CDSE

2013 YEAR END REPORT

- CERTIFICATION -
- ACADEMIC CREDIBILITY -
- AWARDS -
- EDUCATION -
- TRAINING -

LEARN.
PERFORM.
PROTECT.

Professionalization of the security workforce had been discussed for at least 20 years. But starting in 2008, the Center for Development of Security Excellence (CDSE) embraced the idea and led the charge. CDSE launched a three-pronged Security Professional Education Development (SPēD) Program consisting of security education, training, and certification.

Five years later, CDSE has advanced in each of its mission areas. In fiscal year 2013, CDSE completed its education curriculum, achieved accreditations, expanded and updated training offerings (instructor-led courses, eLearning courses, shorts, toolkits and webinars) and deployed several certifications. These priorities were among the top of many accomplishments achieved by Defense Security Service (DSS) and are particularly noteworthy due to the presence of sequestration, furloughs, hiring freezes, and reduced budgets.

I am proud to present this report of DSS CDSE accomplishments and professional development opportunities. Thanks to the tireless efforts of our security community, we are truly reaching our goal of professionalizing the security workforce.

Stanley L. Sims
Director, Defense Security Service

We at the Center for Development of Security Excellence (CDSE) are pleased to present our fourth Year End Report. As you look through the successes described here, you'll discover we've been working to enrich all aspects of our multi-pronged organization which includes certification, education, and training.

In last year's report, we mentioned nurturing and developing our young programs, and we mapped out innovations to Department of Defense (DoD) Security Professionalization over the past fifteen years. This year, we're proud to report that we've not only maintained and sustained the programs launched in these past years, but have also refined our programs significantly despite resource constraints.

Awards received by CDSE during the year demonstrate our success in transforming CDSE from a training academy into a full-service center of excellence. We are proud to announce attainment of our first Federal Government Five Star Award presented to us by the Federal Government Distance Learning Association (FGDLA) for excellence in providing enterprise-wide distance learning solutions for the Federal Government. This award validates the success of CDSE's innovative performance-based strategies that support meeting the full range of security professionals' needs.
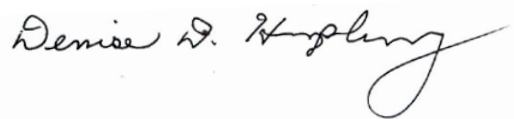
As seen from our progress, CDSE is committed to providing the security community with relevant learning opportunities to serve both day-to-day needs and also long-term career aspirations. We continue to expand our offerings to include a wide array of products and services to educate, train, and certify security professionals as well as address security training and awareness needs for the broader general community. Additionally, our reach continues to expand across the DoD, other federal government agencies, industry and beyond.

We hope you'll be inspired by the successes reported here and that we might play a part in sparking and sustaining professional development of the DoD security workforce.

Sincerely,

Kevin J. Jones
Director, CDSE

Denise D. Humphrey
Deputy Director, CDSE

MISSION

Provide the DoD with a security center of excellence for the professionalization of the security community and be the premier provider of security education and training for the DoD and industry under the National Industrial Security Program (NISP). The CDSE provides development, delivery, and exchange of security knowledge to ensure a high-performing workforce capable of addressing our Nation's security challenges.

VISION

To be the premier provider and center of excellence for security education, training, and professionalization for the DoD and industry under the NISP.

CERTIFICATION

ACADEMIC CREDIBILITY

EDUCATION

TRAINING

AWARDS

"The DoD SPēD Certifications are excellent means to assess the technical expertise of our security professionals."

Tracy Kindle, Security Education, Training, and Awareness SPēD Program Management Office
Office of the Deputy Under Secretary of the Navy

- CERTIFICATION -

UNDER SECRETARY OF DEFENSE
5000 DEFENSE PENTAGON
WASHINGTON, DC 20301-5000

INTELLIGENCE

MAR 2 9 2013

MEMORANDUM FOR DIRECTOR, DEFENSE SECURITY SERVICE

SUBJECT: National Accreditation of the DoD Security Certification Program

I want to congratulate you, your Center for Development of Security Excellence, and the DoD Security Training Council for achieving National Accreditation for the Security Fundamentals Professional Certification. This is particularly impressive as the first – and only -- federal government certification that has been nationally accredited. Through your leadership you have set a high standard for all other DoD security and intelligence functional areas currently under development. This is not only an achievement resulting from your team's hard work and perseverance, but it is a historical achievement and first step in developing a DoD-wide security and intelligence profession.

What you have achieved strengthens the security functional area, improves the integration of the security workforce, ensures the required security skill sets have been obtained, and institutionalizes security professional development with a well-designed, fully implemented, and now nationally accredited certification program. My staff recently met with the National Commission for Certifying Agencies, as the accrediting body, and the Director of Accreditation Services highlighted the strong and well developed package submitted by your team. The success of the submission and the subsequent lessons learned will be used as a template by the intelligence functional areas currently developing high stakes certification programs for their enterprises. Well done.

Michael G. Vickers

cc:
Director of National Intelligence
Secretaries of the Military Departments
Under Secretaries of Defense
Director, Administration and Management
Director, U. S. Office of Personnel Management

The Honorable Michael G. Vickers, Under Secretary of Defense for Intelligence, congratulates CDSE for attaining national-level accreditation of the Security Fundamentals Professional Certification (SFPC).

