SECURITY EDUCATION, TRAINING AND AWARENESS

The Security Education, Training and Awareness (SETA) Directorate of the Defense Security Service (DSS) oversees the missions of the DSS Academy and the DSS Career Development and Certification Program Office. The DSS CDCPO provides professional development services for and certification of Department of Defense (DoD) security program professionals.

DEFENSE SECURITY SERVICE (DSS) ACADEMY MISSION

The DSS Academy provides security education, training and awareness to DoD security program professionals, DoD contractors, employees of other Federal agencies and selected foreign governments. Its professional staff of instructors, technology professionals, and education support personnel combine expertise to create, collaborate and facilitate delivery of quality education, training and awareness products across the security disciplines.

- General Security
- Industrial Security
- Information Security
- Information Systems Security
- Operations Security
- Personnel Security
- Physical Security
- Special Access Programs

General Security

The General Security curriculum meets a broad spectrum of security training needs for DoD military, civilian, and contractor personnel. Course content focuses on general policies and procedures established by Executive Order and DoD policy for protecting national security information that is multidisciplinary or not assigned within a specific security discipline.

Course offerings range from orientation level courses designed for individuals entering the security specialist career field to advanced training that focuses on the skills and abilities required to qualify as an organization's Antiterrorism Officer.

Instructional material is presented through a variety of formats to include self-directed web-based training, lecture, panel discussions, practical exercises, interactive seminars and field trips. Emphasis is on ensuring that students can interpret and apply security program requirements and concepts.

- Antiterrorism Officer (ATO) Level II - Introduction
- DoD Security Specialist
- General Security Seminar (Customized)
- Risk Management for DoD Security Programs Course
- Security Awareness for Educators (SAFE)

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Industrial Security

The Industrial Security curriculum is tailored to meet industrial security training needs of DoD military, civilian, and contractor personnel. It focuses on the National Industrial Security Program policies and procedures established to protect national security information and other classified information.

Course offerings range from orientation level courses designed for security officers of defense contractor facilities who access, generate, disseminate, destroy, and store classified information to specialized training addressing the skills and abilities required to perform as Industrial Security Representatives with the Defense Security Service.

Instructional material is presented through a variety of formats to include structured mentoring programs, self-directed web-based training, lecture, panel discussions, practical exercises, and interactive seminars. Emphasis is on ensuring students can interpret and apply industrial security program requirements and concepts.

In addition to structured courses, the Industrial Security curriculum offers a number of job aids and resource materials that assist industrial security professionals in improving performance of work-related tasks.

- Arms, Ammunition and Explosives (AA&E) Reference Research Exercise
- Basic Industrial Security for User Agency Personnel Independent Study
- Essentials of Industrial Security Management (EISM) Independent Study Course
- Foreign Ownership, Control & Influence (FOCI) [Contractor]
- FSO Program Management
- Industrial Security Mentoring Program
- Industrial Security Seminar (Customized)
- Industrial Security Specialist
- Level III Industrial Security Informational Tutorial
- NISPOM Chapter 8 Implementation
- NISPOM Chapter 8 Implementation Teletraining
- NISPOM Chapter 8 Requirements for Industry - Introduction
- Protecting Secret and Confidential Documents (PSCD) Independent Study Course

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Information Security

The Information Security curriculum is tailored to meet information security training needs of DoD military and civilian personnel. It focuses on the system of policies and procedures established by Executive Order and DoD policy for protecting national security information.

Course offerings are designed for entry-level personnel through more experienced security professionals who access, generate, disseminate, destroy, and store classified information.

Instructional material is presented through a variety of formats to include self-directed web-based training, lecture, teletraining broadcasts, practical exercises, interactive seminars and field trips. Emphasis is on ensuring that students can interpret and apply information security program requirements and concepts.

In addition to structured courses, the Information Security curriculum offers a number of job aids and resource materials that assist security professionals in improving performance of work-related tasks.

- Basic Information Security Independent Study Course
- Information Security Management
- Information Security Orientation
- Information Security Orientation (Teletraining)
- Information Security Seminar (Customized)
- Marking Classified Information

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Information Systems Security

The Information Systems Security curriculum is tailored to meet information assurance training needs of DoD military, civilian, and contractor personnel. It focuses on the National Industrial Security Program policies and procedures established to protect national security information and other classified information being processed on, transmitted through, or stored in information systems.

Course offerings range from orientation level courses addressing the security requirements for stand-alone systems to advanced training that focuses on certification and accreditation of complex networks.

Instructional material is presented through a variety of formats to include self-directed web-based training, lecture, teletraining broadcasts, practical exercises, and interactive seminars. Emphasis is on ensuring students can interpret and apply industrial security program requirements to various configurations of information systems.

In addition to structured courses, the Information Systems Security curriculum offers a number of job aids and resource materials that assist security professionals in complying with information system security requirements.

- Information System Security Basics
- Information System Security Seminar (Customized)
- Level III Industrial Security Informational Tutorial
- NISPOM Chapter 8 Implementation
- NISPOM Chapter 8 Implementation Teletraining
- NISPOM Chapter 8 Requirements for Industry - Introduction

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Operations Security

The Operations Security (OPSEC) curriculum is designed to meet security training requirements for DoD military, civilian, and contractor personnel who are assigned OPSEC responsibilities. Course content and training materials provide insight into the five-step OPSEC process established by National Security Decision Directive 298 (NSDD 298).
Course offerings range from an orientation level course designed for individuals supporting OPSEC programs to advance training focusing on the skills and abilities required to qualify as an organization's OPSEC Officer.

Instructional material is presented through a variety of formats to include, self-directed web-based learning, lecture, panel discussions, practical exercises, and field trips. Emphasis is on ensuring that students can interpret and apply OPSEC program requirements and concepts.

- DoD OPSEC Officers Course
- OPSEC Fundamentals Course

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Personnel Security

The Personnel Security curriculum is tailored to support a sound personnel security program throughout the DoD and other Federal agencies. Course offerings are directed at the entry-level professional through the senior professional involved in areas of personnel security adjudication and/or personnel security program management.

Instructional material is presented through a variety of formats to include structured mentoring programs, self-directed web-based training, lecture, panel discussions, practical exercises, and interactive seminars. Emphasis is on ensuring that students can interpret and apply personnel security program requirements and concepts.

In addition to structured courses, the Personnel Security curriculum offers a number of job aids and resource materials that assist personnel security professionals in improving performance of work-related tasks.

