



Center for Development of Security Excellence

Year End Report 2011



Center for Development of Security Excellence

CDSE

Learn. Perform. Protect.

Defense Security Service

Center for Development of Security Excellence
938 Elkridge Landing Road
Linthicum, MD 21090
<http://cdse.dss.mil>

Mission, Vision and FY11 Initiatives

Mission

Provide the Department of Defense 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 Department of Defense and industry. Furnish unparalleled 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 training, professionalization, education, research, and multimedia production for the Department of Defense and the defense industrial base.

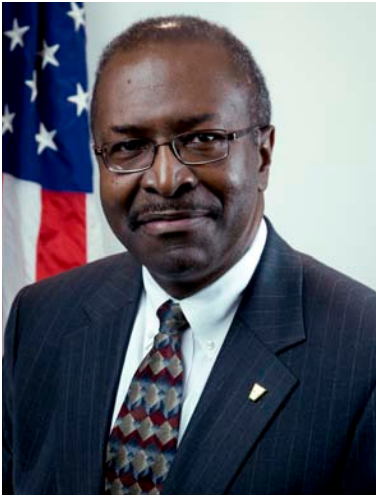
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CDSE Course Completions



From the Front Office



Mr. Kevin Jones

As leaders of the Center for Development of Security Excellence (CDSE), we are pleased to present our second Year End Report. We are privileged to have this opportunity to share CDSE successes in training, educating, and professionalizing the DoD security community. But we know this success could not be achieved without your support.

This year the DoD security community played a tremendous role in launching the Security Professional Education Development (SPeD) Program. The SPeD Program successfully inaugurated its initial certification, awarding the first security certifications in DoD history. Hundreds of security professionals earned Security Fundamentals Professional Certification (SFPC), and the continued conferral of more certifications is ongoing.

Additionally, CDSE student course completions, both online and instructor-led, continue to increase. We are pleased to note that more security professionals attended the DoD Worldwide Security Conference than last year, and the demand for conference sessions is growing. These accomplishments are affirmation of CDSE's commitment to unparalleled development, delivery and exchange of security knowledge.



Ms. Denise Humphrey

We greatly appreciate your involvement and look forward to continuing to serve you in 2012.

Sincerely,

A handwritten signature in black ink that reads "Kevin J. Jones".

Kevin J. Jones
Director, CDSE

A handwritten signature in black ink that reads "Denise D. Humphrey".

Denise D. Humphrey
Deputy Director, CDSE

Develop & Implement DoD Security Professional Certification

During FY11, the Center for Development of Security Excellence (CDSE) continued its drive to professionalize the DoD security workforce. CDSE made major strides in implementing the Security Professional Education Development (SPeD) Program.

Successes

Security Fundamentals Professional Certification (SFPC) Launched

CDSE launched the Security Fundamentals Professional Certification (SFPC), the first of four core SPeD Certifications. SFPC determines that the security practitioner has the requisite skills and knowledge to address 21st century security challenges. In less than a year, 708 security professionals in the United States and abroad have achieved this valued credential.

SFPC Conferrals

The DoD community conducted several conferral ceremonies to honor security professionals who first earned the SFPC. Some of the largest ceremonies are listed below.

- Defense Security Service (DSS) conducted the first SFPC conferral ceremony honoring CDSE instructors, course curriculum developers, and an industrial security professional from DSS Industrial Security Field Operations.
- The Air Force hosted a ceremony honoring the first 46 Air Force civilians to earn the SFPC.
- The Army hosted three inaugural SPeD Award Ceremonies for conferees in the Metropolitan D.C. area, the West Coast, and the East Coast.
- The Navy hosted a ceremony recognizing 45 Department of Navy security professionals.



CDSE instructors, course curriculum developers, and a DSS industrial security professional were conferred the Security Fundamentals Professional Certification on April 1, 2011.

SPeD Testing for Industry Professionals

Beginning in FY12, SFPC testing will be offered to Industry Security Professionals at the CDSE Linthicum, Md., location and select conference events. Additionally, some CDSE instructor-led courses will offer testing. Security professionals within industry under the National Industrial Security Program (NISP) may participate in SFPC.

Please note: The SPeD Certification Program is not based on the National Industrial Security Program Operating Manual (NISPOM) but is designed to measure the knowledge, skills, and abilities based on the definition of work performed by security practitioners on behalf of the DoD.



Conferees of the Security Fundamentals Professional Certification (SFPC) receive a bronze lapel pin. Holders are authorized to use the SFPC designation on business cards, resumes, and signature lines.

Develop & Implement DoD Security Professional Certification

“SPēD is not just a certification program. It’s a holistic approach to security training and professionalizing our security community. It’s about training. It’s about education. It’s about career path development and planning. It’s about continuing education through seminars and conferences and going to school and taking tests. And also, it’s about the certification.”

Stan Sims, Director, Defense Security Service



Holders of the SFPC receive a certificate.

