

## Presentation Tips

If you are new to public speaking and have never delivered a presentation, here are some helpful tips to be successful:

In his book *The Exceptional Presenter*, author Timothy Koegel suggests speakers **OPEN UP!**

**O**rganized: Allows presentation to flow naturally

**P**assionate: It's contagious

**E**ngaging: Keep audience focused

**N**atural: Be yourself

**U**nderstand Audience: How to present

**P**ractice: Increase personal comfortability

## What Else Should I Know?

- Vary delivery
- Make it pertinent
- Leverage resources
- Avoid "The Big Three:" religion, sex, and politics

## SAP Training Resources

[www.cdse.edu](http://www.cdse.edu)

- SAP Toolkit
- Job Aids
- Videos
- Webinars
- Shorts



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# CDSE SAP Briefings and Debriefings

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## Required Briefing Topics

An indoctrination brief must be given to every program-accessed individual before they are granted access to program information. The indoctrination brief should:

1. Clearly identify the information that needs to be protected
2. Explain why that information warrants that level of protection
3. Be informed of the requirement to execute a Non-Disclosure Agreement
4. Geared towards the specific job that is being performed

## In Addition to the Brief

After the indoctrination brief, ensure the individual:

- Executes the SAP Indoctrination Agreement (SAPIA), Format 2 or DD Form 2836

## Required Refresher Training

Program-accessed individuals will receive refresher training on an annual basis. At a minimum, the topics covered on the SAP Format 17 and facility SOPs will be covered.

- Classified relationships
- OPSEC/Program Threats
- Use of nicknames and code words
- COMSEC procedures
- Special test-range procedures
- Unclassified resumes, appraisals, and reviews
- Courier/secure transmission modes/procedures
- Types and categories of SAPs
- Trends from inspections and self-reviews
- Visit certifications/procedures
- Document control and receipt/dispatch
- Foreign Intelligence Service techniques
- Secure telephone usage/procedures
- Terrorism and potential impact on SAPs
- Original and derivative classification
- Adverse Information Reporting
- SAP fraud, waste, and abuse

## Required Debriefing Topics

The debriefing is given to all individuals that no longer require access to program information. At the time of brief:

1. SAPIA will be executed
2. Will be conducted by PSO/GSSO/CPSO or designee
3. Personnel security access database will be updated
4. At a minimum, remind individual of the responsibilities outlined in SAPIA
5. Verify that individual has no program-related information in their possession
6. Individual acknowledges they understand responsibilities
7. Debrief in SAPF or other secure area when possible, as directed by PSO

## Final Points

For more specific guidance on briefings, refer to:

- DODM 5205.07, Vol.1