NATIONAL COMMISSION FOR CERTIFYING AGENCIES (NCCA) ACCREDITATION

On December 18, 2012, the DoD Security Fundamentals Professional Certification (SFPC) became the first Federal Government professional certification to obtain national-level accreditation from the National Commission for Certifying Agencies (NCCA). As shown in the congratulatory memo (opposite page) from Dr. Vickers, Under Secretary of Defense for Intelligence (USD(I)), CDSE has impacted all of DoD with achievement of this success.

SFPC is the first of three core certifications under the Department's Security Professional Education Development (SPēD) Certification Program approved and conferred by the USD(I). The SPēD Certification Program is based on functions performed and requirements developed under DoD Instruction 3305.13, "DoD Security Training."

Certification provides several immediate and long-term benefits to commanders, directors, and the Defense Security Enterprise. Certification provides a portable credential across the DoD, addresses Intelligence Community competencies, promotes interoperability, and provides a clear pathway to success.

Accreditation by the National Commission for Certifying Agencies (NCCA) places SFPC certification on par with others in the financial, legal, and healthcare professions such as the American Association of Critical-Care Nurses and National Association of Social Workers.

CDSE began the process in January 2012 to obtain NCCA review and engaged in an extensive application and standards review process using the DoD Security Training Council as the governing board. The application package included statements and evidence to support compliance with NCCA's comprehensive standards and covered all aspects of the SFPC program including administration, assessment development, and recertification.

The Security Asset Protection Professional Certification (SAPPC) was submitted for accreditation in August 2013. The NCCA expects to conclude their review and deliver a decision on this application late first quarter or early second quarter of FY14.

Mr. Kevin Jones, Director, CDSE, presents a Security Program Integration Professional Certification (SPIPC) to CDSE instructor Mr. Stephen Raymond.

CERTIFICATION	CONFERRALS AS OF 30 SEP 2013
Security Fundamentals Professional Certification (SFPC)	1,817
Security Asset Protection Professional Certification (SAPPC)	425
Security Program Integration Professional Certification (SPIPC)	164
Adjudicator Professional Certification (APC)	228
Due Process Adjudicator Professional Credential (DPAPC)	131

SECURITY PROGRAM INTEGRATION PROFESSIONAL CERTIFICATION (SPIPC)

After a successful beta test with 193 candidates participating, the third core Security Professional Education Development (SPēD) Certification Program assessment, Security Program Integration Professional Certification (SPIPC), was launched on April 30, 2013. SPIPC provides a recognized and reliable indication of a security practitioner's understanding and ability to apply risk management and security program management concepts, principles, and practices.

COMMERCIAL TESTING

In FY13, CDSE implemented commercial testing with Pearson VUE delivering three core SPēD Certifications: Security Fundamentals Professional Certification, Security Asset Protection Professional Certification, and Security Program Integration Professional Certification. Over 1,400 SPēD Certification Program exams were delivered from February through September. In addition, the SPēD Certification Program used commercial testing to conduct Industrial Security Oversight Certification and Physical Security Certification beta tests, allowing security professionals to participate worldwide.
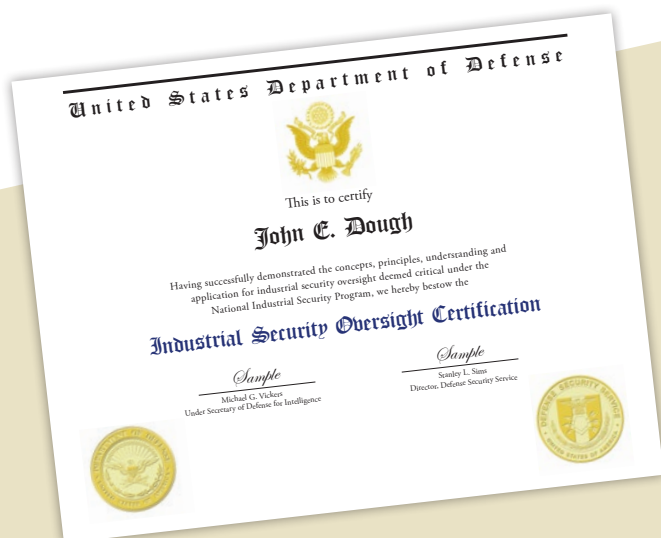
NEW CERTIFICATIONS

INDUSTRIAL SECURITY OVERSIGHT CERTIFICATION (ISOC)