Security Asset Protection Professional Certification (SAPPC) Beta Test Launched

The beta test for the second SPēD Certification, Security Asset Protection Professional Certification (SAPPC), was launched in August at the 2011 DoD Worldwide Security Conference. Thirty-two security professionals took the SAPPC Beta Test at the conference. This certification assesses a security practitioner’s application of required skills and knowledge. Security professionals conferred with the SFPC are eligible to take this second SPēD certification.

Certifications and Accreditation in Development

The third and fourth certifications, Security Program Integration Professional Certification (SPIPC) and Security Enterprise Professional Certification (SEPC), are under development. In the coming year, CDSE will be developing, refining, and incorporating three specialty certifications into the SPēD Program: the DoD Personnel Adjudicator Certification Program (ACP), Special Program Security Certification (SPSC), and the DSS Industrial Security Certification (IS). Additionally, CDSE is seeking accreditation for the SFPC through the National Commission for Certifying Agencies.

Supporting DoD SPēD Implementation

DoD Components and Agencies are required by DoD 3305.13-M to implement the SPēD Program in their organization by 2016. CDSE has been working with DoD Components and Agencies to support their implementation process and ensure their successful implementation of the program.

SPēD Outreach

CDSE is making a concerted effort to carry the SPēD assessment and the SPēD message to security practitioners by conducting briefings, workshops, and testing throughout the United States and abroad. This year, CDSE conducted SFPC testing in Garmisch-Partenkirchen and Stuttgart, Germany. Other OCONUS sites are planned for next year.

Develop Education for Leaders in the DoD Security Community

The Center for Development of Security Excellence (CDSE) established the Education Division to develop and deliver advanced and graduate-level courses to prepare personnel to assume senior leadership and management positions in DoD security.

Successes

Security Education Needs Assessment Study

CDSE completed an extensive needs assessment study that found the majority of current security training and education is focused on entry-level skills and operational knowledge, and as a result, much of the development of security personnel, even at senior levels, occurs through on-the-job training. Furthermore, 53% of personnel at GS-14 and 25% at GS-15 levels have less than a bachelor's degree. This study identified specifically the security education needs of DoD.

As a result of this study, CDSE has begun design and development of a curriculum of collegiate and graduate-level courses specifically designed to prepare leaders for the DoD security community. CDSE is also seeking CREDIT recommendations from the American Council on Education (ACE) which will allow students to receive college credit for completing certain CDSE courses.



Curriculum Committee Launched

The CDSE Education Division Curriculum Committee held its initial meeting on April 12, 2011. Members of the Committee are senior representatives of the military services and DoD agencies as well as subject matter experts from the Office of the Under Secretary of Defense for Intelligence and the Personnel Security Research Center. In conjunction with the needs assessment study, the Committee identified topics and high-level content for 15 graduate-level courses and one undergraduate course to be developed as the CDSE Education Division Curriculum.

Course Design and Development

High-level design of five courses was completed in FY11, and further development, to include implementation and evaluation, continues in FY12. The first graduate-level CDSE course, "Challenges in Analyzing and Managing Risk," was developed and beta tested in FY11.

CDSE Credits Transferable to Colleges and Universities

During FY11, CDSE prepared documentation for submission of four existing courses to ACE for review to seek ACE CREDIT recommendations at the undergraduate level. Recognized by colleges and universities throughout the U. S. and worldwide, ACE CREDIT recommendations will allow students to transfer CDSE course credits and apply them towards completing degree requirements at participating colleges and universities.

Accreditation

The Education Division coordinates CDSE efforts to maintain accreditation through the Council on Occupational Education. In future years, CDSE Education Division will seek an additional accreditation from a regional accrediting authority recognized by the Department of Education.

Conduct 2011 DoD Worldwide & European Security Conferences



Russell Travers discusses the challenges that organizations face in the wake of WikiLeaks at the 2011 DoD European Security Conference.

The Center for Development of Security Excellence (CDSE) hosted two security conferences in FY11. In addition, attendees were afforded the opportunity to attend pre- and post-SPeD Sessions. Attendee critiques indicated that events were valuable, productive and successful.

Successes

2011 DoD European Security Conference and SPeD Sessions

CDSE hosted the first DoD-sponsored European Security Conference & SPeD Sessions in Garmisch-Partenkirchen, Germany, May 9–12, 2011. The theme of the conference was “Integrated Security in the European Environment” and was executed through 24 plenary and breakout sessions. The agenda focused on defining requirements and discussing best practices to establish a better foundation for developing integrated security programs. Total attendance was more than 110

security professionals within the European Theater. Furthermore, attendees had the opportunity to sit for the Security Fundamentals Professional Certification (SFPC).