- Director National Intelligence (DNI) SCI Adjudication Seminar
- DoD Advanced Personnel Security Adjudications
- DoD Personnel Security Adjudications
- DoD Personnel Security Adjudications Independent Study
- Introduction to Personnel Security Management
- Introduction to Personnel Security Management Course
- JPAS/JCAVS Training for Security Professionals
- Personnel Security Management
- Personnel Security Management Course
- Personnel Security Seminar (Customized) - Adjudication
- Personnel Security Seminar (Customized) - Joint Personnel Adjudication System (JPAS)
- Senior Adjudicator Seminar

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Physical Security

The Physical Security curriculum is designed to meet physical security training needs of DoD military and civilian personnel. A web-based training course introducing students to DoD physical security requirements is in development. Additional web-based training and instructor-led courses will be added to the curriculum to ensure that students can interpret and apply physical security program requirements and concepts.

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Special Access Programs

The Special Access Program (SAP) curriculum is designed to meet security training requirements for DoD military, civilian, and contractor personnel who are assigned security management responsibilities for approved SAPs. SAPs are defined as any DoD program or activity as authorized in Executive Order 12958 employing enhanced security measures (e.g. safeguarding, access requirements, etc.) exceeding those normally required for protecting collateral information at the same level of classification.

Course offerings range from orientation level courses designed to introduce security professionals to the enhanced security requirements of the SAP environment to specialized training addressing SAP management and oversight.

Instructional material is presented through a variety of formats to include self-directed web-based training, lecture, panel discussions, practical exercises, and interactive seminars. Emphasis is on ensuring that students can interpret and apply SAP security requirements and concepts.

- Director National Intelligence (DNI) Physical Security Seminar
- SAP Mid-Level Management
- SAP Orientation
- SAP Overview
- SAP Security Seminar (Customized)
- SAP Senior Management
- Security Compliance Inspection Seminar

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Antiterrorism Officer (ATO) Level II - Introduction GS109.16

Launches the course Introduction which reviews the purpose, goals, intended audience, length and structure of the course including navigation instructions. This Introduction must be completed and closed before registering for or beginning the first module. A module is complete only after every screen has been reviewed. It is possible to register more than once for the Introduction or any Module as refresher training once initially completed. The Introduction and Modules 1-5 must be completed before registering for the final examination. The course in its entirety provides students with the appropriate background, skills and abilities necessary to qualify as the command's or organization's Antiterrorism Officer (ATO). It examines ATO roles and responsibilities, vulnerability and threat assessments, creation and execution of antiterrorism (AT) programs, preparation of AT plans, resources management and AT training. Successful completion of this course qualifies individuals to conduct Level 1 AT briefings.

Media: Web-Based Training

Length: 10 minutes

Target Audience: AT program managers of DoD agency and field activities who otherwise cannot attend a Service-sponsored course.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Passing grade (75%) on exam at end of course to receive a written certificate of successful completion.

System Requirements: Browser version 5.5 or higher with Java and JavaScript enabled and Internet connection.

Credit Recommendation: N/A

Notes:

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DoD Security Specialist GS101.01

Introduces the security disciplines, policies, procedures, and their interaction and implementation as they apply to the Department of Defense (DoD) Security Specialist career field. The course provides a common body of knowledge, which promotes an understanding of the scope, importance, and interdependency of the information, physical, industrial, personnel, information system, communications, and operations security programs. The intensive curriculum relates these programs to the installation level and demonstrates their interrelationship. The course integrates these programs through discussion, study, and exercises in security management, inspections and oversight, and education and training.

Media: Instructor-led

Length: 10 days

Target Audience: All newly assigned civilian, military or contractor security personnel performing primary duties in security functions; or DoD civilian, military or contractor personnel performing security duties who require a fundamental understanding of DoD security disciplines and their inter-relationship. Other federal agency security specialists may be nominated by their agency headquarters to attend the course.

Clearance Requirement: Secret - See Notes

Number of students per class: 48

Prerequisites: Successful completion of the Basic Information Security Independent Study (IF001.08), Marking Classified Information (IF105.06), Personnel Security Management (PS103.06), and beginning FY07, Risk Management for DoD Security Programs (GS102.16), OPSEC Fundamentals Course and Exam (OP101.16 & OP101.06) and DoD Information Assurance (JA102.06) courses.

Course Requirements: Students must earn 75% of total possible points in the course calculated from scores on graded homework assignments, practical exercises, quizzes and exams.

System Requirements: N/A

Credit Recommendation: ACE has recommended three semester hours in the lower division baccalaureate/ associate degree category for Introduction to Security Administration (9/86-12/01)

Notes: Student access information must be documented in JCAVS (Joint Clearance Access Verification System). The DSSA accepts requests to conduct this course off-site and will work with sponsoring activities to schedule course dates. If space is available, host organizations are asked to accept students from other locations. Joint sponsorship among activities in a common geographic area is encouraged. The host is responsible for funding all travel and per diem costs for two instructors and FedEx shipment of course materials. Web-based pre-requisite training modules are being phased into the instructor-led course. Please check "course length" under each iteration when registering.

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General Security Seminar (Customized) GS199.01

Meets security training needs of a requesting organization that are not identified under a specific security program discipline. The content, location or format (resident, mobile or video teleconferencing) of this training is determined by the requester.

Media: Instructor-led

Length: Varies

Target Audience: Military, civilian and contractor personnel as identified by the sponsoring organization.

Clearance Requirement: None

Number of students per class:

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: The number of students per class will be established by the sponsoring organization.

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Risk Management for DoD Security Programs Course GS102.16

Outlines the risk management process which practices application of a systematic approach to acquiring and analyzing the information necessary for protecting assets and allocating security resources. The goal of this course is to provide security professionals with an analytical risk management process addressing five steps: Asset Assessment, Threat Assessment, Vulnerability Assessment, Risk Assessment and Countermeasure Determination.

Media: Web-Based Training

Length: 3 hours

Target Audience: Civilian and military security specialists

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Passing grade (80%) on exam (GS102.06).

System Requirements: Pentium based 333 MHz PC or equivalent; 64 MB RAM memory; 15-inch monitor; VGA compatible 1024 x 768 display or higher; a 56K connection (minimum) to the Internet; Microsoft Windows 98, Flash Player 8.x

Credit Recommendation: N/A

Notes: The Risk Management for DoD Security Program Course (GS102.16) must be completed before registering to take the final examination (GS102.06).

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Security Awareness for Educators (SAFE) GS103.01

Addresses how to create an effective security awareness and education program and identifies solutions for overcoming the various challenges surrounding this responsibility. The course covers how the security professional can create a program with a limited budget, gain management support, motivate coworkers, promote him/herself, and prepare and conduct effective security awareness presentations. The course is a mixture of presentations and practical exercises during which attendees work in small groups tackling presented challenges and sharing solutions.

Media: Instructor-led

Length: 3 days

Target Audience: All Federal civilian, contractor and military personnel who implement their organization's security awareness and education program.

Clearance Requirement: None

Number of students per class: 50

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: Formerly titled, Security Awareness Forum for Educators, this course is now conducted and managed by the DSSA.

