

Security Briefings

Webinar guests submitted several questions before and during the 27 June 2013 Security Briefings Webinar session. The following responses are provided by the Center for Development of Security Excellence (CDSE).

Question: I would love some templates or other resources that show sample briefings.

Answer: Unfortunately CDSE does not offer any power point templates for security briefs.

Question: I have trouble trying to make sure I integrate all of the topics that are needed for NISPOM while also adding in CI topics (future NISPOM requirement but current requirement for non DoD clients). I want to make it interesting and cohesive while not having 2-3 different briefings on top of each other. Any ideas?

Answer: Please use this hyper link:

<http://www.cdse.edu/catalog/elearning/GS104.html> CDSE offers an eLearning course on "Developing a Security Education and Training Program" which will assist you in developing your presentation.

Question: Is there any guidance on what needs to be covered in an "initial security brief" with an employee that is NOT CLEARED and WILL NOT BE required to be cleared? In comparison of what should be covered in the "initial security brief" for an uncleared employee vs. a cleared employee?

Answer: As per DoDM 5200.01 Vol 3: There is a need for all personnel in the organization, including DoD Civilians, military Members, and on—site Support contractors to receive initial orientation to DoD Information Security. Please see Enclosure 5, Paragraph 3. for more details.

Question: What needs to be in the Annual brief and how can we make it interesting and not the same old thing? I see briefings on sale on the web. Where is the best place to get the material for the briefs?

Answer: DoDM 5200.01 Vol 3, At a minimum, all DoD civilians, military members, and on-site support contractors with access to classified information shall receive annual refresher training that reinforces the policies, principle, and procedures covered in their initial and specialized training. Refresher training shall also address the threat and the techniques foreign intelligence activities use while attempting to obtain classified DoD information, and advise personnel of penalties for engaging in espionage activities and other unauthorized disclosures. Refresher training shall also address relevant changes in information security policy or procedures and issues or concerns identified during DoD Component self-inspections.

Question: What countermeasures can I use to ensure all personnel in process and out process properly?

Answer The organization should establish procedures to ensure that cleared and non-cleared employees who in or out process of the organization or whose clearance is terminated receive an appropriate security briefing. You will have to properly train your staff to ensure this happens.

Questions: For a non-possessing facility what really needs to be included in the training?

Answer: Yes; DoDM 5200.01-V3 Encl 5 and NISPOM 3-106 & 3-107 spell out the initial and refresher training requirements for all cleared employees. This training is required whether or not the company is a non-possessing facility. NISPOM 3-106 states "Prior to being granted access to classified information, an employee shall receive an initial security briefing that includes the following: a. A threat awareness briefing; b. A defensive security briefing; c. An overview of the security classification system; d. Employee reporting obligations and requirements; e. Security procedures and duties applicable to the employee's job." NISPOM 3-107, in part, states "The contractor shall provide all cleared employees with some form of security education and training at least annually." There is no training requirement under the National Industrial Security Program (NISP) for uncleared employees.

Question: I have spread the Annual Refresher Briefing into quarterly segments in order to have security-related awareness be in thought more than just once a year. I assume I am fulfilling the NISPOM 3-106, 3-107 requirements?

Answer: Please read the previous comments.

Question: Employment is continuous so what is the best method to conducting the annual security refresher training? On a collective or individually level based on their 1 year anniversary or according to the SOP?

Answer: At a minimum, all DoD civilians, military members, and on-site support contractors with access to classified information shall receive annual refresher training that reinforces the policies, principle, and procedures covered in their initial and specialized training. Your component policy should state how to conduct this training.

Question: Does DSS have any Security Briefings on CD's?

Answer: No, but, Military/DoD Civilian Security Officers/Managers could network with peers or their respective component to obtain security briefs and tailor them to their organization's needs. FSOs can do the same and reach out to other FSOs through ISACs, NCMS, etc. They can also check with their servicing DSS IS Rep if they have

usable templates.

Question: Where can security puzzles be found?

Answer: Please refer to this hyperlink to assist you in creating your own puzzle:
www.puzzle-maker.com

Question: Where to get DVD of 312 brief video? Our VHS tape finally gave out.

Answer: CDSE does not offer a video for the SF 312.