The ISOC is a specialty certification within the SPēD Certification Program for security professionals who perform oversight of industry under the National Industrial Security Program (NISP). The assessment focuses on the topic areas of information security, classification management, incident response, information assurance/cybersecurity, personnel security, physical security, industrial security, general security, the NISP, foundational concepts in facility security and clearance, general safeguard requirements, facility surveys, and inspections. ISOC beta testing was completed on August 3, 2013 with over 300 candidates participating. The production version is scheduled for release during the second quarter of FY14.
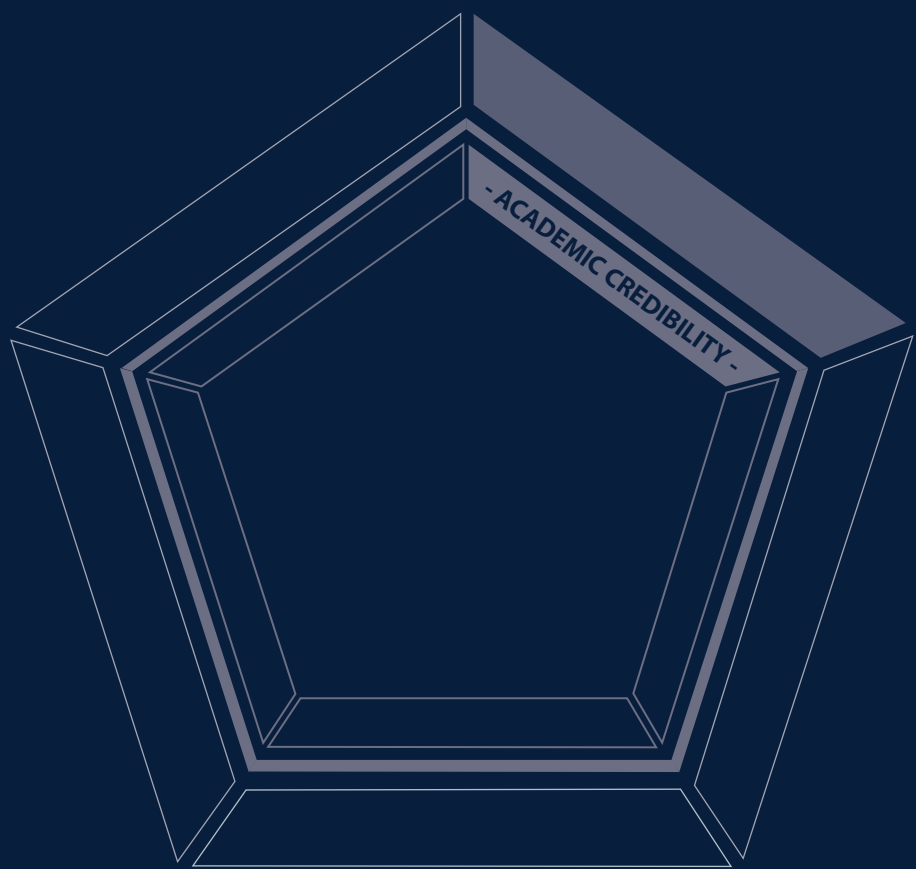
PHYSICAL SECURITY CERTIFICATION (PSC)

The PSC is a specialty certification within the SPēD Certification Program for security professionals who perform physical security functions. The assessment focuses on the topic areas of installation and physical access control; physical security for conventional arms, ammunitions, and explosives; key and lock control; storage of classified information; and physical security planning and plan implementation. PSC beta testing commenced on September 3, 2013 with over 600 DoD security professionals participating or scheduled to participate. The scheduled release date is projected for the third quarter of 2014.

Accreditation is the recognition that an institution maintains standards requisite for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional practice. The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality.

U.S. Department of Education

- ACADEMIC CREDIBILITY -

Dr. Paul Krasley, CDSE Senior Education Program Specialist, meets with International Association for Continuing Education and Training (IACET) Commissioner Jo Ann Linseisen.

COUNCIL ON OCCUPATIONAL EDUCATION (COE) ACCREDITATION

Since initial accreditation in February 2003, CDSE has been continuously accredited by the Council on Occupational Education (COE). This institutional accreditation affirms that CDSE has met and continues to meet the highest quality and integrity standards for providing education and training. To attain and maintain institutional accreditation by the Council, CDSE is required to submit an annual report to demonstrate continued compliance with institutional standards procedures, and obligations as set forth by COE's member institutions. Additionally, a quality assurance team visits CDSE to review exhibits that further validate our compliance.

As a result of CDSE's continued compliance, the security community and students alike can be confident they are receiving quality instruction that facilitates the achievement of learning objectives.

INTERNATIONAL ASSOCIATION FOR CONTINUING EDUCATION AND TRAINING (IACET) ACCREDITATION

On July 18, 2013, the CDSE was accredited by the International Association for Continuing Education & Training (IACET). This accreditation makes CDSE an authorized provider of IACET Continuing Education Units (CEUs). One CEU equals ten contact hours of participation in an organized continuing education or training experience delivered under responsible sponsorship, capable direction, and qualified instruction. As an authorized provider, CDSE awards IACET CEUs for all of its education and training programs. IACET CEUs provide a permanent record of the educational accomplishments of an individual who has completed one or more significant non-credit educational experiences.

This accreditation recognizes the significance of the professional development and delivery of all CDSE course material. With IACET CEUs, employers are assured individuals have completed a quality program and individuals can demonstrate they have met the education requirements to maintain certification and professional memberships.

ACE reviewers meet with CDSE staff.

STAKEHOLDER VALIDATION

The CDSE hosted its Annual Curriculum Review Meeting on September 10-12, 2013 at the Pentagon Library and Conference Center. The event included participation from over 45 individuals from the Under Secretary of Defense for Intelligence (USD(I)), Joint Chiefs of Staff, Military Departments, Combatant Commands, Agencies, and Activities. The purpose of this meeting was to review curricula across functional areas as well as for CDSE representatives to get firsthand feedback from community stakeholders.

AMERICAN COUNCIL ON EDUCATION COLLEGE CREDIT RECOMMENDATIONS

The American Council on Education College Credit Recommendation Service (ACE CREDIT) evaluated and recommended college credit recommendations for 23 CDSE courses. The accomplishment of having courses and curricula evaluated to provide credit recommendations reinforces CDSE's credibility as an institution meeting the highest standards in education and training. This achievement also benefits students by allowing them to transfer credit to participating institutions at which they may be pursuing a degree. For more information, visit the ACE CREDIT website at *www.acenet.edu/credit*.