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Arms, Ammunition and Explosives (AA&E) Reference Research Exercise IS206.06

Introduces DSS Industrial Security Representatives (IS Reps) to the regulations and requirements for AA&E contractor facilities that fall under DSS oversight. Students research reference documents to answer questions based on the IS Rep's AA&E related tasks as set forth in DSS 31-4-M, the Industrial Security Operating Manual.

Media: Web-Based Training

Length: 24 hours

Target Audience: DSS Industrial Security Representatives

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Students must answer 75% of the questions correctly to receive a written certificate of successful completion.

System Requirements: Internet Explorer browser version 5.5 or higher Java and JavaScript enabled and Internet connection.

Credit Recommendation:

Notes:

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Basic Industrial Security for User Agency Personnel Independent Study IS001.08

Outlines the basic security requirements of National Industrial Security Program (NISP) policy for ensuring protection of classified information accessed by contractors. This course highlights the responsibilities of the Government Contracting Activities and is prerequisite training for those persons attending the Industrial Security Oversight (IS203.01) course.

Media: Distributed Learning

Length: 15 hours

Target Audience: U.S. government military and civilian personnel of Government Contracting Activities involved with cleared contractors participating in the NISP. Open to DSS employees, cognizant security agency personnel and their contractors with an official need.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Passing grade (76%) on exam at end of course to receive a written certificate of successful completion.

System Requirements: N/A

Credit Recommendation: N/A

Notes:

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Essentials of Industrial Security Management (EISM) Independent Study Course IS002.18

Covers basic National Industrial Security Program (NISP) requirements with emphasis on contractor responsibilities. The course includes lessons on the NISP, the NISP Operating Manual (NISPOM), facility security clearances, the personnel security process, reporting requirements, procedures for visitors, briefings, surveys and security reviews. Access to a NISPOM is required.

Media: Distributed Learning

Length: 15 hours

Target Audience: Facility Security Officers (FSOs) and security personnel of contractor facilities cleared under the NISP. Also appropriate for U.S. government personnel and their contractors with an official need; and DSS or cognizant security agency personnel and their contractors with an official need.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Passing grade (76%) on course exam (IS002.08) in order to print a certificate of successful completion.

System Requirements: Adobe Reader version 7.0 or greater

Credit Recommendation: N/A

Notes:

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Foreign Ownership, Control & Influence (FOCI) [Contractor] JA352.05

Reviews the security implications for NISP contractor facilities operating or about to be operating under foreign ownership, control and influence (FOCI). Lessons describe what should be done when an American company doing classified work is acquired by a foreign company.

Media: Computer-Based Training

Length: 2 hours

Target Audience: U.S. Government and contractor personnel.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: None

System Requirements: IBM compatible 486/33 MHz computer, 8MB of RAM, VGA display, MS Windows 95/98/NT, CD-ROM drive, sound and video cards.

Credit Recommendation: N/A

Notes: Computer-based training courses are on CD-ROM and shipped 5-7 business days after registration.

FSO Program Management IS101.01

Covers the purpose and application of the National Industrial Security Program (NISP); explains the industrial security organization and the concept of security cognizance, assessments, and advice and assistance services; discusses regulatory matters, reporting obligations, clearance and safeguarding specifications; and explains procedural requirements for personnel and facility clearances; violations and compromises, control of areas and visitors, and other topics. One day is dedicated to offering workshops on specific areas.

Media: Instructor-led

Length: 3 days

Target Audience: Facility Security Officers and other security personnel of contractor facilities cleared under the NISP. Also open to DSS employees and cognizant security agency personnel.

Clearance Requirement: None

Number of students per class: Varies

Prerequisites: None

Course Requirements: Full-time attendance at all sessions. Students monitor their own progress through self-administered quizzes.

System Requirements: N/A

Credit Recommendation: N/A

Notes: Students must bring a copy of the NISP Operating Manual (NISPOM) to class (downloadable from the DSS web site, www.dss.mil). See DSSA Schedule of Courses for locations and dates.

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Industrial Security Mentoring Program IS102.09

Introduces a new DSS Industrial Security Representative (IS Rep) to the IS Program and prepares them for attendance at the resident Industrial Security Specialist (IS202.01) course.

Media: Blended

Length: 12 weeks

Target Audience: New DSS Industrial Security Representatives

Clearance Requirement: Secret

Number of students per class: Varies

Prerequisites: None

Course Requirements: Certified completion of training modules by the IS Rep's supervisor.

System Requirements: N/A

Credit Recommendation: N/A

Notes:

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Industrial Security Seminar (Customized) IS199.01

Meets specific industrial security training needs of a requesting organization. The content, location or format (resident, mobile or video teleconferencing) of this training is determined by the requester.

Media: Instructor-led

Length: Varies

Target Audience: Military, civilian and contractor personnel as identified by the sponsoring organization.

Clearance Requirement: None

Number of students per class:

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: The number of students per class will be established by the sponsoring organization.

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Industrial Security Specialist IS202.01

Trains new DSS Industrial Security (IS) Representatives (Reps) to perform basic IS responsibilities including initial clearance and recurring reviews of non-complex facilities which are approved to store classified material under the National Industrial Security Program.

Media: Instructor-led

Length: 4 weeks

Target Audience: New DSS Industrial Security Representatives.

Clearance Requirement: Secret - See Notes

Number of students per class: 24

Prerequisites: Certified completion of the Industrial Security Mentoring Program (IS102.09).

Course Requirements: Full-time attendance and participation in all sessions. Course includes comprehensive examinations and graded practical exercises. Students must earn a 70% grade average on course exams and performance exercises. The student must also exhibit an attitude and demeanor that will enable performance of highly sensitive interactions with defense contractors, government contracting activities and counterintelligence organizations.

System Requirements: N/A

Credit Recommendation: ACE has recommended three semester hours in the lower division baccalaureate/ associate degree category for Principles of Industrial Security or Industrial Security Administration and 1 semester hour in Practicum in Industrial Security (7/86-8/95)

Notes: Student access information must be documented in JCAVS. (Joint Clearance Access Verification System)

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Level III Industrial Security Informational Tutorial JA302.05

Consists of 7 interactive instructional modules covering all of the topics associated with Level III Information System accreditation capability. This course covers much of the same information as the Level III Industrial Security Representative (IS204.05) course but includes no unit tests.

Media: Computer-Based Training

Length: 4 hours

Target Audience: DSS personnel and Information System Security Managers (ISSMs) whose responsibilities include managing the security of computer systems and networks.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: None

System Requirements: IBM compatible 486/33 MHz computer, 8MB of RAM, VGA display, MS Windows 95/98/NT, CD ROM drive, sound and video cards

Credit Recommendation: N/A

Notes: Computer-based training courses are on CD-ROM and shipped 5-7 business days after registration.

