Center for Development of Security Excellence

CDSE

Learn. Perform. Protect.

Courses & Products

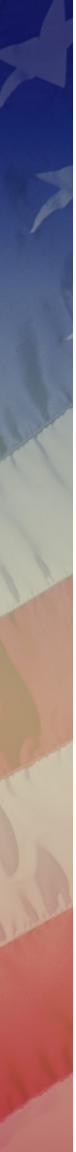

Table of Contents

General, Operations, & International Security 4

Industrial Security 8

Information Security & Sensitive Compartmented Information 14

Personnel Security 20

Physical Security 24

Counterintelligence, Critical Program Information, & Cybersecurity 26

Special Access Programs 28

Security Education 30

Additional Resources 34

Acronyms 38

General, Operations, & International Security

Current

Course	Description	Target Audience	Delivery Method	Duration
DoD Security Specialist	Exposes security professionals to all four security disciplines in one setting, offering a fundamental understanding of the security disciplines and their interrelationships, as well as the related policies, programs, and procedures.	DoD civilian, military, and contractor personnel newly assigned to security duties.	Instructor-led	8 days
Security Awareness for Educators (SAFE)	Offers security professionals a collaborative environment for networking with colleagues and developing innovative training ideas and workforce-centric training products.	DoD civilian, military, and contractor personnel who implement their organization's security awareness and education program.	Instructor-led	3 days
Antiterrorism Officer (ATO) Level II	Provides students with the appropriate background, skills, and abilities to qualify as an ATO for a command or organization.	AT program managers of DoD and field activities who otherwise cannot attend a Service-sponsored course. **NOTE:** Students must have a Government (.mil or .gov) e-mail address in their STEPP profile to be approved for enrollment.	eLearning	13 hours, 30 minutes
Developing a Security Education and Training Program	Provides a thorough understanding of the DoD and NISP policy requirements, best practices, and instructional methods for developing security education and training programs.	DoD civilian, military, and contractor personnel who have responsibility for developing and maintaining a security education and training program.	eLearning Podcast	2 hours 1 hour, 32 minutes (Lessons 1 - 4)
DoD Foreign Disclosure Orientation	Provides familiarity with the DoD Foreign Disclosure Program, including how foreign disclosure of CMI impacts DoD operations and activities.	DoD civilian, military, and contractor personnel who require a basic understanding of foreign disclosure in the international security environment.	eLearning	2 hours, 30 minutes

General, Operations, & International Security

Current

Course	Description	Target Audience	Delivery Method	Duration
Introduction to DoD Foreign Disclosure	Introduces personnel to the DoD Foreign Disclosure Program, including the basic concepts of foreign disclosure in international and cooperative operational environments.	DoD civilian, military, and contractor personnel who require a general overview of foreign disclosure in the international security environment.	eLearning	30 minutes
Introduction to Risk Management	Introduces the five-step Risk Management process.	DoD civilian, military, and contractor personnel.	eLearning Podcast	30 minutes 20 minutes
Introduction to U.S. Army Foreign Disclosure	Introduces the basic concepts of foreign disclosure in the international security environment, including international programs and activities that involve disclosure of U.S. CMI to foreign governments and international organizations.	DA civilian, military, and contractor personnel who require a general overview of the Army Foreign Disclosure Program.	eLearning	30 minutes
OPSEC Awareness for Military Members, DoD Employees and Contractors	Introduces the general principles of OPSEC for protecting unclassified and classified information and material, including the basic need to protect unclassified and personal information to ensure safe and successful operations and personal safety.	Members of the U.S. military, DoD civilian and contractor personnel, and military and DoD dependents.	eLearning	45 minutes
Risk Management for DoD Security Programs	Outlines the risk management process as a systematic approach to acquiring and analyzing the information for protecting assets and allocating security resources.	Civilian and military security specialists.	eLearning	3 hours

General, Operations, & International Security

Current

Course	Description	Target Audience	Delivery Method	Duration
Security Policies, Principles, and Programs	Provides an overview of the policies, principles, programs, governing documents, and four overarching security disciplines that govern DoD security programs.	Civilian, military, and contractor personnel responsible for the safeguarding and protection of DoD assets.	eLearning	1 hour
U.S. Army Foreign Disclosure Contact Officer Certification	Provides basic foreign disclosure and certification to DA personnel designated as Army Contact Officers.	DA military and civilian personnel requiring certification as an Army Contact Officer.	eLearning	13 hours
U.S. Army Foreign Disclosure Officer Certification	Provides basic foreign disclosure and certification to DA personnel entrusted with the authority to disclose classified military information to foreign governments, international organizations, and coalition partners.	DA military and civilian personnel requiring certification as an Army FDO.	eLearning	23 hours
U.S. Army Foreign Disclosure Orientation	Provides familiarity with the DA Foreign Disclosure Program, including how foreign disclosure affects Army operations and activities.	DA military, civilian, and contractor personnel who require a basic understanding of foreign disclosure in the international security environment.	eLearning	2 hours, 30 minutes

General, Operations, & International Security

In Development

Course	Description	Target Audience	Delivery Method	Duration
Antiterrorism Officer (ATO) Level II (Re-design)	Provides students with the appropriate background, skills, and abilities to qualify as an ATO for a command or organization.	AT program managers of DoD and field activities.	eLearning	--
Risk Management for DoD Security Programs (Re-design)	Outlines the risk management process as a systematic approach to acquiring and analyzing the information for protecting assets and allocating security resources.	DoD civilian, military, and contractor personnel assigned to security duties.	eLearning	--
Security Webinar Series	Thirty-minute sessions on various topics across security disciplines.	DoD civilian, military, and contractor personnel assigned to security duties.	Webinar	30 minutes

