

INDUSTRIAL SECURITY JOB AID



Industrial Security Program Annual Planner

In addition to required annual Industrial Security training, this annual planner serves as a supplemental tool to help support and grow industrial security training and awareness within your organization. Below is a combination of performance support tools selected from various security content areas that comprise the industrial security discipline that will help you promote security awareness throughout the year. Utilize this 12-month schedule as is or customize it to fit your organization's needs.

Month	Event
January	Operations Security (OPSEC) Awareness
	eLearning: OPSEC Awareness for Military Members, DOD Employees and Contractors Job Aid: DOD Unauthorized Disclosure Desk Reference Toolkit: Unauthorized Disclosure Short: Critical Program Information Security Website: NCSC OPSEC Resources Posters: Protecting Critical Information
February	Set Up for Success
	Annual/Mandatory Security Training: Security Awareness Hub eLearning: FSO Orientation for Possessing and Non Possessing Facilities, Insider Threat and NISP Self Inspection Job Aids: How to Conduct an Inspection — Helpful Tips and Self Inspection Handbook Short: You're a New FSO: Now What? Webinar: Conducting an Effective Self-Inspection Poster: Change Your Security Mindset
March	Understanding Personnel Security
	eLearning: Introduction to Personnel Security Job Aids: Receive and Maintain your National Security Eligibility, Industry Continuous Vetting Guidance and Trusted Workforce 2.0 and Continuous Vetting Short: The Federal Investigative Standards Webinar: Personnel Vetting Timely Topics – Continuous Vetting Toolkit: Personnel Security (Continuous Evaluation Tab)
April	Supply Chain Fundamentals
	Job Aid: <u>Supply Chain Risk Management</u> Toolkits: <u>Deliver Uncompromised</u> and <u>Counterintelligence</u> <u>Awareness</u> (Supply Chain Risk Management Tab) Webinar: <u>Supply Chain Past</u> , <u>Present</u> , and <u>Future</u> Video: <u>Know the Risk - Raise Your</u>

Shield: Supply Chain Risk Management
Poster: Insider Risk Software Supply Chain



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May

Protecting Classified and Sensitive Information



eLearning: Transmission and Transportation for Industry and

Safeguarding Classified Information in the NISP Job Aid: Derivative Classification Training Short: Classified Storage Requirements

Videos: Mishandling Classified Information and

<u>Packaging Classified Documents</u> <u>Poster: Make Sure it's Secure</u>

June

Maintain Physical Security Posture



eLearning: Introduction to Physical Security

and Physical Security Measures

Job Aid: Implementing Effective Physical Security

Countermeasures

Video: Physical Security Lock Training

Webinar: Physical Security Posture: Security in Depth

Posters: Piggy-backing and Escorting

July

Understanding Government Contracts



eLearning: Contracting for the Rest of Us

and Preparing the DD Form 254

Website: NISP Contracts Classification System

Job Aid: Common Security-Related Contract Clauses

Toolkit: FSO (FSO Tab, Guidance for Classified Contracts)

August

Counterintelligence Awareness



eLearning: Counterintelligence Awareness

and Reporting for DOD

Job Aid: Homeland Threat Assessment

2024

Toolkit: <u>Physical Security</u> (Physical Security Planning Tab, Antiterrorism Considerations & Design/Construction Standards)

Short: <u>CI Foreign Travel Brief</u> Game: Targeted Violence

Poster: Foreign Collection Methods



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September

Insider Threat

eLearning: Insider Threat Mitigation Responses

Short: DOD Insider Threat Management Analysis Center

(DITMAC)

Job Aids: Insider Threat Vigilance Campaign and Insider

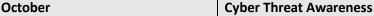
Threat Reporting Procedures

Videos: Bystander Engagement and Insider Risk and Insider

Threat Overview for FSOs

Webinars: 2023 DCSA Conference for Insider Threat

Poster: Supporting through Reporting





eLearning: Cyber Awareness Challenge and

Cybersecurity Awareness

Toolkit: <u>Cybersecurity</u> (*Social Media Tab*)
Video: <u>Beware Social Media: Protect Yourself</u>
Posters: Don't be Quick to Click ,Think Before You

Sync

Short: Data Spills

Game: #BeCyberSmart Crossword

November Reporting Requirements



eLearning: NISP Reporting Requirements

Shorts: Adverse Information Reporting and Reporting

Requirements At A Glance

Job Aid: NISPOM Reporting Requirements

Video: <u>SEAD 3 Reporting Requirements for Industry</u> and <u>Written Standard Practice Procedures for Industry</u>
Poster: <u>See Something Wrong, Do Something Right!</u>

Game: Reporting Requirements Crossword

December Collaborate, Evaluate, Prepare!



Virtual Instructor-led: <u>Getting Started Seminar for New FSOs</u>
Job Aids: <u>Standard Practice Procedures and FSO Brochure</u>
Webinars: <u>Metrics for a More Secure Security Program</u> and <u>Understanding the DCSA Security Review and Rating Process</u>
Video: Maintaining an Effective Industrial Security Program

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