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NISPOM Chapter 8 Implementation IS302.01

Teaches the basics of security for Local Area Networks (LANs) and practices implementation of the security requirements described iin Chapter 8 of the National Industrial Security Program Operating Manual (NISPOM). This hands on course explains the fundamentals of computer and network security as they relate to 1) stand-alone computers, 2) computers interconnected in a peer-to-peer network, and 3) computers interconnected in a more complex client server network. Students configure computers for security, build a LAN in class and use various software attack tools to probe LAN vulnerabilities. Linux and MS Windows XP Professional operating systems are discussed.

Media: Instructor-led

Length: 3 days

Target Audience: Information System Security Managers (ISSMs) whose responsibilities include managing the security of computer systems and networks.

Clearance Requirement: None

Number of students per class: 20

Prerequisites: Successful completion of NISPOM Chapter 8 Requirements for Industry (IS201.06) course.

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: This course was switched back to teletraining since the request for remote offerings continued.

Notes: This is the follow-on, instructor-led course to the NISPOM Chapter 8 Requirements for Industry (IS201.06) course formerly titled NISP Network Security Basics Teletraining. There has been no change to the course content. This course can be applied to the CPE credit requirements for CISSP annual recertification.

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NISPOM Chapter 8 Implementation Teletraining IS302.02

Teaches the basics of security for Local Area Networks (LANs) and practices implementation of the security requirements described iin Chapter 8 of the National Industrial Security Program Operating Manual (NISPOM). This hands on course explains the fundamentals of computer and network security as they relate to 1) stand-alone computers, 2) computers interconnected in a peer-to-peer network, and 3) computers interconnected in a more complex client server network. Students configure computers for security, build a LAN in class and use various software attack tools to probe LAN vulnerabilities. Linux and MS Windows XP Professional operating systems are discussed.

Media: Teletraining

Length: 3 days

Target Audience: Information System Security Managers (ISSMs) whose responsibilities include managing the security of computer systems and networks.

Clearance Requirement: None

Number of students per class: 20 in DSSA studio

Prerequisites: Successful completion of NISPOM Chapter 8 Requirements for Industry (IS201.06) course. If you have completed the prerequisite course before its availability online and have a paper certificate of completion, please fax us a copy of the completion certificate so we can update your training record in our enrollment system.

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: A videoteleconferencing facility is required to receive local broadcast of this course.

Credit Recommendation: N/A

Notes: Attendees must have a basic working knowledge of NISPOM Chapter 8 requirements. This is the follow-on, instructor-led course to the NISPOM Chapter 8 Requirements for Industry (IS201.06) course formerly titled NISP Network Security Basics Teletraining. There has been no change to the course content. Formerly titled NISP Network Security Basics. There has been no change to the basic course content other than those resulting from technology upgrades.

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NISPOM Chapter 8 Requirements for Industry - Introduction IS201.16

Launches the course Introduction which contains helpful information such as a course overview, target audience, navigation instructions, directions for locating resources and guidance for obtaining feedback on knowledge assessments. This Introduction and Modules 1-6 of the course must be completed before registering for the final examination. It is possible to register more than once for the Introduction or any Module as refresher training once initially completed. The course in its entirety introduces the security requirements for safeguarding classified information being processed and stored in information systems through an in-depth review of Chapter 8 of the National Industry Security Program Operating Manual (NISPOM) and is the pre-requisite for the NISPOM Chapter 8 Implementation (IS302.01) course.

Media: Web-Based Training

Length: 1/2 hour

Target Audience: Information System Security Managers / Officers (ISSMs/ISSOs), and Facility Security Officers (FSOs) or individuals with overall security responsibilities within companies cleared under the National Industrial Security Program (NISP).

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: Successful completion of Information System Security Basics (IS004.08)

Course Requirements: Passing grade (75%) on exam at end of course to receive a certificate of successful completion.

System Requirements: Pentium based 333 MHz PC or equivalent; 64 MB RAM memory; 15-inch monitor; VGA compatible 1024 x 768 display or higher; a 56K connection (minimum) to the Internet; Microsoft Windows 98 or Windows ME, Windows NT 4.0 SP4, Windows 2000 SP2, or Windows XP; Microsoft Internet Explorer 5.5 or higher; Adobe Acrobat 5.0; Flash Player 6.0

Credit Recommendation: N/A

Notes: Every screen of this module must be reviewed before the module will close.

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Protecting Secret and Confidential Documents (PSCD) Independent Study Course IS003.18

Focuses on National Industrial Security Program (NISP) requirements for contractor facilities with authorization to store classified information. Lessons address receipt, storage, generation, reproduction, transmission and disposition of classified information and other security topics.

Media: Distributed Learning

Length: 25 hours

Target Audience: Facility Security Officers (FSOs) and security personnel of contractor facilities cleared under the NISP who are authorized storage of classified documents. Also appropriate for DSS or cognizant security agency personnel and their contractors with an official need.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Passing grade (76%) on exam at end of course to receive a written certificate of successful completion.

System Requirements: Adobe Reader version 7.0 or greater

Credit Recommendation: N/A

Notes: This course is the follow-on to the Essential of Industrial Security Management (EISM) Independent Study Course (IS002.18).

This catalog was generated on 05/06/2008 at 12:24.

Basic Information Security Independent Study Course IF001.18

Provides a basic overview of the Department of Defense (DoD) Information Security Program policy for classifying and declassifying information, and the requirements and techniques for ensuring that classified information is clearly marked, controlled, handled, stored and destroyed.

Media: Distributed Learning

Length: 16 hours

Target Audience: DoD military and civilian personnel with little or no experience working with classified information.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Passing grade (76%) on exam at end of course to receive a written certificate of successful completion.

System Requirements: N/A

Credit Recommendation: N/A

Notes:

This catalog was generated on 05/06/2008 at 12:24.

Information Security Management IF201.01

Provides a comprehensive understanding of the Department of Defense (DoD) Information Security Program policy and procedures. Lessons address security classification, downgrading and declassification; safeguarding (access and dissemination control, accountability, security storage, disposal and destruction and transmission); violations and compromises; security education and program oversight. Students are able to discuss ideas, issues, problems, and possible solutions with key representatives of Executive Branch organizations responsible for the Information Security Program. The intent of this course is to provide knowledge and skills for students to effectively implement and/or oversee DoD Information Security Program policies and guidance.

Media: Instructor-led

Length: 8 days

Target Audience: DoD military, civilians and contractor personnel with primary duty as a security specialist or manager within a DoD component Information Security Program. It is also available to part-time security specialists or managers, persons who require the course as part of their training in a DoD security career field, and federal employees with responsibilities related to information security.

Clearance Requirement: Secret - See Notes

Number of students per class: 50

Prerequisites: Successful completion of the Basic Information Security Independent Study (IF001.08) and the Marking Classified Information (IF105.06) courses.

Course Requirements: Students must earn 70% of total possible points in the course calculated from scores on graded homework assignments, practical exercises, quizzes and a final exam..

