







CDSE
Center for Development
of Security Excellence

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: Supply Chain Risk Management Toolkits: Deliver Uncompromised and Counterintelligence Awareness (Supply Chain Risk Management Tab) Webinar: Supply Chain Past, Present, and Future Video: Know the Risk - Raise Your Shield: Supply Chain Risk Management Poster: Insider Risk Software Supply Chain



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May	Protecting Classified and Sensitive Information
	<p>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 Packaging Classified Documents Poster: Make Sure it's Secure</p>
June	Maintain Physical Security Posture
	<p>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</p>
July	Understanding Government Contracts
	<p>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)</p>
August	Counterintelligence Awareness
	<p>eLearning: Counterintelligence Awareness and Reporting for DOD Job Aid: Homeland Threat Assessment 2024 Toolkit: Physical Security (Physical Security Planning Tab, Antiterrorism Considerations & Design/Construction Standards) Short: CI Foreign Travel Brief Game: Targeted Violence Poster: Foreign Collection Methods</p>



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September	Insider Threat
	<p>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</p>
October	Cyber Threat Awareness
	<p>eLearning: Cyber Awareness Challenge and Cybersecurity Awareness Toolkit: Cybersecurity (Social Media Tab) Video: Beware Social Media: Protect Yourself Posters: Don't be Quick to Click ,Think Before You Sync Short: Data Spills Game: #BeCyberSmart Crossword</p>
November	Reporting Requirements
	<p>eLearning: NISP Reporting Requirements Shorts: Adverse Information Reporting and Reporting Requirements At A Glance Job Aid: NISPOM Reporting Requirements Video: SEAD 3 Reporting Requirements for Industry and Written Standard Practice Procedures for Industry Poster: See Something Wrong, Do Something Right! Game: Reporting Requirements Crossword</p>
December	Collaborate, Evaluate, Prepare!
	<p>Virtual Instructor-led: Getting Started Seminar for New FSOs Job Aids: Standard Practice Procedures and FSO Brochure Webinars: Metrics for a More Secure Security Program and Understanding the DCSA Security Review and Rating Process Video: Maintaining an Effective Industrial Security Program CDSE News: Subscribe to CDSE news and updates</p>