Catalog of Security Education, Awareness and Training Products 2004

Defense Security Service Academy

Offering Courses in:

- Counterintelligence
- General Security
- Industrial Security
- Information Security
- Information Systems Security
- Personnel Security
- Special Access Programs

Security through Knowledge

Last Changed 14 Nov 2003

Counterintelligence

The Counterintelligence (CI) curriculum supports the DSS Academy's responsibility to train and prepare government security professionals and contractor security officers to educate their employees about the continuing threat to U.S. classified and critical information. All Academy courses include current threat information taken from "Collection Trends in the U.S. Defense Industry," an annually updated DSS Counterintelligence Office publication. Courses in the CI curriculum are undergoing stakeholder evaluation. The DSSA catalog will be updated to reflect the revisions.

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 to protect national security information that is 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.

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

Antiterrorism Awareness Training Level I GS110.06

Describes requisite knowledge enabling personnel to remain vigilant for possible terrorist actions and employ antiterrorist tactics, techniques and procedures as discussed in DoD O-2000.12H and Joint Pub 3-07.2. The course defines terrorism and describes terrorist operations, individual protective measures, terrorist surveillance techniques, improvised explosive device attacks, kidnapping and hostage survival, terrorism threat levels and the force protection condition system.

Media: Web-based Training

Length: 3 hours

Target Audience: OCONUS-based DoD Personnel; Active uniformed CONUS-based members of the CINCs and Services; CONUS-based DoD personnel eligible for official OCONUS travel on government orders; CONUS-based DoD personnel regardless of duty station if the CONUS terrorism threat level is promulgated above "moderate;" Military, DoD civilians and their family members (when deployed or traveling on government orders) 14 years and older; and DoD-employed contractors. Employees of other Federal agencies are eligible to register for this 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

Antiterrorism Officer (ATO) Level II GS109.06

Provides students with the appropriate background, skills and abilities necessary to qualify as the command's or organization's Antiterrorism Officer (ATO). The course 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: 14 hours

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:

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:

DoD Security Specialist GS101.01

Introduces the security disciplines, policies, procedures and their interaction and implementation as they apply to the 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, computer, communications, risk management 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: 3 weeks

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

Number of students per class: 40

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

Course Requirements: Students must earn 210 of 300 possible points in the course AND achieve a minimum of 60 points in each week through graded quizzes, exams, and practical exercises.

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).

Risk Management for DoD Security Programs GS102.01

Provides students with the appropriate background, skills, and abilities to apply risk management principles and methodology to their security programs. It covers the fundamentals of risk management, asset assessment, threat assessment, vulnerability assessment, risk analysis and the selection of cost-effective countermeasures to apply as a result of the process. It also addresses the functions, problems, and concerns of the risk manager and supporting personnel; risk management responsibilities; and the development and implementation of a risk management program.

Media: Instructor-led

Length: 1 week

Target Audience: Security managers and those involved in making risk management decisions regarding security countermeasures and safeguards.

Clearance Requirement: Secret

Number of students per class: 36

Prerequisites: Successful completion of the DoD Security Specialist (GS101.01) course. Waivers must be requested from the course manager for students who do not meet the prerequisite.

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

System Requirements: N/A

Credit Recommendation: N/A

Risk Management for DoD Security Programs Online GS102.06

Provides students with the appropriate background, skills and abilities to apply risk management principles and methodology to their security programs. It covers the fundamentals of risk management, asset assessment, threat assessment, vulnerability assessment, risk analysis and the selection of cost-effective countermeasures to apply as a result of the process. It also addresses the functions, problems and concerns of the risk manager and supporting personnel; risk management responsibilities; and the development and implementation of a risk management program.

Media: Web-based Training

Length: to be determined

Target Audience: Security managers and those involved in making risk management decisions regarding security countermeasures and safeguards.

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: This course is currently under development.

Security Awareness Forum for Educators GS103.01

Addresses how to create an effective security awareness and education program and identifies solutions for overcoming the various challenges surrounding this responsibility. Experienced and innovative security awareness and education practitioners facilitate discussions on how the security professional can create a program with little or no money, gain management support, motivate coworkers, promote himself/herself, tailor a program to meet the needs of a unique workforce, avoid burnout and other related issues. Attendees combine their own experiences with what is discussed during the seminar to work in small groups tackling these 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: 75

Prerequisites: None

Course Requirements: None

System Requirements: N/A

Credit Recommendation: N/A

Industrial Security

The Industrial Security curriculum is tailored to meet the industrial security training needs of DoD military and civilian personnel, and the U.S. government contractor community. Course content focuses on the policies and procedures established to protect national security information and other classified information under the provisions of the National Industrial Security Program.