2011 DoD Worldwide Security Conference and SPeD Sessions

During August 22–26, 2011, DoD security professionals from across the globe converged in Lake Buena Vista, Fla., for the CDSE-hosted 2011 DoD Worldwide Security Conference & SPeD Sessions. The theme was “Partnership for Global Security.” Mr. Stan Sims, Director of the Defense Security Service and sponsor of the conference, welcomed attendees with opening remarks. The conference offered 41 plenary and breakout sessions. The conference was attended by 484 mid-to senior-level security professionals. Additionally, security professionals tested their knowledge in various security disciplines by taking the Security Fundamentals Professional Certification (SFPC) and Beta version of the Security Asset Protection Professional Certification (SAPPC).



Speakers at the 2011 DoD Worldwide Security Conference


Enhance Student Experience through Social Media & Upgraded LMS


In FY11, the Center for Development of Security Excellence (CDSE) established a social media vision of utilizing internet-based capability tools to further elaborate communication and collaboration opportunities between CDSE and the DoD security community. Also in an effort to improve student interactions, CDSE upgraded its Learning Management System (LMS).


Successes


Internet-Based Capabilities Implemented


After developing a Social Media Strategy Plan, the Center for Development of Security Excellence (CDSE) registered with the DoD Social Media Directory to implement the following social media sites:

 Twitter @ChTngCDSE – Includes news regarding course offerings, new products and other security training information.

 Twitter @ProfDivCDSE – Includes news regarding SP&D and CDSE outreach events.

 Twitter @EdDivCDSE – Includes news, events, and education programs for leaders in the DoD security community.

 Twitter @DoDSecConf – Postings include news regarding DoD Security Conferences.

 Facebook CDSE-Center for Development of Security Excellence – Postings include announcements of events, access to resources such as CDSE brochures, booklets and posters, and links to social media-related OPSEC best practices.

 YouTube Channel DSS-CDSE – Delivers video learning content and announcements.



The CDSE Facebook page

Learning Management System (LMS) Upgrade

CDSE made a concerted effort to address the security community's comments, perceptions, and recommendations regarding CDSE's LMS, Educational Network Registration and Online Learning (ENROL). The result – a redesigned LMS with streamlined customer interaction, easier user navigation, one-step student registration, and enhanced capability to support SP&D testing both in CONUS and OCONUS. These features and others are part of CDSE's continuous LMS improvement effort branded Security Training, Education, and Professionalization Portal (STEPP).



The new STEPP website logo

Support to OPERATION NEW DAWN

In FY11, the Center for Development of Security Excellence (CDSE) traveled to Iraq in support of OPERATION NEW DAWN. CDSE provided training on the personnel security investigation and adjudication process to 40 Iraqi citizens from May 13 to June 15, 2011, at the National Security Clearance Office (NSCO), Baghdad, Iraq.



In recognition of participation in OPERATION NEW DAWN, CDSE was presented a flag flown over the International Zone in Baghdad, Iraq.

Successes

Progress towards a Stable Government Structure

This was the culmination of a long coordination process that began in August 2010 when DSS received a request from the U.S. Embassy and J2 Forward (Intelligence Directorate) in Iraq to provide personnel security investigation and adjudication process training. As a result of this training, the Iraq government can develop a personnel security system to investigate, clear and vet Iraqi nationals who will contribute to building a stable government structure.

Overcoming Cultural, Language, and Security Challenges

Teaching in Iraq required instructors to be flexible and innovative. Because the instructors' experience

in investigations was limited to an adjudicator perspective, this was their first opportunity to teach investigation techniques. Despite the challenge, they were able to deliver the instruction efficiently.

Instructors also needed to adjust to language differences. An interpreter was required during training and throughout the instructors' travels in Iraq. Course materials were translated prior to instructor arrival, yet further interpretation was often needed. Though security was effective around the international zone, frequent rocket attacks halted or delayed student and instructor travel to and from NSCO.

Positive Results

Despite several challenges, training was eagerly received by the students. The NSCO voiced a clear interest in continuing relations with CDSE, and they would like to take more courses, either online or instructor-led.



DSS Director Stan Sims (middle) stands with Andrew Reyes (left) and Walter Hayward (right), the instructors who taught in Iraq.

Enhance Instructor-Led Training

Instructors from the Center for Development of Security Excellence (CDSE) traveled around the country and overseas to conduct mobile training. Based on feedback from the security community, CDSE made several enhancements and new developments to instructor-led courses.

Successes

Speakers for Security Events

The CDSE provided speakers to support meetings, conferences, and seminars:

- 2011 European Security Conference
- 2011 DoD Worldwide Security Conference
- National and local NCMS events
- Industrial Security Awareness Council meetings and seminars
- National Security Institute IMPACT 2011 Conference

Security Specialist Course Revitalized

The DoD Security Specialist Course underwent its first major transformation since the introduction of a number of web-based prerequisite courses. The transformation included a complete re-write of course objectives and examinations, and more hands-on practical exercises were added. In addition, the course was restructured into a two-phase course with an on-line portion as Phase I and the instructor-led portion as Phase 2. This improved blended learning environment is designed to ensure students return to their duty location ready to perform various security functions.

