Discuss the purpose of Standard Practice Procedures (SPP):

- Identify when needed
- Identify what to include
- Explain uses

Overview

“Document prepared by a contractor that implements the applicable requirements of the NISPOM for the contractor’s operations and involvement with classified information at the contractor’s facility.”

- NISPOM Appendix C
Poll Question

NISPOM 1-202

Mandatory

Optional

Standard Practice Procedures

Chat Question 1

When do you believe SPP would be necessary at your facility?
**Benefits of the SPP**

- Standardizes processes
- Provides a tangible resource
- Builds credibility
- Establishes partnership

**Chat Question 2**

When might DSS require the SPP?

**When Would DSS Require SPP?**

- Safeguarding approval
- Addition of security requirements
- Classified information at risk of loss or compromise
- Systemic vulnerabilities
- Recommendation of FSO
SPP Road Map for Success

- Write to be unique to your facility
- Use plain language
- Consider separate procedures for security staff
- Develop practical procedures
- Obtain management support

What to Include?

- No set rules
- Address all applicable terms of the NISPOM

Consider Your Employee Audience

Document security procedures that need to be known by employees
SPP General Topics

- Introduction/Purpose
- Facility Information
- General Security
- Security Clearances
- Security Education
- Self-Inspections / Vulnerability Assessments

SPP General Topics

- Individual Reporting Responsibilities
- Graduated Scale of Disciplinary Actions
- Visit Procedures
- Public Release/Disclosure
- Classification
- Security Forms
- Definitions and Acronyms

SPP Safeguarding Topics

- Safeguarding Classified Information
  - End-of-Day Security Checks
  - Perimeter Controls
  - Information Mgmt. System
  - Transmission
  - Reproduction
  - Destruction
- Information Systems Security
SPP Uses

- Security education
- Accessible for everyday use
- Reference during vulnerability assessments
- Modify as needed

Chat Question 3

Which company would benefit from having Standard Practice Procedures?

- **Company A**: 18 cleared employees, one classified contract, no safeguarding, and a part time FSO
- **Company B**: 1500 cleared employees, 21 classified contracts, TS safeguarding, 3 closed areas, 5 fulltime security staff

Summary

Document security procedures that need to be known by employees
Questions

Webinar Feedback

Contacts and Resources

- Handouts and frequently asked questions from this webinar will be posted at http://www.cdse.edu/catalog/webinars/industrial-security/standard-practice-procedure.html

- Email industrial security training-related questions to DSS at industrialsecurity.training@dss.mil