Course offerings range from orientation-level courses designed for security officers of defense contractor facilities who handle, process, disseminate and destroy classified information to advanced training that focuses on certification and accreditation of networked information systems.

Course material is presented through a variety of formats to include lecture, panel discussions, practical exercises, structured mentoring programs and computer-based independent study. 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 security professionals in performing a variety of routine tasks.

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: N/A

Credit Recommendation: N/A

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

Designated Approving Authority (DAA) JA303.05

This interactive computer-based training tool (CD-ROM) from the Defense Information Systems Agency (DISA) addresses the roles and responsibilities of the DAA within the DoD. The user will learn about members of the DAA's team, including the Information Systems Security Manager (ISSM), General Counsel, Program Manager, Information Systems Security Officer (ISSO), User Representative and the Certification Agent. This presentation covers the DoD acquisition process, certification & accreditation (using the DoD Information Technology Security Certification and Accreditation Process (DITSCAP) format), legal and regulatory issues, risk management A glossary of Terms and resources with relevant websites and documents is provided for reference.

Media: Computer-Based Training

Length: 2 hours

Target Audience: DSS personnel who have certification and accreditation authority for information systems. The information in this product can also benefit midlevel and senior managers.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Designed to run on most DSS-issued notebook computers

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

Essentials of Industrial Security Management (EISM) Independent Study IS002.08

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, personnel security clearances, procedures for visitors, security education briefings and reviews. Access to a NISPOM is required. This course is prerequisite training for persons attending the Industrial Security Oversight (IS203.01) or the FSO Program Management (IS101.01 or IS101.02) course.

Media: Distributed Learning

Length: 15 hours

Target Audience: Facility Security Officers (FSOs) and security personnel of contractor facilities cleared under 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 exam at end of course to receive a written certificate of successful completion.

System Requirements: N/A

Credit Recommendation: N/A

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

Foreign Ownership, Control & Influence (FOCI) [Government] JA351.05

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 and how to resolve the FOCI issues.

Media: Computer-based Training

Length: 3 hours

Target Audience: U.S. Government and military 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: This course is designated For Official Use Only.

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: Successful completion of the Essentials of Industrial Security Management Independent Study (IS002.08) and Protecting Secret and Confidential Documents Independent Study (IS003.08) courses.

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 NISPOM to class (downloadable from the DSS Website, www.dss.mil). See DSSA Schedule of Courses for locations and dates.

FSO Program Management (Teletraining) IS101.02

Televised version of the FSO Program Management (IS101.01) course. In addition to being technically capable, each remote location must provide a facilitator to assist the DSSA faculty in conducting the course. DSS Industrial Security Representatives may contact the DSS Academy to make arrangements for facilitating the course. Lecture portions are broadcast from the DSS Academy. Facilitators are responsible for handling technical problems, leading workshop activities and performing some administrative functions.

Media: Teletraining

Length: 3 days

Target Audience: N/A

Clearance Requirement: None

Number of students per class: 20 in DSSA Studio

Prerequisites: None

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

System Requirements: ISDN line and video teleconferencing facility.

Credit Recommendation: N/A

Industrial Security Mentoring Program IS102.09

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

Media: On-the-job and Multimedia

Length: 12 weeks

Target Audience: New DSS Industrial Security Representatives

Clearance Requirement: None

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:

Industrial Security Specialist IS202.01

Trains new DSS Industrial Security (IS) Representatives to perform basic IS responsibilities.

Media: Instructor-led

Length: 4 weeks

Target Audience: New DSS Industrial Security Representatives

Clearance Requirement: Secret

Number of students per class: 24

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

Course Requirements: None

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 one semester hour in Practicum in Industrial Security (7/86-8/95).

Industrial Security Oversight IS203.01

Focuses on practical application procedures for oversight of contractors participating in the National Industrial Security Program (NISP). The course discusses the NISP, facility clearances, personnel security for contractor employees, classification guidance issues, and written contractual security clauses. All phases of the security review process are examined. Practical exercises enable students to participate in the actual security review process requiring them to formulate security review strategies, conduct interviews of cleared personnel, and write a concise report of findings including a Letter of Requirements.

Media: Instructor-led

Length: 1 week

Target Audience: U.S. Government and military personnel with industrial security responsibilities.