FY11 Mobile Classes

In FY11, the CDSE Training Division conducted 38 mobile classes and 62 resident classes. Compared to FY10, this reflects a slight decrease (14%) in mobile classes and a 32% increase in resident classes.



Personnel Security and JPAS/JCAVS Combined

CDSE has combined the Joint Personnel Adjudication System/Joint Clearance and Access Verification System (JPAS/JCAVS) and DoD Personnel Security Seminar courses into an introductory-level course covering both areas. Students can now complete their personnel security and JPAS/JCAVS training needs in one visit instead of attending two training events.

New Physical Security Course

The "Applying Physical Security Concepts" instructor-led course is the newest addition to the physical security curriculum and is being rolled out this year. This course will involve significant application of risk management processes to analyze assets, threats, and vulnerabilities; calculate risks; and determine physical security countermeasures. The application of risk management culminates in writing justifications for physical security equipment and/or measures, preparing input for a statement of work for the acquisition process, and developing a physical security plan for a DoD facility or installation.

Scheduling Classes at Your Location

CDSE can provide mobile courses to varying locations. To request a mobile course, please visit www.dss.mil/seta/cdse_mobile.html.

Deploy Simulation Capabilities in a Virtual Environment



In virtual performance environments, students navigate avatars through simulated physical security areas.

The Center for Development of Security Excellence (CDSE) is continuing to develop courses within a Virtual Performance Environment that provide students an opportunity to learn and practice security tasks and procedures in safe but realistic simulated surroundings.

Successes

Launch of Physical Security Assessment within a Virtual Environment

This assessment will serve as a capstone for the online physical security courses offered by CDSE and provide an opportunity for learners to apply their knowledge in a realistic, three dimensional environment. This exercise will require the students to evaluate a number of different areas located on the fictional installation, Fort Bravo, identify physical security deficiencies and, in most cases, identify what corrective measures are required to bring the environment into compliance with physical security regulatory requirements or those requirements contained in the installation physical security plan.

Areas to be evaluated include the installation perimeter; a general office area; an arms room; an

arms, ammunition, and explosives storage area; a vault used for storage and processing of classified information; and a nuclear weapons storage area. Students will have the opportunity to visit the areas using an avatar and examine everything from a simulated classified document lying on a desk to an arms room storing small arms. Virtual assessments have already been developed for the Storage Containers and Facilities Practical Exercise.

Praise for Virtual Environments

Feedback indicates students are very receptive to the use of virtual technology in the learning environment as it allows them to put what they have learned through the online courses into motion in a simulation environment.

Award Winning Course

The simulation in the Storage Containers and Facilities Course has been awarded a 2010 Silver Horizon Award (Government Category), and a 2010 Silver Omni Award (Government and Education Categories).



Introduce Short-Format eLearning Courses



See the CDSE
"Security Shorts" at
[http://www.dss.mil/
cdse/shorts](http://www.dss.mil/cdse/shorts)

Recognizing the time demands all security professionals face, the Center for Development of Security Excellence (CDSE) has started producing training shorts that are usually 10 minutes or less. These "Security Shorts" allow security professionals to refresh their knowledge of a critical topic or quickly access information needed to complete a job. CDSE plans to develop additional "Security Shorts" in FY12.

Successes

In 2011, CDSE released six Security Shorts:

Counterintelligence Concerns for National Security Adjudicators

Provides learners an opportunity to practice recognition of counterintelligence concerns relevant to the performance of their job tasks and raises awareness of these issues and their importance in the context of the adjudication process.

Classified Storage Requirements

Learners receive a refresher course on requirements and best practices for storing classified information and complete exercises applying this knowledge.

Special Access Program (SAP) Security Incidents

Allows learners to practice categorizing SAP security incidents and choose the best actions to take in response.

Business Structures - KMP: To Clear or Not to Clear

Gives learners an opportunity to practice identifying Key Management Personnel (KMP) in different business structures. Reinforces information taught in a web-based prerequisite to the Fundamentals of Industrial Security Level 2 Course (FISL 2).

Antiterrorism Force Protection

Learners receive a refresher course on the four DoD Threat Levels and five Force Protection Condition (FPCON) levels. The training provides learners an opportunity to see some of the typical FPCON security measures employed in various contexts.

You're a New FSO: Now What?

Provides newly appointed FSOs a high-level overview of their responsibilities, guides them to essential resources, and introduces the CDSE Facility Security Officer (FSO) training curricula (a suite of 16 web-based courses for possessing facilities and a suite of 12 web-based courses for non-possessing facilities).

Enhance Training for DSS Industrial Security Program Personnel

Based on security community feedback, the Center for Development of Security Excellence (CDSE) made several enhancements to industrial security courses and also developed new courses.