ACE CREDIT RECOMMENDATIONS OF CDSE COURSES

GRADUATE

Assessment and Evaluation of DoD Security Programs (ED 509)	3 semester hours
Budgeting and Financial Management for Security Programs (ED 505)	3 semester hours
Challenges in Analyzing and Managing Risk (ED 602)	3 semester hours
Constitutional Law and its Application to DoD Security (ED 503)	3 semester hours
Human Resource Management for DoD Security (ED 506)	3 semester hours
Organizational Considerations in Applying Security within the Federal and DoD Bureaucracy (ED 502)	3 semester hours
Research Methods, Data Analysis, and Reporting to Support DoD Security Programs (ED 508)	3 semester hours
Security as an Integral Part of DoD Programs (ED 501)	3 semester hours
Statutory, Legal, and Regulatory Basis of DoD Security Programs (ED 601)	3 semester hours
Understanding Adversaries and Threats to the United States and to the DoD (ED 504)	3 semester hours
Writing and Communication Skills for Security Professionals (ED 201)	3 semester hours

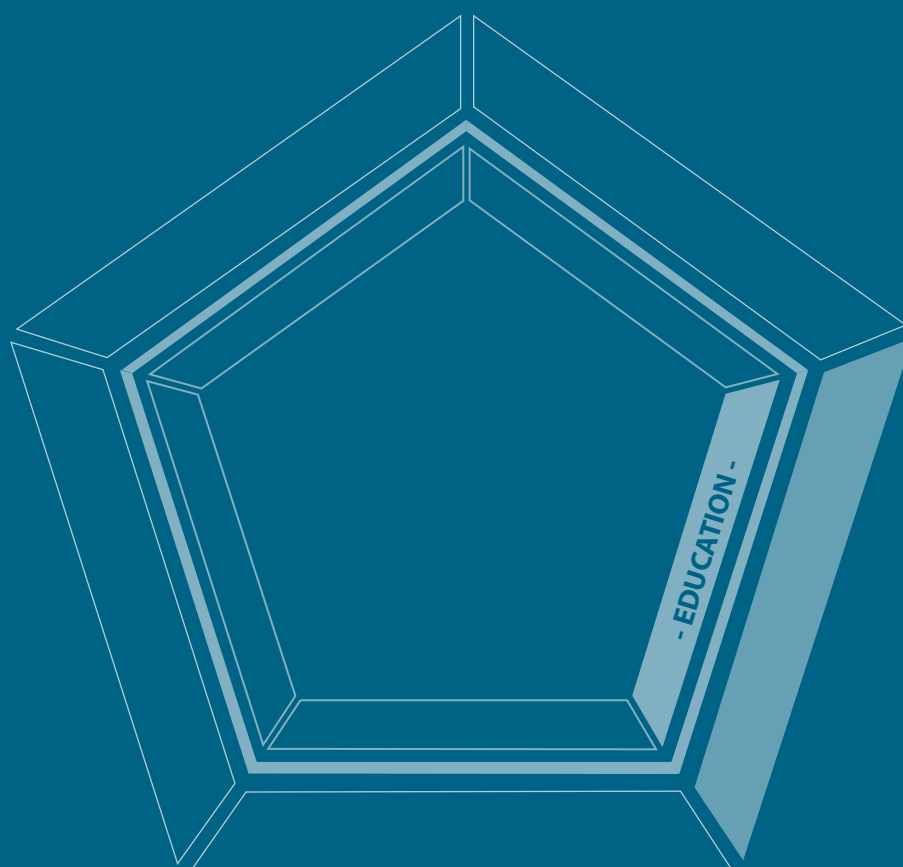### UPPER-DIVISION BACCALAUREATE

The Future of Security Systems and Information Assurance (ED 510)	3 semester hours
Special Access Programs Mid-Level Security Management (SA 201)	3 semester hours

LOWER-DIVISION BACCALAUREATE/ASSOCIATE

Applying Physical Security Concepts (PY 201.01)	3 semester hours
Applying Physical Security Concepts eLearning Certificate (PY 201.CU)	2 semester hours
Basic Industrial Security for the Government Security Specialist eLearning Curriculum Certificate (IS 050)	3 semester hours
Department of Defense Security Specialist Course Curriculum (GS 020)	3 semester hours
DoD Personnel Security Adjudications (PS 101)	4 semester hours
Facility Security Officer Orientation for Non-Possessing Facilities Curriculum (IS 020)	4 semester hours
Facility Security Officer Program Management for Possessing Facilities Curriculum (IS 030)	2 semester hours
Information Security Management Course (IF 020)	3 semester hours
Introduction to Special Access Programs (SA 101)	2 semester hours

"As a security professional, you can't stop learning."

Karen D. Raiford, SPIPC
Security Division, DPTMS, U.S. Army

- EDUCATION -

Mr William Moisant, Chief of the Protection Division, U.S. Army Training and Doctrine Command, Ft. Eustis, VA, receives his Challenges in Analyzing and Managing Risk completion certificate from Mr. Wayne Lund, CDSE Chief of Education.

