

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!

Organized: Allows presentation to flow naturally

Passionate: It's contagious

Engaging: Keep audience focused

Natural: Be yourself

Understand Audience: How to present

Practice: 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

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



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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 Chapter 3 of:

- JAFAN 6/0
- Revision 1 DoD Overprint to the National Industrial Security Program Operating Manual Supplement