Successes

Increased Industrial Security Program Completions

CDSE invested much effort in both levels of the Fundamentals of Industrial Security (FIS) training program. FIS Level 1 (FISL 1) introduces new Industrial Security Representatives (IS Reps) and Information Systems Security Professionals (ISSPs) to the basic knowledge and skills required to perform their new jobs. After completing a number of inspections, course-related activities, and learning assignments, the FIS Level 2 (FISL 2) Course brings IS Reps and ISSPs to the DSS Academy to practice the knowledge and skills acquired in FISL 1. The FISL 1 and 2 completions increased in FY11 with 99 FISL 1 and 87 FISL 2 completions.



Scott Conway, Sector Security Director, Northrop Grumman, addresses a FISL 2 graduating class.

Launch of Certification & Accreditation Course

The Certification and Accreditation (C&A) portion of FISL 2 became an independent course in FY11. The C&A course prepares students to independently conduct security inspections of single-user stand-alone, multi-user stand-alone, and simple peer-to-peer information systems in low to medium-risk possessing facilities. There were 87 C&A course completions in FY11.

New DSS Employee Online Training Products Deployed in FY11

- Understanding Foreign Ownership, Control or Influence (FOCI)
- Introduction to the National Industrial Security Program (NISP) Certification and Accreditation Process Course
- Technical Implementation of Certification and Accreditation (C&A) – Configuration to DSS Standard Environment
- NISP Certification and Accreditation Process: A Walk-Through Course

Deployment of Online Collaborative Learning Environment

CDSE tested and deployed an online collaborative learning environment to facilitate the assignment, submission, and grading of the Certification and Accreditation prerequisite activities. The collaborative learning environment has improved communication between students and instructors, and automated the assignment and assessment procedures.

Expand eLearning Offerings

The Center for Development of Security Excellence (CDSE) produced several new online courses, performance support tools, and podcasts in FY11.

Successes

eLearning Product Growth Continues

This year, CDSE developed 21 eLearning courses, seven podcasts, and 13 performance support tools. See pages 18–21 for product listings.

Performance Support Tools

Performance support tools assist security professionals or part-time security specialists and can take a variety of forms or modalities, including job aids, documentation, audio prompts, help systems, software tools, and task guides. The CDSE produced nine performance support tools this year.

Podcasts

Producing podcasts was a new effort in FY11, and 10 web-based courses were converted to this format.

“These [CDSE online training] courses are great sources of information as reference tools, and they help us stay current on regulatory guidance.”

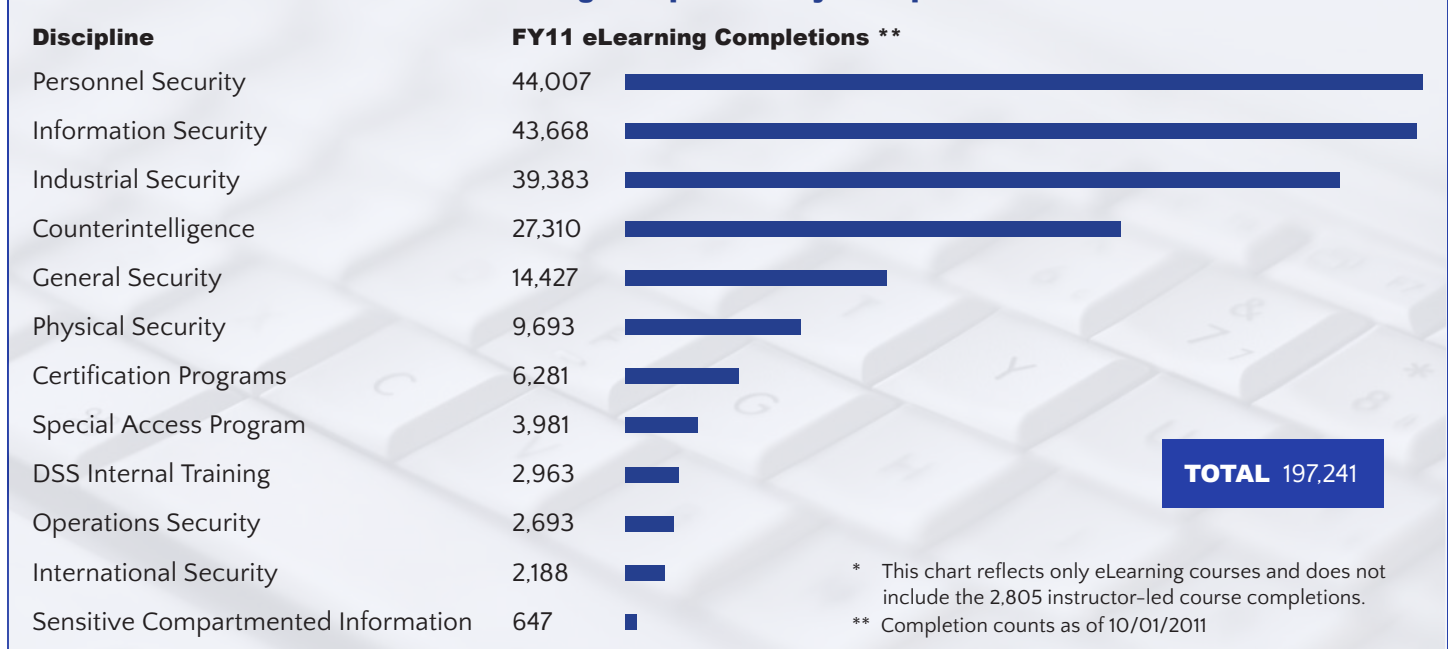
Mike Copeland, *Pentagon Force Protection Agency*

