## Industrial Security Training Products and Resources

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### Poll Question 1

- How often do you visit the CDSE website - www.cdse.edu?
- Every day
- Every week
- Once a month
- It is on my "to do" list
- CDSE has a website???

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### www.cdse.edu

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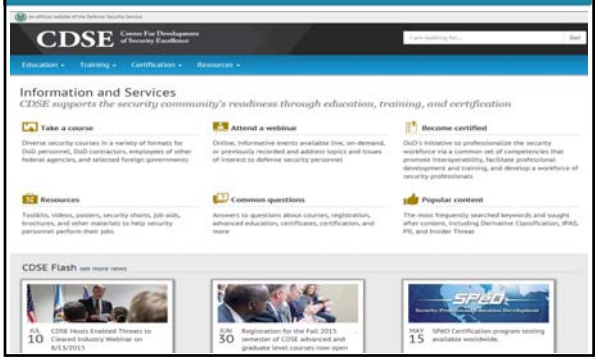
## New Website

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## Chat Question 1

- How do you usually search for industrial security products and/or resources on the CDSE website?

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## SPēD Certification Program

**CAREER SUPPORT** DoD Security Skill Standards – job competencies

**CORE CERTIFICATIONS**

- Security Fundamentals Professional Certification
- Security Asset Protection Professional Certification
- Security Program Integration Professional Certification

**SPECIALTY CERTIFICATIONS AND CREDENTIAL**

- Adjudicator Professional Certification
- Industrial Security Oversight Certification
- Due Process Adjudicator Professional Credential
- Special Program Security Certification
- Physical Security Certification

*Accredited by the National Commission for Certifying Agencies*

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DEFENSE SECURITY SERVICE

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Request to Become SPēD Certified

*The 10 Steps to SPēD Testing*

1. Notify your supervisor of your intent to participate in the SPēD Certification Program.
2. Log into (or create) your Security Training, Education, and Professionalization Portal (STEPP) account. If you have previously participated in the SPēD Certification Program, have a My SPēD Certification (MSC) account, and have tested at a Pearson Vue testing facility, skip to step 3.
3. Go to your profile page in STEPP by selecting the profile link located on the top-right navigation bar.