System Requirements: N/A

Credit Recommendation: ACE has recommended two semester hours in the lower division baccalaureate/ associate degree category or three semester hours in the vocational certificate degree category for Principles of Information Security Management (9/95-12/01).

Notes: Student access information must be documented in JCAVS. (Joint Clearance Access Verification System). The DSSA accepts requests to conduct this course off-site and will work with sponsoring activities to schedule course dates. If space is available, host organizations are asked to accept students from other locations. Joint sponsorship among activities in a common geographic area is encouraged. The host is responsible for funding all travel and per diem costs for two instructors and FedEx shipment of course materials.

This catalog was generated on 05/06/2008 at 12:24.

Information Security Orientation IF101.01

Introduces personnel to the Department of Defense (DoD) Information Security Program. Students acquire the skills and knowledge necessary to successfully work with classified information at their components. This course covers the fundamentals of the Information Security Program and provides a basic working knowledge of how information is properly classified, marked, disseminated, transmitted, downgraded and declassified. The minimum requirements for safeguarding classified information against unauthorized disclosure, reporting security violations and suggestions for establishing activity security practices are also discussed. The intent of this course is to provide the basic knowledge required to work effectively within the DoD Information Security Program.

Media: Instructor-led

Length: 2 days

Target Audience: Military, civilian and contractor personnel who require an overview of the DoD information Security Program. This includes administrative and technical personnel, security personnel with little or no experience with information security, and others designated as part-time security managers or unit security coordinators. Ideally, students should work with classified information and have various responsibilities for everyday protection of classified information.

Clearance Requirement: None

Number of students per class: Varies

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: The DSSA accepts requests to conduct this course off-site and will work with sponsoring activities to schedule course dates. If space is available, host organizations are asked to accept students from other locations. Joint sponsorship among activities in a common geographic area is encouraged. The host is responsible for funding all travel and per diem costs for two instructors and FedEx shipment of course materials.

This catalog was generated on 05/06/2008 at 12:24.

Information Security Orientation (Teletraining) IF102.02

Televised version of the Information Security Orientation (IF101.02) course. In addition to being technically capable, each remote location must provide a facilitator to assist the DSSA faculty in conducting the course. Facilitators must be graduates of the Information Security Management (IF201.01) course. To optimize the use of broadcast time, additional learning takes place during facilitator-led activities. The facilitator's responsibilities include handling technical problems, leading the group through practical exercises and performing some administrative functions.

Media: Teletraining

Length: 2 days

Target Audience: Military, civilian and contractor personnel who require an overview of the DoD information Security Program. This includes administrative and technical personnel, security personnel with little or no experience with information security, and others designated as part-time security managers or unit security coordinators. Ideally, students should work with classified information and have various responsibilities for everyday protection of classified information.

Clearance Requirement: None

Number of students per class: 16 in DSSA studio

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: ISDN line and video teleconferencing facility.

Credit Recommendation: N/A

Notes: Teletraining session times vary in accordance with broadcast schedule. Enrollment capacity at remote sites depends upon size of host facility, but should not exceed 50 students per location.

This catalog was generated on 05/06/2008 at 12:24.

Information Security Seminar (Customized) IF199.01

Meets specific information security training needs of a requesting organization. The content, location or format (resident, mobile or video teleconferencing) of this training is determined by the requester.

Media: Instructor-led

Length: Varies

Target Audience: Military, civilian and contractor personnel as identified by the sponsoring organization.

Clearance Requirement: None

Number of students per class: Varies

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: The number of students per class will be established by the sponsoring organization.

This catalog was generated on 05/06/2008 at 12:24.

Marking Classified Information IF105.06

Examines the requirements and methods for marking classified documents and other classified material. Lessons address 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.

Media: Web-Based Training

Length: 2.5 hours

Target Audience: DoD military, civilian and contractor personnel who generate and mark classified information and materials.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Passing grade (75%) on exam at end of course to receive a written certificate of successful completion.

System Requirements: Internet Explorer browser version 5.5 or higher with Java and JavaScript enabled and Internet connection.

Credit Recommendation:

Notes:

This catalog was generated on 05/06/2008 at 12:24.

Information System Security Basics IS004.08

Introduces the basics of information system security. This course is prerequisite training for persons taking the NISPOM Chapter 8 Requirements for Industry (IS201.06) course.

Media: Distributed Learning

Length: 2 hours

Target Audience: Facility Security Officers and other security personnel of contractor facilities cleared under the NISP. Also open to DSS employees and cognizant security agency personnel.

Clearance Requirement:

Number of students per class:

Prerequisites:

Course Requirements: Passing grade (76%) on exam at end of course to receive a written certificate of successful completion.

System Requirements:

Credit Recommendation:

Notes:

This catalog was generated on 05/06/2008 at 12:24.

Information System Security Seminar (Customized) IS198.01

Meets specific industrial security training needs of a requesting organization with emphasis on Chapter 8 requirements of the National Industrial Security Program Operating Manual. The content, location or format (resident, mobile or video teleconferencing) of this training is determined by the requester.

Media: Instructor-led

Length: Varies

Target Audience: Military, civilian and contractor personnel as identified by the sponsoring organization.

Clearance Requirement: None

Number of students per class:

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: The number of students per class will be established by the sponsoring organization.

This catalog was generated on 05/06/2008 at 12:24.

DoD OPSEC Officers Course FT201.01

Prepares DoD OPSEC personnel to provide OPSEC planning and analysis support to their commanders, to develop and implement an OPSEC program within an organization, to integrate OPSEC into mission planning and to plan OPSEC assessments. Students are assigned a mentor, and work on class assignments based on their own unit program. Students also participate in groups to complete practical exercises based on a fictitious scenario.

Media: Instructor-led

Length: 4 days

Target Audience: DoD personnel including military members and civilian employees who will assume the duties of OPSEC officer or coordinator for their organization. Non-DoD students must have the permission of the DoD OPSEC Program Manager to attend the course.

Clearance Requirement: Secret

Number of students per class: 30

Prerequisites: None. It is recommended that students complete either “OPSEC Fundamentals” (OPSE 1301) computer-based training course (also available through the DSSA as OP101.16/OP101.06 course and exam) or an instructor-led course (OPSE 1300) offered by the Interagency OPSEC Support Staff. A pre-course worksheet sent to students upon registration must be completed before attending the course.

Course Requirements: Students must attend all sessions, participate in discussions and practical exercises, and score at least 70% on final examination.

System Requirements: N/A

Credit Recommendation: N/A

Notes: DSSA presents this course in partnership with the Interagency OPSEC Support Staff (IOSS), the OPSEC Support center of the Joint Information Operations Center, and other elements of the Department of Defense.

This catalog was generated on 05/06/2008 at 12:24.

OPSEC Fundamentals Course OP101.16

Provides a basic working knowledge of Operations Security (OPSEC) and how it applies to Department of Defense (DoD) agencies, components and contractors. The course focuses on the history of OPSEC and the OPSEC process as described in NSDD-298. Students choose scenarios which allow them to practice OPSEC in different environments.