Industrial Security

Current

Course	Description	Target Audience	Delivery Method	Duration
Getting Started Seminar for New FSOs	This course provides new FSOs the opportunity to apply fundamental NISP requirements in a collaborative classroom environment and develop a network of professional associates.	New FSOs and Assistant FSOs.	Instructor-led	1.5 days
NISPOM Chapter 8 Implementation	Covers the DSS/ODAA C&A Process, including the configuration of computers based on the security standards in Chapter 8 of the NISPOM and the Standardization of Baseline Technical Security Configurations (published by DSS).	ISSMs and NISP contractor personnel responsible for the preparation and implementation of IS security plans and policy and oversight of facility IS used to process classified information.	Instructor-led	2 days
Basic Industrial Security for User Agency Personnel Independent Study	Outlines the basic security requirements of NISP policy for ensuring protection of classified information accessed by contractors.	U.S. Government military and civilian personnel of Government Contracting Activities involved with cleared contractors participating in the NISP.	eLearning	15 hours
Business Structure in the NISP	Enables the student to recognize the business structure of any facility participating in the NISP and obtain key information from business records relevant to the facility being cleared in the NISP.	DSS IS Reps, FSOs, and others working in the NISP.	eLearning	2 hours
Facility Clearances in the NISP	Introduces the purpose and the eligibility requirements of an FCL.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists, and other government personnel with industrial security responsibilities.	eLearning	2 hours

Industrial Security

Current

Course	Description	Target Audience	Delivery Method	Duration
FSO Role in the NISP	Describes the role of the FSO in the NISP.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists, and other government personnel with industrial security responsibilities.	eLearning	3 hours, 30 minutes
Introduction to Industrial Security	Provides an introduction to the DoD Industrial Security Program.	DoD Industrial Security Specialists, DSS IS Reps, Contractor FSOs, Security Staff of cleared DoD contractors participating in NISP, and anyone interested in NISP.	eLearning Podcast	1 hour 47 minutes (Lessons 1 - 5)
Introduction to the NISP C&A Process	Introduces the NISP C&A process.	Military, DSS civilian and other Government personnel, and contractor professionals who have responsibility for evaluating information systems and certifying to the Government that information systems meet security requirements.	eLearning	2 hours
ISFD Facility Clearance Verification and Notifications for Industry v3	Provides step-by-step instructions on the use of the FVR application feature of the ISFD system to verify the status of a facility clearance.	Industry and Government personnel.	eLearning	2 hours
NISP C&A Process: A Walk-Through Course	Identifies in depth the individual phases of the DSS C&A process, including the policies and standards used to protect information within information systems.	Military, DSS civilian and other Government personnel, and contractor personnel who have responsibility for evaluating information systems and certifying to the Government that information systems meet security requirements.	eLearning	3 hours

Industrial Security

Current

Course	Description	Target Audience	Delivery Method	Duration
NISP Reporting Requirements	Introduces reporting requirements outlined in NISPOM 1-300, including reporting requirements for changed conditions affecting the FCL, PCL, and safeguarding.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists, and other government personnel with industrial security responsibilities.	eLearning	1 hour, 15 minutes
NISP Self-Inspection	Focuses on conducting, preparing for, and after-actions for self-inspections.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists, and other government personnel with industrial security responsibilities.	eLearning	1 hour, 30 minutes
NISPOM Chapter 8 Requirements for Industry	Provides an in-depth overview of the DoD implementation of the current baseline NISPOM Chapter 8, and focuses on Protection Levels 1 (Dedicated Mode) and 2 (System High Mode).	ISSMs and NISP contractor personnel responsible for the preparation and implementation of IS security plans and policy and oversight of facility IS used to process classified information.	eLearning	10 hours
Personnel Clearances in the NISP	Introduces the personnel security requirements for contractors participating in the NISP and how those requirements are implemented by the DoD.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists, and other government personnel with industrial security responsibilities.	eLearning	2 hours
Safeguarding Classified Information in the NISP	Provides the rules and procedures for protecting classified information and material in the NISP.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists, and other government personnel with industrial security responsibilities.	eLearning	2 hours, 30 minutes

Industrial Security

Current

Course	Description	Target Audience	Delivery Method	Duration
The Technical Implementation of C&A – Configuration to DSS Standards	Examines the process to configure computer systems to DSS standards.	Military, DSS civilian and other Government personnel, and contractor professionals who have responsibility for evaluating information systems and certifying to the Government that information systems meet security requirements.	eLearning	1 hour, 30 minutes
The Technical Implementation of C&A – Configuration to DSS Standards Virtual Environment	Provides students the opportunity to practice what they have learned in a Non-Production/Test environment.	Military, DSS civilian and other Government personnel, and contractor professionals who have responsibility for evaluating information systems and certifying to the Government that information systems meet security requirements.	eLearning	2 - 4 hours
Transmission and Transportation for Industry	Examines the requirements and methods for transmitting or transporting classified information in accordance with NISP requirements.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists and other government personnel with industrial security responsibilities.	eLearning Podcast	2 hours 1 hour, 9 minutes (Lessons 1 - 5)
Understanding FOCI	Introduces important FOCI terms and processes and describes the foundational four major components of the FOCI process.	DSS, industry, and other Government agency personnel involved in the FOCI process.	eLearning	2 hours, 30 minutes
Visits and Meetings in the NISP	Provides the rules and procedures for classified visits and meetings for facilities participating in the NISP.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists and other government personnel with industrial security responsibilities.	eLearning Podcast	2 hours, 30 minutes 59 minutes (Lessons 1 - 5)