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## Questions

SPeDCert@dss.mil

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Connect to SPēD Certification
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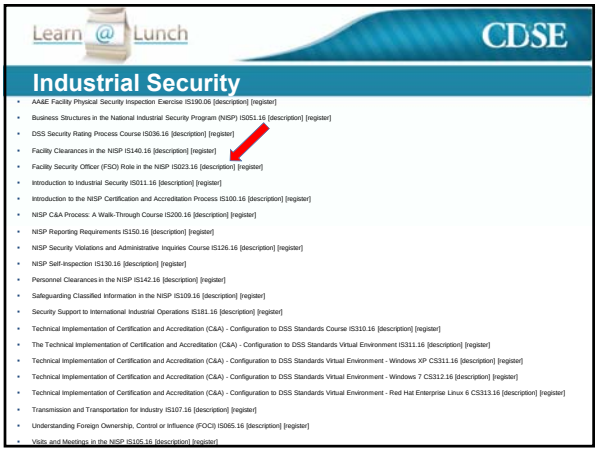
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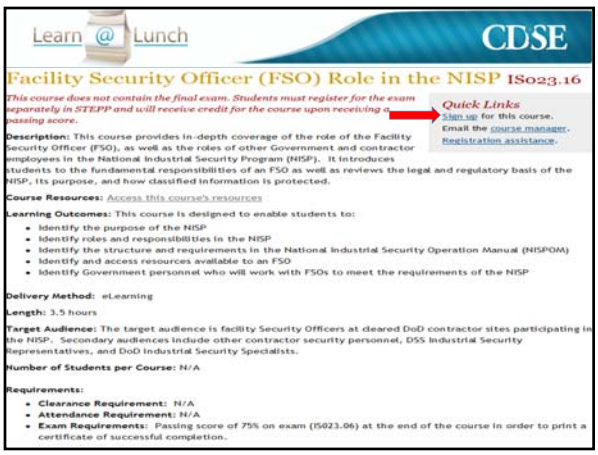
Industrial Security
AA&E Facility Physical Security Inspection Exercise IS190.06 [description] [register]
Business Structures in the National Industrial Security Program (NISP) IS051.16 [description] [register]
DSS Security Rating Process Course IS036.16 [description] [register]
Facility Clearances in the NISP IS140.16 [description] [register]
Facility Security Officer (FSO) Role in the NISP IS023.16 [description] [register]
Introduction to Industrial Security IS011.16 [description] [register]
Introduction to the NISP Certification and Accreditation Process IS100.16 [description] [register]
NISP C&A Process: A Walk-Through Course IS200.16 [description] [register]
NISP Reporting Requirements IS150.16 [description] [register]
NISP Security Violations and Administrative Inquiries Course IS126.16 [description] [register]
NISP Self-Inspection IS130.16 [description] [register]
Personnel Clearances in the NISP IS142.16 [description] [register]
Safeguarding Classified Information in the NISP IS109.16 [description] [register]
Security Support to International Industrial Operations IS181.16 [description] [register]
Technical Implementation of Certification and Accreditation (C&A) - Configuration to DSS Standards Course IS310.16 [description] [register]
The Technical Implementation of Certification and Accreditation (C&A) - Configuration to DSS Standards Virtual Environment IS311.16 [description] [register]
Technical Implementation of Certification and Accreditation (C&A) - Configuration to DSS Standards Virtual Environment - Windows XP CS311.16 [description] [register]
Technical Implementation of Certification and Accreditation (C&A) - Configuration to DSS Standards Virtual Environment - Windows 7 CS312.16 [description] [register]
Technical Implementation of Certification and Accreditation (C&A) - Configuration to DSS Standards Virtual Environment - Red Hat Enterprise Linux 6 CS313.16 [description] [register]
Transmission and Transportation for Industry IS107.16 [description] [register]
Understanding Foreign Ownership, Control or Influence (FOCI) IS065.16 [description] [register]
Visits and Meetings in the NISP IS105.16 [description] [register]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Facility Security Officer (FSO) Role in the NISP IS023.16
This course does not contain the final exam. Students must register for the exam separately in STEPP and will receive credit for the course upon receiving a passing score.
Quick Links
Sign up for this course.
Email the course manager.
Registration assistance.
Description: This course provides in-depth coverage of the role of the Facility Security Officer (FSO), as well as the roles of other Government and contractor employees in the National Industrial Security Program (NISP). It introduces students to the fundamental responsibilities of an FSO as well as reviews the legal and regulatory basis of the NISP, its purpose, and how classified information is protected.
Course Resources: Access this course's resources
Learning Outcomes: This course is designed to enable students to:
Identify the purpose of the NISP
Identify roles and responsibilities in the NISP
Identify the structure and requirements in the National Industrial Security Operation Manual (NISPOM)
Identify and access resources available to an FSO
Identify Government personnel who will work with FSOs to meet the requirements of the NISP
Delivery Method: eLearning
Length: 3.5 hours
Target Audience: The target audience is facility Security Officers at cleared DoD contractor sites participating in the NISP. Secondary audiences include other contractor security personnel, DSS Industrial Security Representatives, and DoD Industrial Security Specialists.
Number of Students per Course: N/A
Requirements:
Clearance Requirement: N/A
Attendance Requirement: N/A
Exam Requirements: Passing score of 75% on exam (IS023.06) at the end of the course in order to print a certificate of successful completion.

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## Poll Question 3

What is an Open eLearning course?

- A course with no prerequisite requirements
- A course that has been modified so those without a clearance can complete
- A course that does not require registration through STEPP
- A course with an open enrollment period

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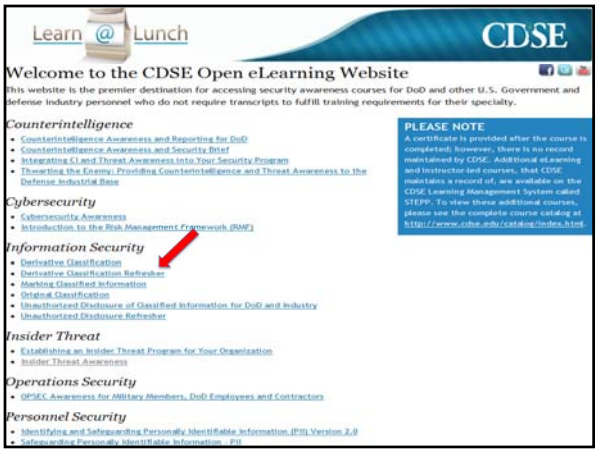