Media: Web-Based Training

Length: 4 hours

Target Audience: DoD personnel including managers, working group members and OPSEC coordinators supporting OPSEC progams who require knowledge of the OPSEC process but will not be asked to perform analysis.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Passing grade (80%) on exam (OP101.06) in order to receive credit for the course and print a certificate of successful completion.

System Requirements: Browser version 4.0 or higher with Java and JavaScript enabled and Internet connection. Browser must be set to allow cookies in for the bookmark feature to work.

Credit Recommendation: N/A

Notes: This Interagency OPSEC Support Staff (IOSS) product is now accessible via the web for those students approved to complete it as a pre-requisite to DSS Academy training. The OPSEC Fundamentals Course (OP101.16) must be completed before registering to take the final examination (OP101.06).

This catalog was generated on 05/06/2008 at 12:24.

Director National Intelligence (DNI) SCI Adjudication Seminar FT106.01

Prepares individuals to make adjudicative decisions in accordance with DCID (Director of Central Intelligence Directive) 6/4 requirements. The seminar provides approaches to enhance the best practices and reciprocity among the organizations authorized within the Intelligence Community and the Department of Defense (DoD) to adjudicate for Sensitive Compartmented Information (SCI) access. This seminar is an adjunct to existing adjudication training available within the Intelligence Community and the DoD.

Media: Instructor-led

Length: 4 and 1/2 days

Target Audience: Personnel performing DCID 6/4 adjudication or screening background investigations for DCID 6/4 adjudication.

Clearance Requirement: Secret

Number of students per class: 40

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: This course is a product of the DNI Special Security Center. Questions and registration can be handled by calling 703-482-3606.

This catalog was generated on 05/06/2008 at 12:24.

DoD Advanced Personnel Security Adjudications PS301.01

Provides in-depth study of adjudication policy guidelines and the basis for and application of due process in unfavorable personnel security determinations. The course emphasizes evaluation and resolution of complex multiple and sensitive issue cases; and the actions, agencies and related requirements involved.

Media: Instructor-led

Length: 1 week

Target Audience: Government civilian or military personnel (GS-11 level and above) who adjudicate final personnel security clearances or access eligibility determinations for DoD component, SAP, or SCI programs. Also open to adjudicators at the senior GS-9 level subject to approval of their CAF and other DoD and non-DoD personnel on a space available basis.

Clearance Requirement: None

Number of students per class: 16

Prerequisites: Successful completion of the DoD Personnel Security Adjudications (PS101.01) course. Currently performing in an adjudicative or related position for the past 12 months; at least 6 months of on-the-job experience after successful completion of the DoD Personnel Security Adjudications Course.

Course Requirements: Students must obtain a 75% grade average on course exams and performance exercises.

System Requirements: N/A

Credit Recommendation: ACE has recommended this course be equivalent to three semester hours in the lower-division baccalaureate/associate degree category for Personnel Security Adjudications.

Notes:

This catalog was generated on 05/06/2008 at 12:24.

DoD Personnel Security Adjudications PS101.01

Covers personnel security program fundamentals such as history, laws, and regulations; personnel security investigations; security clearances; and sensitive positions. Discusses the role of adjudicators in assuring selection of persons for access to classified information and/or assignment in sensitive positions meet adjudicative standards. Reviews the process for making personnel security determinations consistent with policy guidelines. Explains how to identify suitability issues requiring further investigation and the actions involved in making unfavorable personnel security determinations. Contains extensive exercises in identifying and resolving personnel security issues.

Media: Instructor-led

Length: 2 weeks

Target Audience: U.S. government civilian (GS 5-7 level) and military personnel assigned to an adjudicative facility who adjudicate for eligibility for assignment to sensitive positions and/or access to collateral and SCI program information. Nominations for attendance must be made through and approved by the head of the student's Central Adjudication Facility or designee.

Clearance Requirement: Secret - See Notes

Number of students per class: 24

Prerequisites: Successful completion of DoD Personnel Security Adjudications Independent Study (PS008.01) course.

Course Requirements: Full-time attendance and participation in all sessions. Students must obtain a 75% grade average on course exams and performance exercises.

System Requirements: N/A

Credit Recommendation: ACE has recommended three semester hours in the lower division baccalaureate/ associate degree category for Personnel Security Adjudications (6/89-12/01).

Notes: Student clearance eligibility and access information must be documented in JCAVS (Joint Clearance Access Verification System).

This catalog was generated on 05/06/2008 at 12:24.

DoD Personnel Security Adjudications Independent Study PS001.08

Explains DoD Personnel Security Program basics and introduces several key concepts covered in the resident DoD Personnel Security Adjudications course. This course is prerequisite training for persons attending the DoD Personnel Security Adjudications (PS101.01) resident course.

Media: Distributed Learning

Length: 50 hours

Target Audience: DoD security personnel.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Passing grade (76%) on exam at end of course to receive a written certificate of successful completion.

System Requirements: N/A

Credit Recommendation: ACE has recommended three semester hours in the vocational certificate category for Personnel Security Adjudications (9/95-12/01).

Notes: This course no longer requires a proctor.

This catalog was generated on 05/06/2008 at 12:24.

Introduction to Personnel Security Management PS113.06

Launches the exam for the Introduction to Personnel Security Management course (PS113.16) and produces the certificate of successful course completion.

Media: Web-Based Training

Length: 1 hour

Target Audience: DoD civilian, military and contractor personnel who support the DoD Personnel Security Program. Non-DoD personnel with similar responsibilities are encouraged to apply since elements and concepts contained in the course apply to other federal personnel security programs

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: Recommended successful completion of Introduction to Personnel Security Management course (PS113.16).

Course Requirements: Passing grade (75%) on course exam (PS113.06) in order to print a certificate of successful completion.

System Requirements: Internet Explorer browser version 5.5 or higher with Java and JavaScript enabled and Internet connection.

Credit Recommendation:

Notes: The Introduction to Personnel Security Management Course (PS113.16) does not need to be completed before registering to take the final examination (PS113.06). This final examination must be passed in order to receive credit for the course.

This catalog was generated on 05/06/2008 at 12:24.

Introduction to Personnel Security Management Course PS113.16

Addresses the management practices and procedures required to administer the Personnel Security Program (PSP) at the base-installation level. The course covers types of personnel security investigations and agencies; PSP administrative procedures; preparing and submitting investigation requests; using the DoD personnel security adjudication guidelines; evaluating PSP information; operating the continuous evaluation program; sources of information; granting interim security clearances; temporarily suspending access; and denying or revoking security clearances.

Media: Web-Based Training

Length: 7 hours

Target Audience: DoD civilian, military and contractor personnel who perform, administer, or manage all or part of the DoD Personnel Security Program. Non-DoD personnel with similar responsibilities are encouraged to apply since elements and concepts contained in the course apply to other federal personnel security programs

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None.