Industrial Security

Current

Course	Description	Target Audience	Delivery Method	Duration
Business Structures - KMP: To Clear Or Not To Clear	Provides learners the opportunity to practice identifying KMP required for an FCL given various business structure scenarios.	Government and Industry personnel.	Short Course	15 minutes
Industrial Security for Senior Management	Provides a comprehensive understanding of policies and procedures of the DoD Industrial Security Program.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists, and other government personnel with industrial security responsibilities.	Short Course	10 minutes
You're a New FSO: Now What?	Provides newly-appointed FSOs a high-level overview of their responsibilities and guides them to essential resources.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists, and other government personnel with industrial security responsibilities.	Short Course	10 minutes

Industrial Security

In Development

Course	Description	Target Audience	Delivery Method	Duration
Virtual Simulation for FSOs	Examines the roles and responsibilities of FSOs in DoD, government, and military facilities.	FSOs and other security personnel at DoD cleared contractor facilities, DSS IS Reps and DoD Industrial Security Specialists, and other government personnel with industrial security responsibilities.	eLearning	--

Information Security & SCI

Current

Course	Description	Target Audience	Delivery Method	Duration
DoD SCI Security Officials	Prepares DoD SCI Security Officials to administer and manage effective security programs within DoD organizations.	DoD civilian, military, or contractor personnel newly assigned as SCI security professionals, SSO, SSR, security professionals and their alternates that are responsible for the physical planning and implementation of SCIFs.	Instructor-led	5 days
Information Security Management	Provides a comprehensive understanding of policies and procedures of the DoD Information Security Program.	DoD civilian, military, and contractor personnel with primary duty as an Information Security Specialist or Manager within a DoD Component Information Security Program, persons requiring the course as part of their training in an Information Security Management career field, and Federal employees with responsibilities related to information security. **NOTE:** Students are expected to have a functional working knowledge of the DoD Information Security Program.	Instructor-led	7 days
Information Security Orientation	Introduces personnel to the DoD Information Security Program, including the skills and knowledge necessary to successfully work with classified information at their components.	Civilian, military, and contractor personnel who require an overview of the DoD Information Security Program.	Instructor-led	2 days
Classification Conflicts and Evaluations	Provides an overview of the classification challenge process, including formal challenges to classification decisions, the role of ISCAP, and the process for mandatory review.	DoD civilian, military, and contractor personnel responsible for processing classification challenges.	eLearning	2 hours

Information Security & SCI

Current

Course	Description	Target Audience	Delivery Method	Duration
Derivative Classification	Explains how to derivatively classify national security information from a classification management perspective.	DoD civilian, military, and contractor personnel responsible for derivatively classifying national security information.	eLearning	2 hours
Information Security Emergency Planning	Examines each step of the emergency planning process as it relates to protecting Classified National Security Information.	DoD civilian, military, and contractor personnel.	eLearning	30 minutes
Introduction to Information Security	Provides an introduction to the DoD Information Security Program.	DoD civilian and military personnel with little or no experience working with classified information.	eLearning Podcast	2 hours 1 hour, 56 minutes (Lessons 1 - 5)
Original Classification	Provides the policy guidance and purpose of original classification.	DoD civilian, military, and contractor personnel who propose, prepare, develop or facilitate original classification decisions.	eLearning Podcast	1 hour, 30 minutes 44 minutes (Lessons 1 - 3)
Personally Identifiable Information (PII)	Describes what PII is and why it is important to protect PII, including DoD organizations' responsibilities for safeguarding PII and individual responsibilities for PII recognition and protection.	DoD civilian, military, and contractor personnel using DoD information and information systems.	eLearning	45 minutes
Phishing	Explains what phishing is and provides examples of the different types of phishing, and provides guidelines to help individuals recognize phishing attempts so that appropriate actions may be taken to avoid these attacks and their consequences.	DoD civilian, military, and contractor personnel.	eLearning	15 minutes

Information Security & SCI

Current

Course	Description	Target Audience	Delivery Method	Duration
SCI Security Refresher	Provides annual refresher training on how to protect SCI and SCIFs, including pre-screening and indoctrination, SCI policy guidance documents, purpose and components of the SCI Nondisclosure Statement, SCI classification markings and dissemination controls, proper methods for handling, discussing, reproducing, transporting, and destroying SCI material, proper procedures for visitors or escorts in SCIFs, types of accredited SCIFs and their purposes, components of the Fixed Facility Checklist and the accreditation process, and types of information to be reported by SCI-accessed personnel.	DoD civilian, military, and contractor personnel who work in a SCIF, including those who are responsible for the security of a SCIF, including SSOs and SSRs.	eLearning	2 hours
Security Classification Guidance	Provides OCAs and derivative classifiers with the requisite knowledge for developing and employing security classification and declassification guidance.	DoD civilian, military, and contractor personnel with functional knowledge of the DoD Information Security Program or who develop security classification and declassification guidance.	eLearning Podcast	2 hours 1 hour, 5 minutes (Lessons 1 - 4)
Transmission and Transportation for DoD	Examines the requirements and methods for transmitting or transporting classified information and other classified material in accordance with DoD Information Security Program requirements.	DoD civilian and military personnel who prepare classified information and materials for transmission and transportation.	eLearning Podcast	2 hours 1 hour, 23 minutes (Lessons 1 - 5)
Oversight and Inspection	Describes the process of oversight, maintaining, and conducting inspections of Information Security Programs.	DoD civilian, military, and contractor personnel with primary or alternate duties for providing oversight and conducting inspections of an Information Security Program.	Podcast	20 minutes