CDSE EDUCATION CURRICULUM

CDSE completed development of its curriculum of 17 semester-long, college-level and graduate courses designed to prepare DoD security professionals for leadership positions and responsibilities within the Department. The curriculum provides security professionals a unique opportunity to achieve academic and professional goals, while using the flexibility of an online collaborative learning environment. The course topics align with DoD Security Skill Standards which underlie courses in CDSE's Training Division and the

SPēD Certification Program, and were determined by a formal needs assessment study and focus-group session with representatives from the military services and DoD agencies. These courses are designed to enhance analytical thinking and problem solving skills and help security professionals gain critical knowledge about principles, concepts, and facts that will allow them to become leaders within DoD. The courses are tuition free, online, and allow students flexibility when they collaborate with each other and Subject Matter Expert (SME) Instructors.

COURSE
Assessment and Evaluation of DoD Security Programs
Budgeting and Financial Management for Security Programs
Challenges in Analyzing and Managing Risk
Constitutional Law and its Application to DoD Security
Cybersecurity and Oversight of Information System Security
Effective Communication in DoD Security
The Future of Security Systems and Information Assurance
Human Resource Management for DoD Security
Leadership in DoD Security
Managing a DoD Installation Security Program
Organizational Considerations in Applying Security within the Federal and DoD Bureaucracy
Research Methods, Data Analysis, and Reporting to Support DoD Security Programs
Security as an Integral Part of DoD Programs
Security in the DoD Acquisition Process
Statutory, Legal, and Regulatory Basis of DoD Security Programs
Understanding Adversaries and Threats to the United States and to DoD
Writing and Communication Skills for Security Professionals

CDSE EDUCATION CERTIFICATES

CDSE organized 16 of the college-level and graduate courses into five Certificate programs. CDSE Education Certificates provide an ideal path for individuals who wish to expand their career prospects as a security professional and demonstrate to employers that they have acquired a body of security knowledge in a specific area of concentration. Courses within each certificate program have received American Council on Education (ACE) credit recommendations. By completing four courses, a security professional can earn a CDSE certificate in:

Risk Management

Security Leadership

Security Management

Security (Generalist)

Systems and Operations

DEFENSE SECURITY SERVICE

Center for Development of Security Excellence

Presents to

John Smith

this

Certificate in Risk Management

on June 20, 2013

For successfully completing an advanced program of study designed for Department of Defense security professionals.

Sample

Stanley L. Sims
Director, Defense Security Service

"Earning the Certificate in Risk Management provided me the ability to execute cost benefit analysis to present vital information for leadership to make informed and effective decisions. Therefore this type of skill and knowledge (Risk Management Certificate) can be applied across all of the security disciplines."

Jeffrey G. Cooper, Program Security Manager
482nd Fighter Wing, Homestead Air Reserve Base, FL
First Student to earn a CDSE Education Certificate

Ms. Julie Wehrle, CDSE Education Curriculum Manager, addresses the student assembly.

"I have made CDSE my agency's primary source for security training and that is due directly to the enhancements made to the quality and variety of training."

Hugh Wiley, Director of Security and Counterintelligence
Defense Contract Management Agency

-TRAINING-

SECURITY TRAINING
ANYTIME, ANYWHERE

Webinar topics relate to various security disciplines including Industrial, Information, Physical and Personnel as well as Special Access Programs and other general security topics.

CDSE WEBINARS

In the past year, CDSE hosted 86 webinars for security professionals, both within the DoD and the Industrial Security community. These 30 minute webinars provided over 22,000 security professionals the opportunity to learn about various security topics.

CDSE webinars continue to evolve with increased interactivity between audience and subject matter experts. During the live sessions, participants have the opportunity to ask questions directly to the expert and participate in live chats, poll questions, and feedback surveys. Participants on the move can attend these webinars on their mobile devices.

Webinars are archived and can be accessed on the CDSE website. The webinar archive includes content summaries, slides, video/audio files, handouts, transcripts, and more. A student can listen to webinar audio using the media player on the web page or download the webinar audio file for an mp3 player. In addition, webinar recordings are now available on the CDSE YouTube channel.
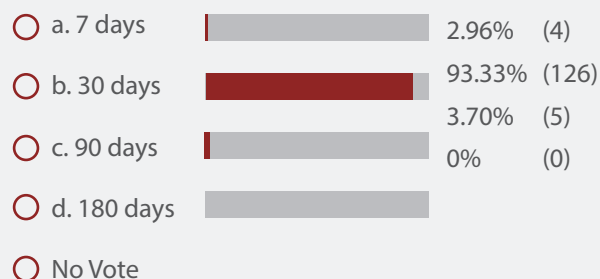
New webinars from various security disciplines are offered each month, and are usually offered two times each day so that participants across the nation can learn at lunch.

FY 2013 CDSE WEBINAR ACCOMPLISHMENTS

CDSE conducted **86** webinars

22,668 participants
registered for webinars

SAMPLE POLL QUESTION

When classified information is approved for reclassification, holders and recipients must be notified within ___ days of the decision.

- a. 7 days   2.96%   (4)
- b. 30 days   93.33%   (126)
- c. 90 days   3.70%   (5)
- d. 180 days   0%   (0)
- No Vote

During webinar sessions, participants have the opportunity to participate in informal polls.

CLOSING TRAINING GAPS

In response to stakeholder requests for education and training, CDSE responded to the following needs within the DoD security community:

Insider threat training needs	Suitability adjudications training gap across DoD and the Federal Government
The HSPD-12 CAC adjudication training gap across the entire DoD community	Security specialist training between government and industry
Needs of individuals in the field responsible for preparing and implementing a T-SCIF	Cyber knowledge

NATIONAL INSIDER THREAT PROGRAMS

On November 21, 2012, the President signed Executive Order 13587 which provided the Minimum Standards for organizational Insider Threat Programs. The policy requires specific training for all personnel with access to classified information or systems and for those working on an Insider Threat Program. CDSE responded by developing two new eLearning courses.