Course Requirements: Passing grade (75%) on the final examination (PS113.06) to receive a written certificate of successful completion.

System Requirements: Internet Explorer browser version 5.5 or higher with Java and JavaScript enabled and Internet connection.

Credit Recommendation: N/A

Notes: The final examination (PS113.06) must be passed in order to receive credit for completion of the Introduction to Personnel Security Management (PS113.16) course. The Introduction to Personnel Security Management course does not need to be completed before registering to take the final examination. It is desirable that attendees have a basic working knowledge of the personnel security program.

This catalog was generated on 05/06/2008 at 12:24.

JPAS/JCAVS Training for Security Professionals PS123.01

Provides an overview of the Joint Personnel Adjudication System (JPAS) and a detailed explanation of its subsystem, the Joint Clearance and Access Verification System (JCAVS) that will be used extensively by DoD personnel security managers (PSMs) and contractor Facility Security Officers (FSOs) for eligibility and investigation verification. The course emphasizes the administrative procedures of JCAVS concerning the personnel eligibility and access processes and has been reformatted to include hands-on exercises allowing participants to navigate various windows within JPAS and practice specific actions to perform desired functions.

Media: Instructor-led

Length: 3 days

Target Audience: DoD PSMs, contractor FSOs, and security staff of cleared DoD contractors.

Clearance Requirement: None

Number of students per class: 40

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: Participants must have a basic understanding of how to use the Internet, Microsoft Word and Excel.

This catalog was generated on 05/06/2008 at 12:24.

Personnel Security Management PS103.06

Launches the exam for the Personnel Security Management course (PS103.16) and produces the certificate of successful course completion.

Media: Web-Based Training

Length: 1 hour

Target Audience: DoD civilian, military and contractor personnel who perform, administer, or manage all or part of the DoD Personnel Security Program. Non-DoD personnel with similar responsibilities are encouraged to register since elements and concepts contained in the course apply to other federal personnel security programs.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: Recommended successful completion of the Personnel Security Management course (PS103.16). It is desirable that attendees have a basic working knowledge of the personnel security program.

Course Requirements: Passing grade (75%) on course exam (PS103.06) in order to print a certificate of successful completion.

System Requirements: Internet Explorer browser version 5.5 or higher with Java and JavaScript enabled and Internet connection.

Credit Recommendation:

Notes: This final examination (PS103.06) must be passed in order to receive credit for completion of the Personnel Security Management course (PS103.16). The Personnel Security Management course does not need to be completed before registering to take the final examination.

This catalog was generated on 05/06/2008 at 12:24.

Personnel Security Management Course PS103.16

Addresses the management practices and procedures required to administer the Personnel Security Program (PSP) at the base-installation level. The course covers types of personnel security investigations and agencies; PSP administrative procedures; preparing and submitting investigation requests; using the DoD personnel security adjudication guidelines; evaluating PSP information; operating the continuous evaluation program; sources of information; granting interim security clearances; temporarily suspending access; and denying or revoking security clearances.

Media: Web-Based Training

Length: 7 hours

Target Audience: DoD civilian, military and contractor personnel who perform, administer, or manage all or part of the DoD Personnel Security Program. Non-DoD personnel with similar responsibilities are encouraged to register since elements and concepts contained in the course apply to other federal personnel security programs.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: Recommended successful completion of Personnel Security Adjudications Independent Study course (PS001.08). It is desirable that attendees have a basic working knowledge of the personnel security program.

Course Requirements: Passing grade (75%) on the final examination (PS103.06) to receive a written certificate of successful completion.

System Requirements: Internet Explorer browser version 5.5 or higher with Java and JavaScript enabled and Internet connection.

Credit Recommendation: N/A

Notes: The final examination (PS103.06) must be passed in order to receive credit for completion of the Personnel Security Management course (PS103.16). The Personnel Security Management course does not need to be completed before registering to take the final examination.

This catalog was generated on 05/06/2008 at 12:24.

Personnel Security Seminar (Customized) - Adjudication PS198.01

Meets specific personnel security training needs of a requesting organization with emphasis on implementation of national adjudicative guidelines. The content, location or format (resident, mobile or video teleconferencing) of this training is determined by the requester.

Media: Instructor-led

Length: Varies

Target Audience: Military, civilian and contractor personnel as identified by the sponsoring organization.

Clearance Requirement: None

Number of students per class:

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: The number of students per class will be established by the sponsoring organization.

This catalog was generated on 05/06/2008 at 12:24.

Personnel Security Seminar (Customized) - Joint Personnel Adjudication System (JPAS) PS199.01

Meets specific personnel security training needs of a requesting organization with emphasis on JPAS. The content, location or format (resident, mobile or video teleconferencing) of this training is determined by the requester.

Media: Instructor-led

Length: Varies

Target Audience: Military, civilian and contractor personnel as identified by the sponsoring organization.

Clearance Requirement: None

Number of students per class:

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: The number of students per class will be established by the sponsoring organization.

This catalog was generated on 05/06/2008 at 12:24.

Senior Adjudicator Seminar PS502.01

Enhances the adjudicator's understanding of the EO adjudication guidelines. A series of lectures by subject matter experts emphasizes the nexus between key indicators and mitigating factors and the risk to nation security in adjudicating personnel security cases. The seminar also fosters professional relationships between peers and colleagues throughout the federal community.

Media: Instructor-led

Length: 1 week

Target Audience: Senior federal adjudicators with a minimum of three years experience in rendering personnel security adjudication decisions.

Clearance Requirement: Secret - See Notes

Number of students per class: 30

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: Formerly titled Advanced Adjudicator Seminar. There has been no change to seminar format. Student access information must be documented in JCAVS (Joint Clearance Access Verification System).

This catalog was generated on 05/06/2008 at 12:24.

Director National Intelligence (DNI) Physical Security Seminar FT105.01

Outlines the construction and security protection standards required for all US Government facilities or US Government sponsored contractor facilities where Sensitive Compartmented Information (SCI) or Special Access Program (SAP) material may be stored, used, discussed and/or processed. Seminar discussion includes use of telephone and intercommunication equipment, destruction devices, TEMPEST and the threat to US systems. Attendees discuss current physical security concerns of their respective organizations and apply information learned during the seminar to design a SCIF (SCI Facility).

Media: Instructor-led

Length: 5 days

Target Audience: Federal government civilians, military personnel and government contractors with responsibility for the physical planning and implementation of SCI and SAP facilities. By nomination from respective government agency only.

Clearance Requirement: Secret

Number of students per class: 48

Prerequisites: Knowledgeable of DCID 6/9, "Manual for Physical Security Standards for Sensitive Compartmented Facilities (SCIFs)."

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: Student access information must be documented in JCAVS (Joint Clearance Access Verification System). DSSA provides logistical and administrative support to this seminar which is the product of another government agency.