Podcasts provide students the opportunity to access content on the go if they desire, either for an initial learning opportunity or for a refresher. While this is only a supplemental opportunity for some, other learners prefer to primarily receive information orally. After listening to a podcast, students are able to take the same test that accompanies the more traditional eLearning format.

Award Winning Courses

CDSE eLearning courses earned 12 awards, including the Department of Defense Counterintelligence and Human Intelligence award, Omni awards, and Horizon awards. See page 22 for listings.

eLearning Completions by Discipline *



Complete Transition of the FSO Curriculum

In FY11, the Center for Development of Security Excellence (CDSE) revised the Facility Security Officer (FSO) curriculum by eliminating the Essentials of Industrial Security Management (EISM) Course and replacing it with a suite of 11 online courses.

Successes

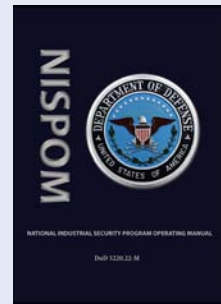
CDSE completed the transition of the FSO Program Management Curriculum for Possessing Facilities and the FSO Orientation Curriculum for Non-Possessing Facilities. Both curricula comply with the training requirements stated in National Industrial Security Program Operating Manual (NISPOM) paragraph 3-102. Successful completion of any of the previous versions of required NISPOM FSO training satisfies the current NISPOM FSO training requirement unless advised otherwise by a DSS IS Rep.

Students enrolled in EISM as of September 30, 2011, were given 90 days to complete and receive credit for this course. If EISM could not be completed within 90 days, the student would be required to complete the replacement suite of courses. EISM will no longer be available after January 31, 2012. The courses listed below supersede those listed in ISL 2010-01, Article 4.

EISM Replacement Courses

EISM has been **replaced** with the following 11 courses:

- Introduction to Information Security (IS011.16)
- Industrial Security Facilities Database (ISFD) for External Users (IS111.06)
- Personnel Clearances in the NISP (IS142.16)
- JPAS/JCAVS Virtual Training for Security Professionals (PS123.16)
- Developing a Security Education Program (GS104.16)



NISPOM 3-102 requires that the FSO, and others performing security duties, complete security training based on their facility's involvement with classified information and that this training should be completed within 1 year of appointment to the position of FSO.

- Understanding FOCI Basics (IS065.16)
- Integrating CI and Threat Awareness into your Security Program (CI010.16)
- Facility Clearances in the NISP (IS140.16)
- NISP Reporting Requirements (IS150.16)
- Visits/Meetings in the NISP (IS105.16)
- NISP Self Inspections (IS130.16)

NEW FSO Program Management Curriculum for Possessing Facilities

- FSO Role in the NISP (IS021.06)
- EISM replacement courses
- Safeguarding Classified Information in the NISP (IS109.16)
- Derivative Classification (IF103.06)
- Marking Classified Information (IF105.16)
- Transmission and Transportation for Industry (IS107.16)

NEW FSO Orientation Curriculum for Non-Possessing Facilities

- FSO Role in the NISP (IS021.16)
- EISM replacement courses

These curricula are provided by CDSE and are available at <http://go.usa.gov/BEL>

Instructor-Led

General Security

- DoD Security Specialist
- Security Awareness for Educators (SAFE)

Industrial Security

- Fundamentals of Industrial Security Level 1 (FISL 1)
- Fundamentals of Industrial Security Level 2 (FISL 2)
- Getting Started Seminar for new FSOs
- NISPOM Chapter 8 Implementation
- **NISPOM Ch. 8 Requirements for Industry Seminar**

Information Security

- Information Security Management
- Information Security Orientation
- Information Security Seminar (Customized)

Personnel Security

- DoD Advanced Personnel Security Adjudications
- DoD Personnel Security Adjudications
- **DoD Personnel Security Management for Security Professionals**
- DoD Personnel Security Seminar
- Personnel Security Seminar (Customized) – Adjudication
- Personnel Security Seminar (Customized) – JPAS

Special Access Programs

- Introduction to Special Access Programs (SAPs)
- SAP Mid-Level Security Management
- SAP Security Awareness Seminar
- SAP Security Compliance Inspection Seminar

eLearning

Counterintelligence

- Insider Threat
- Integrating CI and Threat Awareness into Your Security Program