The Insider Threat Awareness Course provides a thorough understanding of how Insider Threat Awareness is an essential component of a comprehensive security program. With a theme of "If you see something, say something," the course promotes reporting of suspicious activities observed within the place of duty. Using a few case study scenarios, the course teaches common indicators which highlight actions and behaviors that can signify an insider threat. The instruction promotes a proactive approach to reporting the suspicious activities.

The Establishing an Insider Threat Program for Your Organization Course is designed for DoD or Federal Government, military, civilian and industrial individuals designated as the organizational Insider Threat Program Manager. The instruction provides guidance for organizational Insider Threat Program Managers on how to organize and design their specific program. It covers the minimum standards outlined in the Executive Order 13587 which all programs must consider in their policy and plans. The course recommends which internal organizational disciplines should be included as integral members in the organization's Insider Threat team or "hub" to ensure all potential vulnerabilities are considered. The course instructs the Insider Threat Program Manager to ensure he and his team receive fundamental training in the topics required by the National Policy.

INTRODUCTION TO HSPD-12 CAC CREDENTIALING

The Introduction to HSPD-12 CAC Credentialing course was developed to address adjudication training gaps across the DoD community. The course was developed as a part of a collaborative effort between USD(I), member of military services and DoD agencies. Representatives of the Army, Navy, Air Force, Washington Headquarters Services, and CDSE beta tested the course.

This four-hour eLearning course is currently the only DoD-specific Common Access Card (CAC) credentialing training course available. The course provides a four-step module for the conduct of investigation and adjudication for issuance of the CAC. The course is designed to expose learners to the basic underlying processes required to investigate and render either interim or final credential determinations.

TEMPORARY SENSITIVE COMPARTMENTED INFORMATION FACILITIES (T-SCIF) TRAINING

This course was developed in collaboration with the U.S. Army to address the needs of individuals in the field responsible for preparing and implementing a T-SCIF. The course is designed to help both newly assigned or appointed individuals with little or no Sensitive Compartmented Information (SCI) experience in their performance as an SCI security official, and those in the field who are engaged in implementing a T-SCIF.

The two-hour course provides policy guidance to help individuals understand the DoD principles for SCI and the critical importance of T-SCIFs. It also provides guidance on the processes required for the approval and operation of T-SCIFs, when required, in support of tactical, contingency, emergency, and other immediate operational needs. The course also details the execution and protection of a sound command security program to protect classified information and prevent unauthorized disclosure.

INTRODUCTION TO SUITABILITY ADJUDICATIONS FOR THE DOD

The Introduction to Suitability Adjudications for the DoD is the first and only DoD-centered suitability training. It also has national impact as agencies across the Federal Government will use the timely and easily accessible training to fill their respective suitability training gaps. The target audience is DoD personnel with a responsibility for suitability case review and adjudication as defined by Title 5 Code of Federal Regulations (CFR) Part 731.

The 2.5-hour eLearning course introduces the purpose of suitability adjudications and outlines the regulations, processes, and guidelines that apply. It provides instruction on the basic phases of suitability and the responsibilities of Office of Personnel Management (OPM) and the agency or component during each of these phases.

BASIC INDUSTRIAL SECURITY FOR THE GOVERNMENT SECURITY SPECIALIST ELEARNING CURRICULUM CERTIFICATE

This curriculum closes the gap between government and industry training by providing the government security specialist a baseline curriculum tailored to their involvement in the NISP.

This curriculum also affords the government security specialist the opportunity to receive ACE credit recommendation of 3 lower division baccalaureate/associates degree category semester hours in physical security or corporate security. Courses included in this curriculum are:

- Introduction to Industrial Security
- FSO Role in the NISP
- ISFD Facility Clearance Verification and Notifications for Industry
- Facility Clearances in the NISP
- Business Structures in the National Industrial Security Program (NISP)
- Understanding FOCI
- Personnel Clearances in the NISP
- NISP Reporting Requirements
- NISP Self Inspections
- Visits/Meetings in the NISP
- Safeguarding Classified Information in the NISP
- Transmission and Transportation for Industry
- Introduction to the National Industrial Security Program (NISP) Certification and Accreditation (C&A) Process

CYBERSECURITY

CDSE's Cybersecurity Training Division, formerly known as Information Assurance, has been transformed. Updated curriculum and exciting new courses engage students in both technical and non-technical aspects of cybersecurity. CDSE Cybersecurity offers courses and curricula in a variety of cyber disciplines, including:

- Phishing Awareness
- Social Networking
- Smartphones and Tablets
- Cybersecurity Awareness
- Certification & Accreditation
- Information Assurance
- Incident Preparation & Response
- Intrusion Detection Systems

CDSE Cybersecurity Training provides timely, relevant information for security professionals in federal, defense, and private sectors. With eLearning and instructor-led options, CDSE Cybersecurity makes it easy to meet your organization's cybersecurity training needs.