This catalog was generated on 05/06/2008 at 12:24.

SAP Mid-Level Management SA201.01

Offers an in-depth explanation of Special Access Program (SAP) security management. The course focuses on the student's ability to determine enhanced security requirements based on the threat and vulnerability of SAPs. Students are given scenarios to practice adjusting security countermeasures throughout the SAP lifecycle in response to the changing threat. They review, revise or write security related supporting documentation such as Treaty, Physical Security, and Transportation plans.

Media: Instructor-led

Length: 4 and 1/2 days

Target Audience: Mid-level government and contractor civilian personnel with security responsibilities for an approved SAP - by invitation only.

Clearance Requirement: Secret - See Notes

Number of students per class: 40

Prerequisites: Successful completion of SAP Orientation (SA101.01).

Course Requirements: Students must obtain a 80% of the accumulative point total for the course (220 of 275) calculated from scores on graded homework assignments, practical exercises, quizzes and a final exam.

System Requirements: N/A

Credit Recommendation: N/A

Notes: Student access information must be documented in JCAVS (Joint Clearance Access Verification System). This course is offered in residence or as a field extension course. Nomination and selection of attendees will be through procedures established by the OSD and Service SAP Central Offices. Once you have been approved to attend this course, you will receive a Read-Ahead CD or an e-mail stating where you can obtain read-ahead materials. If you have not received this information within 20 days of the projected course start date, please contact your appropriate SAP Training Coordinator. Army DoD Civilians, Military, and Contractors supporting the Army, call 703-695-2707; Navy DoD Civilians, Military, and Contractors supporting the Navy, call 703-699-4622; Air Force DoD Civilians, Military, and Contractors supporting the Air Force, call 703-695-6262; all others, call 410-865-3177.

This catalog was generated on 05/06/2008 at 12:24.

SAP Orientation SA101.01

Introduces students to Department of Defense (DoD) Special Access Programs (SAPs). The course describes the SAP environment and discusses the 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 are reviewed. Lessons address security enhancements, annual reviews, inspections and audits.

Media: Instructor-led

Length: 3 and 1/2 days

Target Audience: Newly assigned SAP security professionals and SAP non-security professionals.

Clearance Requirement: Secret - See Notes

Number of students per class: 75

Prerequisites: Successful completion of the Basic Information Security Independent Study (IF001.08), Marking Classified Information (IF105.06) and Introduction to Personnel Security Management (PS113.06) courses.

Course Requirements: Full-time attendance at all sessions and participation in practical exercises.

System Requirements: N/A

Credit Recommendation: N/A

Notes: This orientation is offered in residence or as a field extension course. Student access information must be documented in JCAVS (Joint Clearance Access Verification System).

This catalog was generated on 05/06/2008 at 12:24.

SAP Overview SA100.01

Provides on-site training for organizations working in support of Department of Defense Special Access Programs (SAPs). This overview describes the SAP environment and discusses the 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 are reviewed. Security enhancements such as special terminology, personnel security investigative or adjudicative requirements, specialized non-disclosure agreements, carve-outs, billet systems and other options are defined in accordance with Revision 1 to the Overprint to the National Industrial Security Operating Manual Supplement 1.

Media: Instructor-led

Length: 4 hours

Target Audience: Government and industry personnel assigned (or about to be assigned) to an approved SAP - by invitation only. Attendees are selected by the sponsoring organization.

Clearance Requirement: Secret - See Notes

Number of students per class: Determined by host facility

Prerequisites: None

Course Requirements: Full-time attendance

System Requirements: N/A

Credit Recommendation: N/A

Notes: On-site facility must provide classroom with computer generated projection capability. Student access information must be documented in JCAVS (Joint Clearance Access Verification System).

This catalog was generated on 05/06/2008 at 12:24.

SAP Security Seminar (Customized) SA199.01

Meets specific special access program security training needs of a requesting organization. The content, location or format (resident, mobile or video teleconferencing) of this training is determined by the requester.

Media: Instructor-led

Length: Varies

Target Audience: Military, civilian and contractor personnel by invitation only from the sponsoring organization.

Clearance Requirement: Determined by the training content - See Notes

Number of students per class: Determined by host facility

Prerequisites: None

Course Requirements: Full-time attendance and participation in all sessions.

System Requirements: N/A

Credit Recommendation: N/A

Notes: If seminar content is determined to be classified, student access information must be documented in JCAVS (Joint Clearance Access Verification System).

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SAP Senior Management SA301.01

Provides an in-depth perspective of the SAP oversight and management compliance requirements for each phase of the SAP lifecycle emphasizing the security requirements defined in DoDD 5205.07 (SAP Policy) and DoDI 5205.11 (Management, Administration, and Oversight of DoD SAPs). The course reviews the DoD policy guidance and decision-making factors applicable to Acquisition, Intelligence, Operations & Support-based SAPs, including International SAPs. Coverage of the DoD budgeting, contracting and acquisition 5000 process enhances the student's ability to forecast and adjust security countemeasures within the SAP's lifecycle and address the ever-changing threat.

Media: Instructor-led

Length: 3 days (See notes)

Target Audience: Senior-level SAP professionals with management, security and oversight responsibilities for DoD SAPs. Senior government and contractor civilian personnel - by invitation only.

Clearance Requirement: Secret - See Notes

Number of students per class: 24

Prerequisites: Successful completion of the SAP Mid-Level Management Course (SA210.01).

Course Requirements: Successful participation in graded (Pass/Fail) exercises. Passing grade (80%) on comprehensive examination.

System Requirements: N/A

Credit Recommendation: N/A

Notes: Nomination and selection of attendees will be through procedures established by the OSD and Service SAP Central Offices. Formerly known as the Security for Special Programs Course, this course is being redesigned. Student access information must be documented in JCAVS (Joint Clearance Access Verification System).

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Security Compliance Inspection Seminar FT210.01

Provides students with policy and direction to ensure all inspections are standardized, equitable, and consistent across all inspection agencies. The course reinforces policies and procedures established for the inspection of a SAP and its related functional areas as directed by the SAP Central Office (SAPCO) to validate compliance with government requirements. Students will develop the concept of inspection by observing and interacting, rather than solely relying on the inspection checklist.

Media: Instructor-led

Length: 4 days

Target Audience: Program Security Officers (PSOs), New and Experienced Inspection Team Members. Nomination and selection of attendees will be done through procedures established by the Service SAP Central Offices.

Clearance Requirement: Secret - See Notes

Number of students per class: 28

Prerequisites: Successful completion of the Special Access Program (SAP) Orientation (SA101.01)

Course Requirements: Full-time attendance at all sessions and participation in practical exercises.

System Requirements: N/A

Credit Recommendation: N/A

Notes: Student access information must be documented in JCAVS (Joint Clearance Access Verification System).

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