- **Introduction to Critical Program Information Awareness**
- **Thwarting the Enemy: Providing Counterintelligence and Threat Awareness to the Defense Industrial Base**

General Security

- Antiterrorism Officer (ATO) Level II
- Developing a Security Education and Training Program
- **Introduction to Risk Management**
- Risk Management for DoD Security Programs
- Security Policies, Principles, and Programs

Industrial Security

- **Basic Industrial Security for User Agency Personnel – Independent Study**
- Business Structures in the NISP
- **Facility Clearances in the NISP**
- FSO Role in the NISP
- **How to Complete DD Form 254 Performance Support Guide**
- Industrial Security Facilities Database (ISFD)
- Introduction to Industrial Security
- **Introduction to the National Industrial Security Program (NISP) Certification & Accreditation Process**
- **NISP Reporting Requirements**
- **NISP Self-Inspection**
- NISPOM Chapter 8 Requirements for Industry
- Safeguarding Classified Information in the NISP
- Transmission and Transportation for Industry
- **Understanding FOCI**
- Visits and Meetings in the NISP

Information Security

- **Classification Conflicts and Evaluations**
- Derivative Classification
- DoD Information Assurance Awareness

- **Emergency Planning**
- Introduction to Information Security
- Marking Classified Information
- Original Classification
- Personally Identifiable Information (PII)
- Security Classification Guidance
- Transmission and Transportation for DoD

International Security

- DoD Foreign Disclosure Orientation
- Introduction to US Army Foreign Disclosure
- Introduction to DoD Foreign Disclosure

Operations Security

- **OPSEC Awareness for Military Members, DoD Employees, and Contractors**

Personnel Security

- e-QIP: Accessing and Navigation e-QIP
- e-QIP: Initiating Requests
- e-QIP: Managing Agency Data
- e-QIP: Managing User Data
- e-QIP: Overview
- e-QIP: Program and Business Managers
- e-QIP: Reviewing and Approving Requests
- e-QIP: Solutions to Common Issues
- Introduction to DoD Personnel Security Adjudication
- **Introduction to National Security Adjudication**
- Introduction to Personnel Security
- JPAS/JAMS Virtual Training for Security Professionals
- JPAS/JCAVS Virtual Training for Security Professionals
- Personnel Security Management
- **Personnel Clearances in the NISP**

Physical Security

- Introduction to Physical Security
- Lock and Key Systems

- Physical Security Measures
- Physical Security Planning and Implementation
- Storage Containers & Facilities

Sensitive Compartmented Information

- **Sensitive Compartmented Information (SCI) Refresher**

Special Access Programs

- SAP 2nd Tier Review Process
- SAP Overview

Podcasts

- **Developing a Security Education and Training Program**
- **Introduction to Industrial Security**
- **Introduction to Information Security**
- **Introduction to Personnel Security**
- Introduction to Physical Security
- **Introduction to Risk Management**
- **Original Classification**
- **SAP Overview**
- **Transmission and Transportation for Industry**
- **Visits and Meetings in the NISP**

Curriculum

- DoD Security Specialist Curriculum
- FSO Orientation for Non-Possessing Facilities
- FSO Program Management for Possessing Facilities
- Information Security Management Curriculum
- U.S. Army Foreign Disclosure Contact Officer Certification Curriculum
- U.S. Army Foreign Disclosure Officer Certification Curriculum
- U.S. Army Foreign Disclosure Orientation Curriculum

Performance Support Tools

- Accessing e-QIP
- Adding an Attachment – e-QIP
- Adjudicative Desk Reference
- **Administrative Inquiry (AI) Job Aid for Industry**
- Agency Help Desk Tasks – e-QIP
- AIS Security Seal Vendors and Guidelines
- Applicant Tips for Successful e-QIP Submission
- Approving a Request – e-QIP
- Approving Golden Question Reset Requests – e-QIP
- Assigning and Unassigning a Request – e-QIP
- Cancelling a Request – e-QIP
- Contractor Facility Security Office (FSO) Review of the Questionnaire of National Security Position (SF86)
- Counterintelligence Integration
- Creating Agency Users – e-QIP
- Creating a Child Agency – e-QIP
- Deleting an Applicant – e-QIP
- Derivative Classification Training Job Aid
- Dissemination of Classified Information Within and Outside of the Executive Branch
- DoD Personnel Security Adjudicator Certification Program: Due Process Credential Study Guide
- Editing Agency and Applicant Users – e-QIP
- Editing an AUB Template – e-QIP
- Elicitation – Can You Recognize It?
- Enabling TLS 1.0 – e-QIP
- **Enhanced DD Form 254 with Popups**
- e-QIP: How to Avoid Common Mistakes that Lead to Investigation Request Rejection
- Famous Spy Series