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## Derivative Classification Refresher

This course is a refresher on how to derivatively classify national security information from a classification management perspective. The course discusses the responsibilities and general principles associated with derivatively classifying information to include avoidance of over-classification, principles of derivative classification, classification prohibitions and limitations, classification levels, security classification guidance, identification and markings, information sharing, duration of classification, classification challenges, and security incidents and sanctions. This course also meets the requirement for government and industry personnel performing derivative classification duties to refresh their derivative classification training once every two years as outlined in Executive Order 13526, DoDM 5200.01, Vol. 3, DoD Information Security Program, and DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM).

**NOTE 1:** If you are completing this course as a prerequisite for a CDSE instructor led course or as part of a specific CDSE training curriculum you must take the Derivative Classification Refresher Exam (IF109.06) on STEPP to receive credit for completion. You may register for the course/exam via STEPP at http://www.cdse.edu/stepp/index.html.

**NOTE 2:** The course includes a printable certificate which can serve as evidence that a student completed the course. When a student takes the course using this link, CDSE will not maintain any record of that student by name or any personally identifiable information. If the student needs documentation that he or she has completed the course, he or she will have to print the certificate at the end of the course.

Launch New **Derivative Classification Refresher**

Continue Current **Derivative Classification Refresher**

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## Getting Started Seminar for New Facility Security Officers (FSOs) IS121.01

**Description:** This course allows new FSOs the opportunity to discuss, practice, and apply fundamental NISP requirements in a collaborative classroom environment and develop a network of professional associates.

**Learning Outcomes:** Students will demonstrate comprehension of NISP requirements for FSOs.

**Delivery Method:** Instructor-led

**Length:** 2 days

**Target Audience:** The target audience is Facility Security Officers at cleared DoD contractor facilities participating in the NISP. Secondary audiences include other contractor security personnel, DSS Industrial Security Representatives, DoD Industrial Security Specialists and anyone working in the Security environment such as Human Resources, Administrative Assistants, Program Managers and Military Members exiting the various armed forces.

**Number of Students Per Course:** 50

*Course Schedule*

Mar 14-15 2016, Rancho Cordova, CA
Mar 17-18 2016, San Jose, CA
Mar 28-29 2016, Chantilly, VA
Mar 30-31 2016, Chantilly, VA
Apr 19-20 2016, Linthicum, MD
May 16-17 2016 Savannah, GA
May 19-20 2016, 2016 Huntsville, AL
Jun 6 & 10 2016, Nashville, TN
Aug 15-16 2016, Burlington, MA
Aug 18-19 2016, King of Prussia, PA
Sep 20-21 2016, Linthicum, MD

*Quick Links*

Register for this course.
Content related questions.
Registration help.

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**Industrial Security Shorts**

*These "shorts" are not intended for download.*

BUSINESS STRUCTURES -- KMP: TO CLEAR OR NOT TO CLEAR GO >
Provides an opportunity to practice identifying Key Management Personnel (KMPs) in several different business structures.

DD FORM 254 GO >
Provides a high level overview of the DD Form 254 as well as a review of the CDSE Job aids and resources available to assist you in successfully completing and maintaining the form.

NEW FOREIGN OWNERSHIP, CONTROL OR INFLUENCE (FOCI) GO >
Provides a high-level FOCI overview for both government and industry audiences. This Short addresses FOCI issues as they relate to security, acquisition, and industry. It also serves as an excellent tool for Facility Security Officers (FSOs) who have never experienced FOCI, but have recently been through a foreign acquisition.

HAND CARRIAGE PLAN: KNOWLEDGE REVIEW SHORT GO >
Provides an opportunity to test knowledge by identifying the correct procedures when preparing and executing a transfer of classified information to a foreign entity under a Hand Carriage Plan after reviewing NISPOM Chapter 10 and the Multinational Industrial Security Working Group (MISWG) Document 1, Arrangements for the International Hand Carriage of Classified Documents, Equipment, and/or Components.

