KICC IT Video

Text only version for 508 Compliance.

Drum music playing.

The Fort Hood Network Enterprise Center in Association with III Corps presents: KICC IT

Banner: Joe Smuccatelli. Reminder of a few helpful hints → LIVE

"Hi, I'm Joe Smuccatelli. You've probably had some folks visit your work areas looking at your functional processes and security posture. Well, I'm here to help improve your daily practices and giving you another acronym to add to your arsenal."

Screen displays large key.

"How many times have you left your house or your office and you forgot your keys? Well, that's the first letter for our acronym. This is just a reminder to not forget them before you leave your office or your home."

Screen displays ID badges.

"We all need these to work and to access buildings. This is just a reminder to not forget them and to always have them with you. And, to always make sure you have them before you leave your work area."

Screen displays safe, CD and Recycle bin.

"We all use these day to day. Ensure your safes are closed, your shredders are emptied, and there is no PII (Personally Identifiable Information) around. And, to make sure all of your media are marked properly and stored in the appropriate container."

"And lastly are our checks."

Screen displays SF 701 (1 Year) and SF 702 (90 Days)

"The SF 701 should be filled out and maintained for one year. The SF 702 should be filled out and maintained for 90 days. Your 702s are used for your safes and your PDS lockboxes." Screen shows hand filling out form. "Ensure you complete them with date, the time they were opened, the time they were closed, and also the time they were checked. SF 701s will vary by building and also by what items need to be checked at the end of the day. Ensure you have checked off each item that you have checked, initial and date." Screen shows hand filling out form.

"Use the buddy system to ensure everyone is KICCing it before the end of the day."

People run across screen and respond to questions.

"Hey Sara, are you KICCing it?"

"Yes."

"Hey, Pete, did you KICC it?"

"Oh, forgot my badge"

"How about you?"

"Got it."

"Hey Pete, slow down, high speed."

"Let's review."

Text and objects display on screen.

"K for your keys (office and home)."

"I for your ID badges, CACs, ASCL and Tokens."

"C for your containers to include your safes, shredders and any media."

"And lastly, C, for your checks of the SF 701 and 702s. If you do that, you'll be KICCing it.

"This is Joe Smuccatelli, signing off. Thanks for watching."

Screen displays Thanks for watching and don't forget to KICC it before you leave your work area!

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Drum music stops. Video stops.