Famous Spy Series Performance Support Tool

- Finding Requests – e-QIP
- Foreign Travel Vulnerability
- Glossary Definitions, Acronyms and Abbreviations for Security Professionals
- **A Guide for the Preparation of a DD Form 254**
- **How to Complete the DD Form 254 Performance Support Guide**
- **How to Complete Standard Form 86 (SF86) Questionnaire for National Security Positions: A Quick Reference Guide for the Accessions Community**
- How to Receive and Maintain Your Security Clearance
- Identifying the Government Customer When Requesting an Investigation
- Initiating a Request – e-QIP
- The International Visit Process
- IS Certification Test Guide
- JPAS Checklist
- Letter to Government (ISSM)
- Managing Agency Users – e-QIP
- Mass Initiating Requests – e-QIP

- **NOFORN/REL TO – A Quick Reference Guide to Two Dissemination Controls**
- Preparing for Foreign Visitors
- Procedural Guide for Conducting Classified Conferences
- Procedures Governing Use of JPAS by Cleared Contractors
- Quick Reference Guide (QRG) for the Newly Updated SF-86
- Rapid Assessment of Incomplete Security Evaluations (RAISE) Guide
- Reference Tool for JPAS Release 3.2
- Requesting a Golden Question Reset – e-QIP
- Resource Tool for Security Professionals
- Reviewing a Request – e-QIP
- Roles and Responsibilities for Personnel Security: A Guide for Supervisors
- Running Reports – e-QIP
- Sample Audit Log
- Sample Memorandum of Understanding
- Security Education, Training and Awareness Information and Products
- Self-Inspection Handbook for NISP Contractors
- Sending a Rejection Letter – e-QIP
- **SF-714 Financial Disclosure Form Quick Reference Guide**
- **S&G 2740 Operating Instructions Job Aid**
- Suspicious Letter or Package
- Trusted Download Authorization
- Trusted Download Standard
- Un-cancelling Requests – e-QIP
- Using the e-QIP Fax Solution
- Viewing Case Status Messages and Case Notices – e-QIP



Tips for e-QIP Submission training video

Security-Related Training Videos

- Changing the Combination of X-07 and X-09 Locks
- How to Take Successful Electronic Fingerprints
- The Online Resource Tool for Security Professionals
- Operating X-07 and X-09 Locks
- Packaging Classified Documents
- Tips for e-QIP Submission

Security Shorts

- **Business Structures - KMP: To Clear or Not to Clear**
- **Antiterrorism Force Protection**
- **Counterintelligence Concerns for National Security Adjudicators**
- **Special Access Program (SAP) Security Incidents**
- **Classified Storage Requirements**
- **You're a New FSO: Now What?**

CDSE Award-Winning Courses * Courses in green received awards in FY11.

2011

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



Thwarting the Enemy: Providing Counterintelligence and Threat Awareness to the Defense Industrial Base



Omni, Gold, Education and Government

DoD CI and Human Intelligence (HUMINT) Award, CI Training & Education



Horizon, Silver, Education and Government



OPSEC Awareness for Military Members, DoD Employees, and Contractors

National OPSEC Award, Second Place, Multimedia Achievement Electronic

2010

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



Integrating Counterintelligence and Threat Awareness Into Your Security Program

Omni, Bronze, Government



Introduction to DoD Personnel Security Adjudication

Omni, Bronze, Education



Storage Container and Facilities Practical Exercise

Omni, Silver, Education and Government



Horizon, Silver, Government



Special Access Program (SAP) Overview

Omni, Bronze, Education and Government

2009

Defense Security Service Academy (DSSA)

Business Structures in the National Industrial Security Program



Horizon, Bronze, Training and Government



FSO Role in the National Industrial Security Program

Omni, Bronze, Government



Horizon, Bronze, Training and Government



Transmission and Transportation for Industry

Omni, Bronze, Government



Safeguarding Classified Information in the National Industrial Security Program

Omni, Silver, Government



Omni, Bronze, Education



Original Classification

Omni, Silver, Government



Omni, Bronze, Education

2008

Defense Security Service Academy (DSSA)



Business Structures in the National Industrial Security Program

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The editorial content of this publication was prepared, edited, and approved by the Director, Center for Development of Security Excellence. The views and opinions expressed do not necessarily reflect those of the Department of Defense. To comment, contact the DSS Public Affairs Office at (571) 305-6751 or email dsspa@dss.mil.

Center for Development of Security Excellence

FY11 Statistics



1

Number of Security Professional Education Development (SPeD) certification programs for the Department of Defense



83

Number of SPeD testing events



700

Number of attendees at CDSE worldwide security conferences



1,830

Number of trees saved by distributing the CDSE Course Catalog through a digital media instead of printing



4,850

Number of attendees at CDSE outreach events



22,756

Number of visits to the CDSE YouTube site



112,670

Tons of carbon saved by students taking courses online rather than traveling to CDSE



200,046

Number of CDSE eLearning and instructor-led courses completed

