

Industrial Security Webinar Series

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**Standard Practice Procedures (SPP)**

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**Overview**

Discuss the purpose of Standard Practice Procedures (SPP):

- Identify when needed
- Identify what to include
- Explain uses



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**SPP NISPOM Definition**

“Document prepared by a contractor that implements the applicable requirements of the NISPOM for the contractor’s operations and involvement with classified information at the contractor’s facility.”

- NISPOM Appendix C



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**Poll Question**

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**NISPOM 1-202**

**Mandatory**

**Optional**

**Standard Practice Procedures**

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**Chat Question 1**

When do you believe SPP would be necessary at your facility?

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**Benefits of the SPP**

- Standardizes processes
- Provides a tangible resource
- Builds credibility
- Establishes partnership



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**Chat Question 2**

When might DSS require the SPP?



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**When Would DSS Require SPP?**



- Safeguarding approval
- Addition of security requirements
- Classified information at risk of loss or compromise
- Systemic vulnerabilities
- Recommendation of FSO

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### SPP Road Map for Success

- Write to be unique to your facility
- Use plain language
- Consider separate procedures for security staff
- Develop practical procedures
- Obtain management support



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### What to Include?



- No set rules
- Address all applicable terms of the NISPOM

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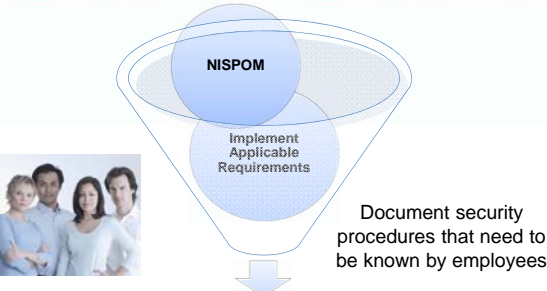
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### Consider Your Employee Audience



Document security procedures that need to be known by employees

**Standard Practice Procedures**

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**SPP General Topics**



- Introduction/Purpose
- Facility Information
- General Security
- Security Clearances
- Security Education
- Self-Inspections / Vulnerability Assessments

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**SPP General Topics**

- Individual Reporting Responsibilities
- Graduated Scale of Disciplinary Actions
- Visit Procedures
- Public Release/Disclosure
- Classification
- Security Forms
- Definitions and Acronyms



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**SPP Safeguarding Topics**

- Safeguarding Classified Information
  - End-of-Day Security Checks
  - Perimeter Controls
  - Information Mgmt. System
  - Transmission
  - Reproduction
  - Destruction
- Information Systems Security



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### SPP Uses



- Security education
- Accessible for everyday use
- Reference during vulnerability assessments
- Modify as needed

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### Chat Question 3

Which company would benefit from having Standard Practice Procedures?

- **Company A:** 18 cleared employees, one classified contract, no safeguarding, and a part time FSO
- **Company B:** 1500 cleared employees, 21 classified contracts, TS safeguarding, 3 closed areas, 5 fulltime security staff



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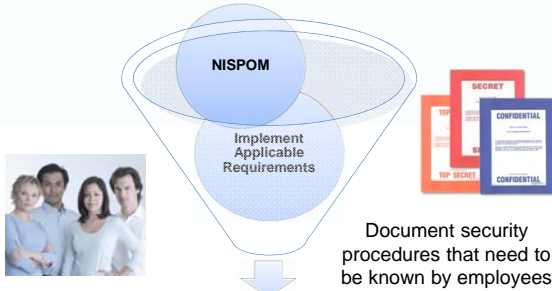
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### Summary



**Standard Practice Procedures**

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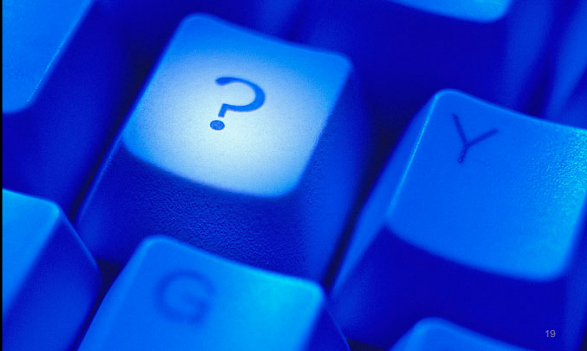
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**Questions**



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**Webinar Feedback**

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**Contacts and Resources**

- Handouts and frequently asked questions from this webinar will be posted at <http://www.cdse.edu/catalog/webinars/industrial-security/standard-practice-procedure.html>
- Email industrial security training-related questions to DSS at [industrialsecurity.training@dss.mil](mailto:industrialsecurity.training@dss.mil)

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