooperative research • Foreign disclosure • Country relationships 	DOD and Industry
NATO Information	United States Security Authority for NATO Affairs (USSAN) Instruction 1-07, DOD Directive 5100.55, DODM 5200.01, Vol. 1-3, NISPOM, Section 117.19(g)(7)	NATO classified information is information circulated within and by the member countries of the North Atlantic Treaty Organization (NATO). <p>Briefings</p> Employees briefed prior to having access to NATO information: <ul style="list-style-type: none"> • Applicable NATO security procedures • Consequences of negligent handling <p>Debriefings</p> <ul style="list-style-type: none"> • When an employee no longer requires access to such information, debrief the employee. 	DOD and Industry
OPSEC	DOD 5205.02-M, NISPOM, Section 117.12	Operations Security (OPSEC) is a system used to identify critical information. <p>Initial Training and Annual Refresher Training</p> <ul style="list-style-type: none"> • Individuals with OPSEC responsibilities 	DOD and Industry

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		Awareness Training <ul style="list-style-type: none"> • All personnel 	
Original Classification Authority	E.O. 13526, DODM 5200.01, Vol. 3	Required for individuals given the authority to originally classify information. Topics <ul style="list-style-type: none"> • Original vs. derivative classification • Who can originally classify • Classification standards • Duration • Prohibitions and limitations • Classification marking • Declassification • Security classification guides (SCG) 	OCAs are high-ranking government officials.
Physical Security	DOD 5200.08-R, NISPOM, Section 117.15	Physical security measures, focused on security-in-depth. Training <ul style="list-style-type: none"> • Perimeter fences • Employee and visitor access controls • Badges/Common Access Cards (CAC) • Intrusion Detection Systems (IDS) • Random guard patrols • Prohibited item controls • Entry/exit inspections • Escorting • Closed-circuit video monitoring 	DOD and Industry
Security Professionals	DODI 3305.13, NISPOM, Section 117.12	Individuals responsible for the implementation of security programs. Training <ul style="list-style-type: none"> • Established and maintained by the Defense Counterintelligence and Security Agency • May be conducted in the form of instructor-led, distance learning, blended learning, job aids, and other delivery methods appropriate to mission requirements 	DOD and Industry

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Sensitive Compartmented Information	DODM 5105.21, Vol. 1–3 NISPOM, Sections 117.15 and 117.23	Sensitive Compartmented Information, or SCI, is classified information derived from intelligence sources and requiring special handling. Briefings <ul style="list-style-type: none"> • All personnel with access must receive an initial briefing. 	DOD and Industry
SF-312	E.O. 13526, NISPOM, Section 117.8	Standard Form 312, “Classified Information Nondisclosure Agreement,” must be signed by individuals granted access to classified information. Briefing <ul style="list-style-type: none"> • Nature and protection of classified information • Briefing booklet available from ISOO 	DOD and Industry
Special Access Programs	DODI 5205.11, DODM 5205.07, Vol.1, NISPOM, Section 117.23	Any official program or activity employing enhanced security measures. Topics <ul style="list-style-type: none"> • Safeguarding • Access requirements 	DOD and Industry
Visits and Meetings Security Briefing	DODM 5200.01, Vol. 3, Enclosure 2, NISPOM, Section 117.16(a)(5)	Cleared visitors to cleared contractor or government facilities must be trained on the security procedures they are expected to follow. Briefing <ul style="list-style-type: none"> • Badges and escorts • Physical security procedures • Access areas • Use of portable electronic devices • Verifying personnel security clearances • Handling classified material • Transmitting and/or transporting classified information • Reporting requirements for security violations 	DOD and Industry