INDUSTRIAL SECURITY FOR SENIOR MANAGEMENT GO >
Provides senior management at cleared contractor facilities a basic understanding of the important role they play in the success of their security program. The short takes a brief look at the Facility Security Clearance (FCL) process, the importance of the Facility Security Officer (FSO) position and the role of the Senior Manager.

NEW INTERNATIONAL VISIT REQUESTS GO >
Provides industry personnel with a high-level overview of the international visit request process. This Short addresses timelines for processing visits, types of visit requests (including visit request forms), and common reasons for rejecting visit requests.

NATIONAL INTEREST DETERMINATIONS (NID) PROCESS GO >
Provides a high-level overview of the National Interest Determinations (NID) process. It explains what a NID is, when a NID is required, and who is responsible for preparing and identifying the need for the NID.

PROCURING GSA APPROVED CONTAINERS GO>
Delivers guidance on procuring new and/or used GSA security containers for the protection of classified information. In addition, includes best practices and a useful job aid that can be printed for future reference.

YOU'RE A NEW FSO: NOW WHAT? GO >
Introduces the CDSE Facility Security Officer (FSO) curriculum (minimum of 13 eLearning courses required for all FSOs). Provides newly appointed FSOs a high-level overview of their responsibilities and guides them to essential resources.

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**Chat Question 2**

- What Shorts have you found most helpful?

Or,

What Shorts do you think you might be beneficial to you and your security program?

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Industrial Security
Adverse Information Reporting
The Classified Foreign Visit Process
DSS Vulnerability Assessment Rating Matrix - 2013 Update
Industrial Security Training Products and Resources
NCCS (NISP Contracts Classification System) NEW
New Facility Clearance Sponsorship for Government Contracting Activities and Prime Contractors
Personnel Security Management Office for Industry (PSMO-I) Introduction
Processing Security Violations NEW
Reports of Loss, Compromise, or Suspected Compromise of Classified Information
Safeguarding: Concepts, Methods, Applications and Introducing "Open Storage"
Security Vulnerabilities NEW
Self-Inspections
Standard Practice Procedure (SPP)
Technology Control Plans (TCP) Under the NISPOM
What's an SCR?

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## Chat Question 3

- What do you like best about our Industrial Security Learn@Lunch webinars? Or what changes would you like to suggest?

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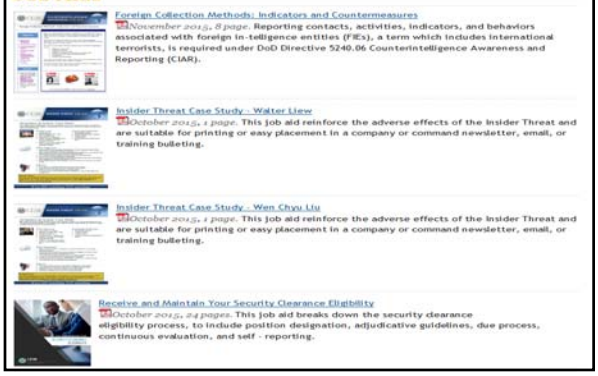
## Job Aids



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## Industrial Security Job Aids

Facility Security Officer Curricula

*January 2015. Trifold brochure.* This pamphlet details the Facility Security Officer Curriculum, a program of study that prepares individuals for the duties and responsibilities of a Facility Security Officer (FSO) in a contractor facility participating in the National Industrial Security Program (NISP).

DSS Electronic Facility Clearance (eFCL) User Guide

*September 2014.* This guide provides instructions on how to use the e-FCL Submission Site. The e-FCL Submission Site was developed for contractors to submit required facility clearance information to DSS in an electronic format.

Industrial Security Facilities Database (ISFD)

*December 2014. 30 pages.* This job aid provides instructions on the use of the Industrial Security Facilities Database (ISFD) Facility Clearance Verification and Notification features which were enhanced during the most recent update to the database.