Information Security & SCI

Current

Course	Description	Target Audience	Delivery Method	Duration
Classified Storage Requirements	Refreshes learners on the requirements and best practices for storing classified information and provides exercises applying this knowledge.	DSS civilian, military, and contractor personnel who prepare and store classified information and material.	Short Course	25 minutes
Requirements for OCAs	Provides training for proper classification, including the avoidance of over classification; proper safeguarding of classified information; declassification; and sanctions, as required annually by E.O. 13526.	DoD civilian, military, and contractor personnel who propose, prepare, develop or facilitate original classification decisions.	Short Course	10 minutes

Information Security & SCI

In Development

Course	Description	Target Audience	Delivery Method	Duration
Information Security Orientation	Provides an introduction to the policies and procedures related to information security as it applies to U.S. Government Departments, Agencies, Bureaus and Offices; and supporting contractors and agents that collect, generate, process, store, display, transmit, or receive classified or sensitive information.	DoD civilian, military, and contractor personnel with primary duty as an Information Security Specialist or Manager within a DoD Component Information Security Program, persons requiring the course as part of their training in an Information Security Management career field, and Federal employees with responsibilities related to information security.	eLearning	--
Marking Classified Information (Re-design)	Examines the requirements and methods for marking classified documents and other classified materials.	DoD civilian, military, and contractor personnel who generate and mark classified information and materials.	eLearning	--
T-SCIF Course	Provides guidance for individuals working in the T-SCIF environment and DoD policies governing management of the SCIF environment.	DoD civilian, military, and contractor personnel working in the T-SCIF environment.	eLearning	--
Information Security Emergency Planning	Examines each step of the emergency planning process as it relates to protecting Classified National Security Information.	DoD civilian, military, and contractor personnel protecting classified information and materials.	Podcast	--
Duration	Examines the process to establish the declassification instructions for derivative documents.	DoD civilian, military, and contractor personnel responsible for derivatively classifying national security information.	Short Course	--

Information Security & SCI

In Development

Course	Description	Target Audience	Delivery Method	Duration
Disposal and Destruction	Provides an overview of the processes for disposal and destruction of classified information.	DoD civilian, military, and contractor personnel responsible for the disposal and destruction of classified information.	Short Course	--
ISM Analysis	Examines analysis and considerations for the ISM in DoD, government, and military facilities.	DoD civilian, military, and contractor personnel with duties as an ISM within a DoD Component Information Security Program.	Short Course	--

Personnel Security

Current

Course	Description	Target Audience	Delivery Method	Duration
Counterintelligence Concerns for National Security Adjudicators	Designed to assist inexperienced personnel in recognizing counterintelligence issues and concerns while performing adjudications for individuals requiring access to classified information.	Personnel Security Adjudication Specialists	Short Course	15 minutes
DoD Advanced Personnel Security Adjudications	Provides an in-depth study of adjudication policy guidelines and the basis for and application of due process in unfavorable personnel security determinations.	DoD civilian (GS-11+) and military personnel who adjudicate for assignment to sensitive positions and access to collateral and SCI program information.	Instructor-led	4.5 days
DoD Personnel Security Adjudications	Covers the fundamentals of the personnel security program, such as history, laws, and regulations; personnel security investigations; security clearances; and sensitive positions.	DoD civilian (GS-5-7) and military personnel who adjudicate for assignment to sensitive positions and access to collateral and SCI program information.	Instructor-led	8.5 days
DoD Personnel Security Management for Security Professionals	Examines the management practices and procedures required to administer the DoD PSP.	DoD civilian, military, and contractor personnel performing personnel security duties.	Instructor-led	5 days
Introduction to DoD Personnel Security Adjudication	Introduces DoD PSP basics and several key concepts of Personnel Security Adjudications.	DoD civilian, military, and contractor personnel who perform security adjudications and personnel security management.	eLearning	3 hours
Introduction to National Security Adjudications	Introduces the PSP and its aim to protect national security, including the legal and regulatory framework of the PSP, Federal investigative standards, and the National Adjudicative Guidelines.	Federal Government personnel who perform national security adjudication or who have national security adjudicative type functions (Collateral and SCI).	eLearning	3 hours

Personnel Security

Current

Course	Description	Target Audience	Delivery Method	Duration
Introduction to Personnel Security	Introduces the management practices and procedures required to administer the DoD PSP at the military base/installation level.	DoD civilian, military, and contractor personnel who support the DoD PSP. **NOTE:** This course is specifically designed to address the needs of individuals requiring an overview of the PSP and are not directly responsible for managing the program.	eLearning Podcast	2 hours 1 hour, 14 minutes (Lessons 1 - 3)
JPAS/JAMS Virtual Training for Security Professionals	Provides an overview of JPAS and a detailed explanation of its subsystem, JAMS, used extensively by DoD CAFs to record eligibility determinations and command access decisions.	DoD civilian, military, and contractor personnel who perform adjudicative functions in support of the DoD PSP.	eLearning	8 hours
JPAS/JCAVS Virtual Training for Security Professionals	Provides an overview of JPAS and a detailed explanation of its subsystem, JCAVS, used extensively by DoD PSMs and contractor FSOs for eligibility and investigation verification.	DoD civilian, military, and contractor personnel who support the DoD PSP.	eLearning	8 hours
SF-714 Training	Examines the process for managing the information contained in and submission of the SF-714.	DoD civilian, military, and contractor personnel who perform or manage security adjudications.	eLearning	30 minutes
JPAS Levels 2-3	Provides learners with an overview of JPAS User Levels 2 and 3.	DoD civilian, military, and contractor personnel who perform functions in JPAS.	Short Course	10 minutes
JPAS Levels 4-5-6	Provides learners with an overview of JPAS User Levels 4, 5, and 6.	DoD civilian, military, and contractor personnel who perform functions in JPAS.	Short Course	10 minutes