CURRICULUM EVOLUTION

To enhance training outreach and quality, CDSE is modifying courses by changing the delivery method from instructor-led into an online collaborative learning environment (CLE) format.
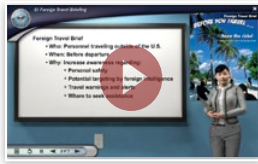
NEW DELIVERY METHOD FOR ADJUDICATIONS COURSE

The instructor-led DoD Advanced Personnel Security Adjudications Course was redesigned and now utilizes collaborative online learning with instructor facilitation. This allows students the flexibility to complete assignments at their own pace while providing individualized instructor feedback. The newly revamped course incorporates presentations, practical exercises, and forum discussions during which students make final security eligibility determination decisions and prepare Statements of Reasons.

This course represents the first CLE training offered by the CDSE Training Division and is tailored for DoD national security adjudicators assigned to the DoD Consolidated Adjudications Facility. This effort will eliminate DoD adjudicator wait time to attend the course, allow greater learner and instructor flexibility, and decrease student travel.

NEW SECURITY SHORTS

In 2013, CDSE released the following security shorts:

COUNTERINTELLIGENCE

CI Foreign Travel Brief
This 15-minute short assists facility security officers (FSOs) working in cleared defense contract facilities in the development of their own tailored briefs. This course provides users with an outline of topics which are recommended for inclusion in a CI Foreign Travel Brief. A briefing template is included which FSOs may use, adding or subtracting information to fit their individual needs.

INDUSTRIAL SECURITY

Procuring GSA Approved Containers
This short provides guidance on procuring new and/or used GSA security containers for the protection of classified information. Also included are best practices and a useful job aid that can be printed for future reference.

PERSONNEL SECURITY

Reciprocity in the Personnel Security Program
This short provides users with an overview of the importance for reciprocity in the Personnel Security Program. It emphasizes the reason for reciprocity, as well as a review of the numerous national and DoD policies that require reciprocity.

SPECIAL ACCESS PROGRAMS (SAP)

SAP Security Roles and Responsibilities
This short provides users with information that helps them to identify and distinguish the roles and responsibilities of the Program Security Officer (PSO), Government SAP Security Officer (GSSO), and Contractor Program Security Officer (CPSO).

INFORMATION SECURITY

Marking in the Electronic Environment
This short allows users to recognize and apply classification marking in the electronic environment.

NATO Information
This short provides information on the who, what, where, how, and why of NATO handling and processing requirements in accordance with DoD Manual 5200.01, Volumes 1-4, DoD Information Security Program and USSAN 1-07.

Requirements for OCAs
This short provides an overview of the changes for Original Classification Authorities (OCAs) resulting from the promulgation of Executive Order 13526. It includes a brief review of the 6 steps of the original classification process and highlights the mandatory annual training requirement, as well as sanctions that can be imposed for failure to timely complete that training.

Security Incidents Reporting Requirement
This short identifies the appropriate reporting requirements to follow in the event of a security incident.

"I just reviewed and completed the new Special Access Programs (SAP) short. It was an excellent training module! Thank you to CDSE for developing and sharing this with the community."

James (Jim) Torre, DAFC, Chief
USSOCOM Central Office

TOOLKITS

Toolkits are collections of training, job aids, videos, briefings, templates, resources, and samples organized into security discipline categories and related to a specific security role.

This year, CDSE released the Facility Security Officer (FSO) Toolkit, the first of several Toolkits to be developed over the next few years. The FSO Toolkit is a web-based tool that provides access to a variety of industrial security products and resources. Rather than focusing on individual products, this Toolkit focuses on the major tasks and responsibilities of a FSO operating under the NISP. By consolidating these security resources into a one-stop shop, the FSO Toolkit eliminates the need for an FSO to spend needless hours searching for or recreating security information and resources that already exist. The FSO Toolkit provides just-in-time information that can be used, modified, or adapted to meet the security needs of any company.

Access the FSO Toolkit at *www.cdse.edu* and click on Facility Security Officers (FSOs) under Toolkits.

> "CDSE continues to make great advances in providing tools that are essential to the FSO and we appreciate your prodigious partnership with NCMS and all that you do for the industrial security professional. The FSO toolkit is a fantastic resource and another example of the great work the CDSE is doing."
>
> **Leonard Moss, Jr.**, ISP®, CPP®, CHS-V
> President and Director, NCMS

SPECIAL REQUESTS

CDSE supported two special requests for information and Personnel Security training in FY13.