Self Inspection Handbook for NISP Contractors

*November 2013. 73 pages.* The National Industrial Security Program Operating Manual (NISPOM) requires all participants in the National Industrial Security Program (NISP) to conduct their own security reviews (self-inspections). The Self-Inspection Handbook is designed as a job aid to assist in compliance with this requirement. It also suggests various techniques to help enhance the quality of self-inspections.

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## Industrial Security Job Aids

**DD Form 254 Resources**

*September 2011.* To provide assistance for anyone who has been tasked with completing a DD254 Form, we've created a web-based course and a printable guide.

Original DD Form 254

Enhanced DD Form 254 with information pop-ups, dropdowns and an Item 13 continuation page

*A small percentage of*

How to Complete DD Form 254 Performance Support Guide (Course)

A Guide for the Preparation of a DD Form 254

Administrative Inquiry (AI) Job Aid for Industry

*July 2011. 13 pages.* This job aid provides instructions for conducting an administrative inquiry (AI) and includes guidelines for conducting the administrative inquiry and submitting the initial and final reports. A Final Report Template is included to assist. The target audience for this job aid includes industrial security personnel, specifically Facility Security Officers (FSOs) at cleared DoD contractor facilities participating in the NISP, other contractor security personnel, and DoD Industrial Security Specialists.

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## Last Chat Question

- What do you like or dislike about the FSO Toolkit?

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toolkit
FACILITY SECURITY OFFICER
FSO ON THE GO? VISIT THIS MOBILE FRIENDLY TOOLKIT FROM YOUR PHONE OR TABLET
This toolkit will quickly point you to the resources you need to help you perform your role as a Facility Security Officer (FSO). Do you have a question about how to do something or need more information about a topic?
Select a category below to start accessing resources.
FSO
Facility Clearance
Personnel Clearances
Safeguarding
Classified Visits & Meetings
Self-Inspections/ Assessments
Reporting
Security Education
Counterintelligence
International
Toolkit Index
Toolkit feedback/suggestions? Email industrialsecurity.training@dss.mil.

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Security Education
What resources are available to me?
I need help providing security education to my cleared employees.
Resources for FSOs
DoD Hotline Posters
eLearning: Developing a Security Education and Training Program GS104.16
FSO Curricula Brochure
ISL 2012-03: FSO Training
Online Guide to Security Responsibilities
Security Posters
Webinar: Industrial Security Training Products and Resources
For additional Security Education and Training resources visit our Security Education and Training Awareness (SETA) toolkit
Sample Briefings for You to Customize
Customizable Initial Security Briefing
Additional Information for Refresher Briefings
Refresher Briefing - Newsletter Sample
Refresher Briefing - Newsletter Template
Sample Security Indoctrination Briefing
Sample Debriefing Form
Government Required Briefings
Controlled Cryptographic Item (CCI) Briefing
CRYPTO Users Briefing
Unclassified Controlled Cryptographic Item (CCI) Access Briefing
NATO Briefing Certificate
NATO Security Briefing
Training to Offer Employees

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*Training to Offer Employees*

- eLearning: Thwarting the Enemy: Providing Counterintelligence & Threat Awareness to the Defense Industrial Base CI111.16
- eLearning: Phishing Awareness DS-IA103.06
- eLearning: Derivative Classification IF103.16
- eLearning: Marking Classified Information IF105.16
- eLearning: CI Awareness and Reporting Course for DoD Employees CI116.06
- eLearning: Insider Threat Awareness Course CI121.16
- eLearning: Derivative Classification Refresher IF109.16
- Short: Suspicious Emails
- Short: Industrial Security for Senior Management
- Short: NATO Information
- Short: Downgrading and Declassification
- Short: Adverse Information Reporting
- Short: Active Shooter Awareness
- Short: Social Networking
- Short: Marking in the Electronic Environment
- Short: CI Foreign Travel Briefing
- Short: Assurance Briefing for Senior Operational Leadership
- Training Video: Need-to-Know

*Associations*

- NCMS, The Society for Industrial Security Professionals
- American Society for Industrial Security (ASIS)
- Industrial Security Awareness Council (ISAC) - *contact your local DSS IS Rep for further information*

*Toolkit feedback/suggestions? Email industrialsecurity.training@dss.mil*

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# Thank You!

Industrialsecurity.training@dss.mil