Personnel Security

Current

Course	Description	Target Audience	Delivery Method	Duration
JPAS Levels 7-8	Provides learners with an overview of JPAS User Levels 7 and 8.	DoD civilian, military, and contractor personnel who perform functions in JPAS.	Short Course	10 minutes
JPAS Level 10	Provides learners with an overview of JPAS User Level 10.	DoD civilian, military, and contractor personnel who perform functions in JPAS.	Short Course	10 minutes

Personnel Security

In Development

Course	Description	Target Audience	Delivery Method	Duration
HSPD-12 Training	Provides an overview of the HSPD-12 adjudication process.	DoD civilian, military, and contractor personnel.	eLearning	--
Introduction to Suitability Adjudications	Provides an overview of DoD suitability adjudications.	DoD civilian, military, and contractor personnel who perform or manage security adjudications.	eLearning	--
13 Adjudicative Guidelines	Provides an examination of applying the 13 Adjudicative Guidelines to security eligibility determinations. Each Adjudicative Guideline will have a dedicated Short Course.	DoD civilian, military, and contractor personnel who perform security adjudications and personnel security management.	Short Course	--

Physical Security

Current

Course	Description	Target Audience	Delivery Method	Duration
Applying Physical Security Concepts	Applies the risk management process for DoD Security Programs to the development of a physical security plan.	DoD civilian, military, and contractor personnel involved in the planning and management of Physical Security Programs.	Instructor-led	5 days
Introduction to Physical Security	Provides an introduction to the DoD Physical Security Program.	Civilian, military, and contractor personnel responsible for or involved with the application of physical security in safeguarding and protecting DoD assets.	eLearning Podcast	1 day 1 hour, 5 minutes (Lessons 1 - 4)
Lock and Key Systems	Familiarizes students with the various lock and key systems available in support of protecting classified and sensitive DoD assets.	DoD civilian, military, and contractor personnel.	eLearning	1 hour, 30 minutes
Physical Security Measures	Provides a thorough understanding of the physical security measures available for implementation in the protection of DoD assets.	DoD civilian and military personnel, as well as industry contractors involved in or charged with physical security responsibilities.	eLearning Podcast	2 hours, 30 minutes 1 hour, 14 minutes (Lessons 1 - 4)
Physical Security Planning and Implementation	Provides an overview of the physical security planning and implementation process within the DoD Physical Security Program, including physical security duties and the physical security planning process.	Civilian, military, and contractor personnel responsible for or involved with the application of physical security in safeguarding and protecting of DoD assets.	eLearning	2 hours
Physical Security Virtual Environment	Provides an opportunity for students to apply their knowledge in a realistic three-dimensional environment while inspecting a virtual installation to ensure its physical security measures are in compliance with regulatory requirements and the installation physical security plan.	DoD civilian, military, and contractor personnel responsible for performing physical security inspections.	eLearning	3 hours

Physical Security

Current

Course	Description	Target Audience	Delivery Method	Duration
Storage Containers and Facilities	Provides an overview of the approved security containers and facilities used in the protection of classified national security information as well as other sensitive DoD assets.	Civilian, military, and contractor personnel responsible for or involved with the application of physical security in safeguarding and protecting DoD assets.	eLearning	1 hour, 15 minutes
Antiterrorism/Force Protection	Refreshes learners on the four DoD Threat Levels and five FPCON levels and provides learners an opportunity to review typical FPCON security measures employed in various contexts.	DoD civilian, military, and contractor personnel.	Short Course	10 minutes

In Development

Course	Description	Target Audience	Delivery Method	Duration
Storage Containers and Facilities	Provides an overview of the approved security containers and facilities used in the protection of classified national security information as well as other sensitive DoD assets.	Civilian, military, and contractor personnel responsible for or involved with the application of physical security in safeguarding and protecting DoD assets.	Podcast	--
Electromechanical Lock X07/09	Provides a video for operating the X07/09 Electromechanical Safe Lock.	DoD civilian, military, and contractor personnel.	Video	--
S&G 2740 Operating Instructions	Provides a video for operating the S&G 2740 Electromechanical Safe Lock.	DoD civilian, military, and contractor personnel.	Video	--