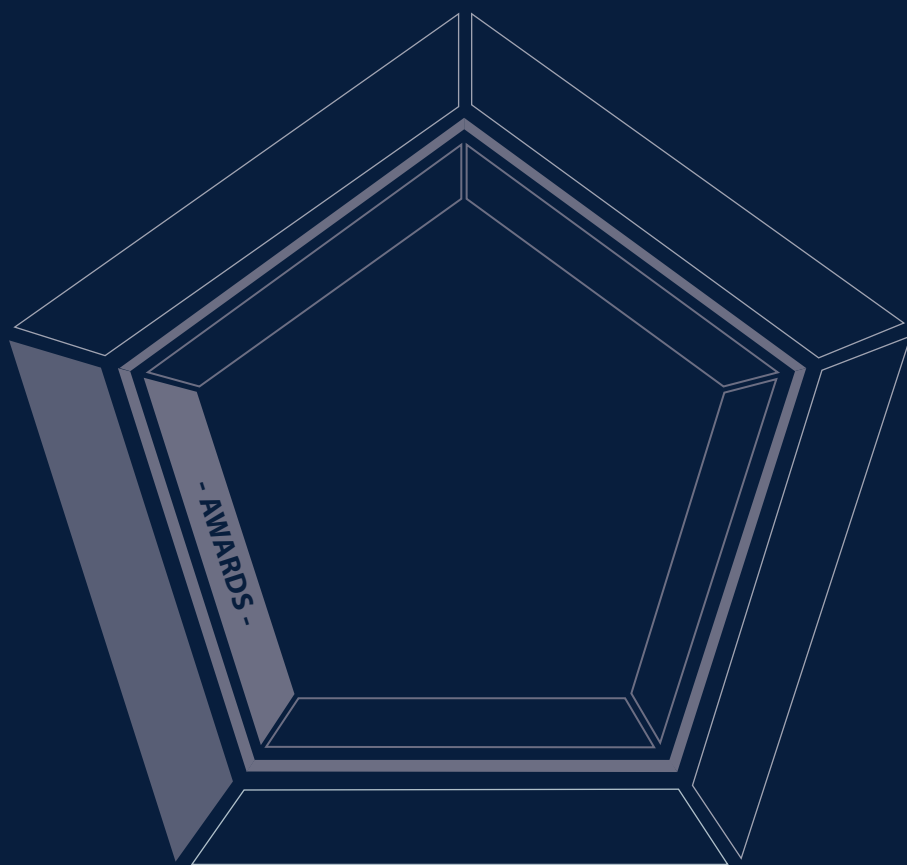### TRAINING DIVISION ASSISTS THE OFFICE OF MILITARY COMMISSIONS

On November 16 and 19, 2012, CDSE Training Division provided training support to approximately 95 personnel at the Office of Military Commissions (OMC) in Alexandria, Virginia. CDSE provided two information security training sessions to the legal, administrative, and security professionals involved in the military commissions being held at Guantanamo Bay. The primary training focus was derivative classification requirements and marking classified information processes for various classified venues. This was part of an ongoing collaboration between CDSE and OMC.

CDSE TRAINS AFGHANISTAN MILITARY IN POLAND

CDSE delivered personnel security investigation and adjudication process training at the NATO Joint Forces Training Center, Bydgoszcz, Poland, in March 2013. To build a stable government structure, the Afghanistan government requested tailored training to refine their personnel security processes and techniques for clearing and vetting Afghan nationals. Five interpreters translated instructional material to Dari, the Afghanistan language. Despite challenges with cultural, legal, and language differences, all 15 students successfully completed the training.

Recipients of the Federal Government Distance Learning Association (FGDLA) Five -Star Award demonstrate excellence in providing enterprise-wide distance learning solutions for the Federal Government.

From FGDLA Awards

- AWARDS -

Federal Government Distance Learning Association
2013
Five-Star Award

★★★★★

Presented to

**Center for Development of Security Excellence
(CDSE)
Defense Security Service
(DSS)**

In recognition of an organization for demonstrating excellence in providing enterprise-wide distance learning solutions for the Federal Government

FEDERAL GOVERNMENT FIVE STAR AWARD

The Federal Government Distance Learning Association (FGDLA) presented the Five Star Award to CDSE for demonstrating excellence in providing enterprise-wide distance learning solutions.

For the past two decades, the FGDLA has been a leading advocate of distance learning in the Federal Government.

The purpose of the Association is to promote the development and application of distance learning for education and training, primarily within the Federal sector.

COUNTERINTELLIGENCE AND SECURITY AWARD

The Office of the Director of National Intelligence (ODNI) announced the winners of the 2012 Annual Counterintelligence (CI) and Security Awards. As part of a collaborative effort, CDSE and the CI Directorate were recognized as winners of the Education/Training Team category.

The CDSE/CI Team was recognized for successfully integrating CI awareness into multiple CDSE training venues. CDSE designed and presented numerous new training courses and presentations, meeting priority needs of the community by training over 74,000 security professionals on CI topics and issues. The program significantly increased threat awareness and reporting in the security community. This resulted in the timely identification and mitigation of CI and security vulnerabilities.

OMNI AND HORIZON AWARDS

AWARD WINNING SHORTS

Three CDSE security shorts won multiple Omni and Horizon Awards.

DOWNGRADING AND DECLASSIFICATION	SUSPICIOUS EMAILS	DISPOSAL AND DESTRUCTION OF CLASSIFIED INFORMATION
Omni, Silver Education	Omni, Bronze Education	Omni, Silver Education
Omni, Silver Government	Omni, Bronze Government	Omni, Silver Government
Horizon, Bronze Education/Training	Horizon, Silver Education/Training	Horizon, Silver Education/Training
Horizon, Bronze Government	Horizon, Silver Government	Horizon, Silver Government

HORIZON INTERACTIVE AWARDS

The Horizon Interactive Awards is a prestigious international competition recognizing outstanding achievement among interactive media producers. The competition recognizes and awards the best web sites, videos, online advertising, print media and mobile applications.

The Omni Awards recognize outstanding media productions that engage, empower, and enlighten. Awards are given in the fields of Film & Video, Animation & Effects, and Website Design.

Number of certifications to obtain national-level accreditation

1

5 Number of education certificates offered

Number of certifications offered **7**

17 Number of education courses

Number of semester hours offered through ACE **62**

86 Number of webinars conducted in FY13

Number of sites available for SPēD testing **800**

22,668 Number of webinar registrants

Number of CDSE students **85,153**

197,641 Number of student hours

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CDSE

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