Counterintelligence, CPI, & Cybersecurity

Current

Course	Description	Target Audience	Delivery Method	Duration
Cybersecurity Awareness	Introduces the AIS environment and the threats and vulnerabilities faced when working within the Government or defense industrial systems.	DoD and Industrial Security employees.	eLearning	30 minutes
Insider Threat	Describes the impact of insider threat to the DoD and examines how to recognize and report threats.	DoD Professionals	eLearning	30 minutes
Integrating CI and Threat Awareness into Your Security Program	Provides a thorough understanding of how CI and threat awareness are essential components of a comprehensive security program and examines how CI and threat awareness are essential to a comprehensive security program.	DoD military, civilian, and contractor security professionals (FSOs) and practitioners responsible for developing and maintaining a security program for their unit or facility.	eLearning	1 hour, 30 minutes
Introduction to Critical Program Information Awareness	Provides an introduction on programs which may contain CPI, including CPI identification, and how required continuous security protection procedures fit into the Defense Acquisition Life Cycle.	DoD or contractor employees providing security support to Critical Program Information within RDT&E and the Defense Acquisition Programs.	eLearning	1 hour, 30 minutes
Thwarting the Enemy: Providing Counterintelligence & Threat Awareness to the Defense Industrial Base	Emphasizes employee awareness of potential threats directed against U.S. technology and common suspicious activities which should be reported to the FSO in compliance with NISPOM 3-107 and 1-302.	Employees working within cleared facilities in support of the defense industrial base.	eLearning	45 minutes
Counterintelligence Concerns for National Security Adjudicators	Assists inexperienced personnel in recognizing counterintelligence issues and concerns while performing adjudications for individuals requiring access to classified information.	Personnel Security Adjudication Specialists	Short Course	15 minutes

Counterintelligence, CPI, & Cybersecurity

In Development

Course	Description	Target Audience	Delivery Method	Duration
Counterintelligence Awareness and Reporting for DoD	Provides practice for recognition of counterintelligence concerns and process for reporting.	DoD and Industrial Security employees.	eLearning	--
Insider Threat Awareness	Examines how to recognize insider threat or potential recruitment for espionage.	DoD military, civilian, and contractor security professionals.	eLearning	--
Developing an Insider Threat Program	Provides outline and guidance to security managers responsible for establishing an Insider Threat Program for their agency or organization.	DoD military, civilian, and contractor security professionals.	eLearning	--
Foreign Threat to Industry	Informs industry of the Foreign Collection Threat to critical technologies being developed within the Defense Industrial Base, including threats and vulnerabilities, risk management, and recommended countermeasures to reduce or mitigate the threat.	CI and Security professionals working at cleared contract facilities.	eLearning	--
Recognizing Suspicious Contact Emails	Provides a quick reference for recognizing and mitigating suspicious emails.	DoD military, civilian, and contractor security professionals.	Short Course	--

Special Access Programs

Current

Course	Description	Target Audience	Delivery Method	Duration
Introduction to SAPs	Introduces DoD SAPs, including the SAP environment, interaction among the executive, legislative, and judicial branches of Government in establishing SAP policy, the roles and responsibilities of oversight and support offices and agencies, and mandatory SAP requirements.	Newly assigned SAP security professionals, SAP non-security professionals, and security professionals needing refresher training on SAP policy.	Instructor-led	3.5 days
SAP Mid-Level Management	Provides an in-depth explanation of SAP security management, including process to determine enhanced security requirements based on the threat and vulnerability of SAPs.	DoD civilian, military, and contractor personnel with multidiscipline responsibilities for the management, oversight, and support to DoD SAPs with 6 months to 3 years' experience.	Instructor-led	4.5 days
SAP Security Awareness Seminar	Provides an introduction to the DoD SAP environment, including SAP overview, SAP classified contracts and DD Form 254, physical security, personnel security, visits and meetings, OPSEC, information assurance, security incidents, classification marking and safeguarding, transmission and transportation, security compliance inspections, and security awareness and training.	Civilian, military, and contractor personnel supporting DoD SAPs.	Instructor-led	Varies (No more than 8 hours)
SAP Security Compliance Inspection Seminar	Provides the policy and direction to ensure standardized, equitable, and consistent inspections using JAFAN manuals.	PSOs, CPSOs, and new and experienced Inspection Team Members, including contractor personnel, who use the JAFAN 6/0.	Instructor-led	2 days

Special Access Programs

Current

Course	Description	Target Audience	Delivery Method	Duration
SAP 2nd Tier Review	Provides students with an in-depth understanding of the SAP 2nd Tier Review Process, including principles, guidelines, and conditions of the JAFAN 6/4 SAP Tier Review Process applied to candidate nomination packages to make 2nd Tier access eligibility determinations.	DoD civilian, military, and contractor personnel assigned SAP 2nd Tier Review duties.	eLearning	10 hours
SAP Overview	Provides an overview of the DoD SAP environment, including its history, purpose, life-cycle, approval process, and roles and responsibilities.	DoD civilian, military, and contractor personnel who support or manage DoD SAPs.	eLearning Podcast	1 hour, 30 minutes 54 minutes (Lessons 1 - 4)
SAP Security Incidents	Examines the three SAP security incidents set forth in the JAFAN 6/0, Rev. 1 and allows students to develop the ability to categorize SAP security incidents and choose the best action(s) to take in response to a specific security incident.	Newly assigned SAP security professionals, SAP non-security professionals, and security professionals needing refresher training on SAP security incidents.	Short Course	10 - 15 minutes

In Development

Course	Description	Target Audience	Delivery Method	Duration
SAP Types and Categories	Exploration of various DoD SAPs.	DoD civilian, military, and contractor personnel who support or manage DoD SAPs.	Short Course	--

Security Education

Current

Course	Description	Target Audience	Delivery Method	Duration
Challenges in Analyzing and Managing Risk	Comprehensive study of risk management theory and DoD practice of risk management as used by high-level management officials to support decision-making.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Blended	16 weeks
Constitutional Law and its Application to DoD Security	Examines the origins, distribution, and limitations upon Governmental authority under the Constitution.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	16 weeks
Organizational Considerations in Applying Security Within the Federal and DoD Bureaucracy	Addresses how security professionals can effectively support military operations and DoD programs.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	16 weeks
Security as an Integral Part of DoD Programs	Addresses DoD security as a profession and reviews the scope of the security essential body of work.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	16 weeks
Statutory, Legal, and Regulatory Basis of DoD Security Programs	Presents the specific statutes, regulations, and Executive Orders driving the establishment and implementation of DoD and Federal security programs.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	16 weeks

Security Education

Current

Course	Description	Target Audience	Delivery Method	Duration
Understanding Adversaries and Threats to the United States and DoD	Addresses the intentions and capabilities of the three to five most significant adversaries to the U.S. and DoD.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	16 weeks
Writing and Communication Skills for Security Professionals	Explores successful skills and behaviors in oral and written communications.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security.	Distance Learning*	16 weeks

Security Education

In Development

Course	Description	Target Audience	Delivery Method	Duration
Budgeting and Financial Management for DoD Security Programs	Provides an integrative study of financial management of security programs through applied security problems and case studies.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	--
Human Resource Management for DoD Security	Examines how senior security leaders make human capital decisions and explores the skills and tools needed to make effective HRM decisions in Defense Security.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	--
Managing a DoD Installation Security Program	Examines the senior security leader's role in integrating, balancing, and controlling resources and assets within a security program for an installation.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	--
Research Methods, Statistics, and Reporting to Support DoD Security Programs	Examines research strategy and design, data collection, statistical and interpretive analysis, and final report preparation, and how these tools can be used to support and improve security programs.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	--
Assessment and Evaluation of Security Programs	Examines how the senior security manager can establish and share concrete achievements or measurements (metrics) that effectively demonstrate the impact of security programs and activities.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	--

Security Education

In Development

Course	Description	Target Audience	Delivery Method	Duration
The Future of Security Systems and Information Assurance	Addresses leading-edge technologies and their implications (positive and negative) for the field of security within DoD.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	--
Leadership in DoD Security	Examines dimensions of leadership styles, concepts, principles, and theories, including communication, problem-solving, leadership skills, and roles in complex wartime and peacetime environments with focus on leadership by security professionals.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	--
Security in the DoD Acquisition Process	Addresses security as part of and in support of Acquisition Programs through all phases of acquisition lifecycle and more specifically examines security in the contracting process.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	--
Overview of Information System Security Oversight and Cybersecurity	Examines types of threats, security disciplines, current DoD cybersecurity initiatives, and the process of informing organizations of threats to DoD information on company networks.	U.S. military members and civilian Government employees preparing for leadership responsibilities in DoD Security who have SPēD Security Fundamentals Professional Certification.	Distance Learning*	--

***NOTE:** Distance Learning courses are presented online through a collaborative learning environment that allows students to interact with the subject-matter expert instructor and with other students. Courses include weekly reading, research, and writing assignments over a 16-week semester.

Additional Resources

Resource	Description	Delivery Method
Administrative Inquiry (AI) Job Aid for Industry	Provides instructions for conducting an AI and includes guidelines for conducting the administrative inquiry and submitting the initial and final reports.	Job Aid
Changing the Combination of X-07 and X-09 Locks	Demonstrates how to change the combination of the X-07 and X-09 locks found on many GSA-approved security containers.	Video
Deployable Security Trainer for Security Professionals in the Combat Environment	Assists personnel who may be deploying and have security responsibilities for the protection of Classified National Security Information.	Job Aid
Derivative Classification Training	Provides reference information for the responsibilities and procedures associated with derivative classification, including an overview of the approved security classification documents that assist in analyzing and evaluating information for identification of elements that require classification.	Job Aid
Dissemination of Classified Information Within and Outside of the Executive Branch	Provides a quick reference for disseminating classified information within and external to the Executive Branch, including processes and procedures, organization-specific roles and responsibilities, and levels of clearance and authority.	Job Aid
Enhanced DD Form 254 With Pop-ups	Provides a fillable DD Form 254 with context-sensitive help pop-ups for each field.	Fillable Form and Job Aid
Facility Security Officer Curricula	Details the FSO curriculum, which prepares learners for the duties of the FSO in a contractor facility participating in the NISP.	Pamphlet
Famous Spy Series	Provides various posters that give the history of infamous spies, their crimes, and how they were brought to justice.	Posters
Glossary of Security Terms, Definitions, and Acronyms	Contains terms, definitions, and acronyms that cross security disciplines and specialty areas.	Job Aid
Guide for Preparation of DD Form 254	Provides a reference guide for preparation of the DD Form 254.	Job Aid

Additional Resources

Resource	Description	Delivery Method
How to Complete Standard Form 86 (SF 86) Questionnaire for National Security Positions: A Quick Reference for the Accessions Community	Provides guidance on the proper completion of the SF 86 for both recruiters and recruits.	Job Aid
How to Complete the DD Form 254 Performance Support Guide	Provides assistance for anyone who has been tasked with creating a DD Form 254.	Job Aid
How to Receive and Maintain Your Security Clearance	Examines the process involved in granting an applicant a security clearance, from start to finish, including clearance eligibility, adjudication guidelines, and details continued responsibility should a clearance be authorized.	Pamphlet
How to Take Successful Electronic Fingerprints	Provides a brief description of the electronic fingerprinting process and discusses common errors that may occur, proper technique, and the various aspects of the procedure.	Video
Marking Classified Information	Provides the requirements and methods for marking classified documents and other classified materials, including general marking requirements, marking originally classified information, marking derivatively classified information, marking special types of documents and materials, changes in markings, marking foreign Government information and marking Atomic Energy information.	Job Aid
Need-to-Know Training	Provides a short refresher on the fundamental Need-To-Know security principle, including a review of case history and guidelines on responsibilities for applying the principle.	Video
NOFORN/REL TO - A Quick Reference Guide to Two Dissemination Controls	Provides a quick reference for marking and disseminating information to Foreign Nationals, including the definitions and use of NOFORN and REL TO.	Pamphlet
OCA Desk Reference Guide	Provides a summary of the six-step decision process to enable the OCA to make quality classification decisions.	Job Aid

Additional Resources

Resource	Description	Delivery Method
Operating the X-08 Lock	Details detailing how to operate and change the combination of an X-08 lock.	Job Aid
Original DD Form 254	Fillable DD 254 form in pdf format.	Fillable Form
Packaging Classified Documents	Provides baseline procedures to be used when packaging classified materials for transmission or transportation of envelopes and small parcels.	Video
Procedural Guide for Conducting Classified Conferences	Outlines procedures for preparing, processing, providing security, and approving requests for DoD-sponsored classified conferences.	Job Aid
Quick Reference Guide (QRG) for the Newly Updated SF 86	Contains detailed field descriptions, step-by-step instructions, and a link to a printable form to help applicants determine what information needs to be gathered.	Job Aid
Rapid Assessment of Incomplete Security Evaluations (RAISE) Guide	Provides the adjudicative community a guide for completing the RAISE, including defining what RAISE is and how RAISE allows efficient and systematic collection of information about how well personnel security investigations meet scope requirements.	Job Aid
Self-Inspection Handbook for NISP Contractors	Assists in requirement for all participating in the NISP to conduct their own security reviews, including various techniques to enhance the quality of self-inspections.	Handbook
SF-714 Financial Disclosure Form Quick Reference Guide	Provides a summary of the steps to complete the Financial Disclosure Form to assist adjudicators in determining whether a person is financially overextended, exhibiting signs of unexplained affluence, or behaving in a financially irresponsible or illegal manner.	Reference Manual
S&G 2740 Operating Instructions	Outlines the procedures for operating this lock and changing the combination.	Job Aid

Additional Resources

Resource	Description	Delivery Method
The Truth About the Polygraph	Provides an overview of the process that may be encountered when a polygraph examination is required for employment or access to sensitive information.	Video
Tips for e-QIP Submission	Includes ten tips for completing the SF 86 via e-QIP.	Video

Acronyms

Acronym	Definition
AI	Administrative Inquiry
AIES	Army Investigative Enterprise Solution
AIS	Automated Information System
AT	Antiterrorism
ATO	Antiterrorism Officer
AUB	Agency Use Block
C&A	Certification and Accreditation
CAF	Central Adjudication Facility
CDSE	Center for Development of Security Excellence
CI	Counterintelligence
CIO	Chief Information Officer
CMI	Classified Military Information
CPI	Critical Program Information
CPSO	Contractor Program Security Officer
DA	Department of the Army

Acronyms

Acronym	Definition
DD Form	Department of Defense Form
DISCO	Defense Industrial Security Clearance Office
DoD	Department of Defense
DSS	Defense Security Service
DSS IS Rep	Defense Security Service Industrial Security Representative
E.O.	Executive Order
e-QIP	Electronic Questionnaire for Investigations Processing
FCL	Facility Security Clearance
FDO	Foreign Disclosure Officer
FIE	Foreign Intelligence Entity
FIPC	Federal Investigations Processing Center
FOCI	Foreign Ownership, Control, or Influence
FPCON	Force Protection Condition
FSO	Facility Security Officer
FVR	Foreign Visit Request

Acronyms

Acronym	Definition
GS	General Service
HSPD	Homeland Security Presidential Directive
IA	Information Assurance
IPAC	Intra-Governmental Payment and Collection
IS	Information System
ISCAP	Interagency Security Classification Appeals Panel
ISFD	Industrial Security Facilities Database
ISM	Information Security Manager
ISOO	Information Security Oversight Office
ISS	Industrial Security Specialist
ISS	Information Systems Security
ISSM	Information Systems Security Manager
JAFAN	Joint Air Force – Army – Navy
JAMS	Joint Adjudication Management System
JCAVS	Joint Clearance and Access Verification System

Acronyms

Acronym	Definition
JPAS	Joint Personnel Adjudication System
KMP	Key Management Personnel
MOU	Memorandum of Understanding
NISP	National Industrial Security Program
NISPOM	National Industrial Security Program Operating Manual
NOFORN	Not Releasable to Foreign Nationals
O/S	Operating System
OCA	Original Classification Authority
ODAA	Office of the Designated Approving Authority
OPSEC	Operations Security
PCL	Personnel Security Clearance
pdf	Portable Document Format
PII	Personally Identifiable Information
PSI	Personnel Security Investigation
PSO	Program Security Officer

Acronyms

Acronym	Definition
PSP	Personnel Security Program
QRG	Quick Reference Guide
RAISE	Rapid Assessment of Incomplete Security Evaluations
RDT&E	Research, Development, Test and Evaluation
REL TO	Releasable To
S&G	Sargent & Greenleaf
SAFE	Security Awareness for Educators
SAP	Special Access Program
SCI	Sensitive Compartmented Information
SCIF	Sensitive Compartmented Information Facility
SF	Standard Form
SPēD	Security Professional Education Development
SSO	Special Security Officer
SSR	Special Security Representative
T-SCIF	Tactical Sensitive Compartmented Information Facility

Center for Development of Security Excellence

CDSE

Learn. Perform. Protect.