Clearance Requirement: None

Number of students per class: 24

Prerequisites: Successful completion of Basic Industrial Security for User Agency Personnel (IS001.08), the Essentials of Industrial Security Management (IS002.08) and Protecting Secret and Confidential Documents (IS003.08) Independent Study courses.

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

System Requirements: N/A

Credit Recommendation: N/A

Protecting Secret and Confidential Documents Independent Study IS003.08

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 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: N/A

Credit Recommendation: N/A

Notes: This course is the follow-on to the Essentials of Industrial Security Management Independent Study (IS002.08).

NISPOM Chapter 8 Requirements for Industry IS201.01

Provides an in-depth overview of the DoD implementation of the current baseline Chapter 8 of the National Industry Security Program Operating Manual (NISPOM) as revised May 1, 2000. The course focuses on Protection Levels 1 (Dedicated Mode) and 2 (System High Mode). Classroom instruction and practical exercises provide students with a fundamental knowledge of security requirements for protecting classified information processed on an information system.

Media: Instructor-led

Length: 3 days

Target Audience: DoD Contractor Information System Security Managers/Officers (ISSMs/ISSOs), Facility Security Officers (FSOs) or other NISP contractor personnel assigned the responsibility of preparing and implementing information system security plans and policy and providing oversight of the facility's IS used to process classified information. DoD civilian and military personnel performing in similar positions are permitted to attend on a space available basis. (See Notes.)

Clearance Requirement: None

Number of students per class: 40

Prerequisites: Students must read the Basics Booklet for Information Systems Security. Check the course description under the DSSA's home page for Industrial Security training on www.dss.mil.

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

System Requirements: N/A

Credit Recommendation: N/A

Notes: Formerly titled AIS Security Procedures for Industry and more recently, Information System Security Procedures for Industry. The latter is only a change to the course title, not to the course content. Selection for course enrollment is prioritized by IS security responsibilities shown on ENROL application. Please ensure that your security job title is indicated in the "Position Title" and/or "Job Specialty."

NISPOM Chapter 8 Requirements for Industry Online IS201.06

The NISPOM Chapter 8 Requirements for Industry Online course is designed to introduce U.S. contractor personnel to the security requirements for safeguarding classified information being processed and stored in information systems (IS). The course provides an in-depth review of Chapter 8 of the NISPOM and a comprehensive overview of the National Industrial Security Program (NISP) Certification and Accreditation process for Protection Level 1 systems.

Media: Web-based Training

Length: Approximately 10 hours

Target Audience: Information System Security Managers (ISSMs), Information System Security Officers (ISSOs), and Facility Security Officers or individuals whose responsibilities within their company include overall security. Target audience also includes DoD civilian and military personnel performing in similar positions.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: Information System Security Basics course, IS004.08, is a prerequisite course for the NISPOM Chapter 8 Requirements for Industry Online course.

The students are expected to be familiar with the NISP terminology and basic protection requirements for handling classified information prior to registering for this course. This can be accomplished through experience gained as a security professional in the NISP, completion of Essentials of Industrial Security Management course IS2002.08, and Protecting Secret and Confidential Documents course, IS003.08, or Basic Industrial Security for User Agency Personnel, IS001.08 (for government personnel) all distance learning courses offered by DSSA through ENROL or attendance in the FSO Program Management course, IS101.01/IS101.02 or Industrial Security Oversight course, IS203.01 (for government personnel) also offered by DSSA through ENROL.

Course Requirements: Passing grade (75%) on exam at end of course to receive written 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,

Student workstations must be connected via 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 6.0, Flash Player 6.0

Credit Recommendation: N/A

Notes: This course is scheduled for deployment by the end of calendar year 2004.

Information Security

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

Course offerings range from orientation-level courses designed for general workforce personnel who handle, process, disseminate, and destroy classified information to advanced training that focuses on concepts and theories of classification management.

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

Basic Information Security Independent Study IF001.08

Provides a basic overview of the 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

Information Security Management IF201.01

Provides a comprehensive understanding of the DoD Information Security Program policy and procedures. Lessons address security classification, downgrading, and declassification; marking; safeguarding (access and dissemination control, accountability, security storage, disposal and destruction and transmission); violations and compromises; security educations 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 work effectively to implement and/or oversee DoD Information Security Program policies and guidance.

Media: Instructor-led

Length: 2 weeks

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

Number of students per class: 40

Prerequisites: Successful completion of the DoD Security Specialist (GS101.01) or the Basic Information Security Independent Study (IF001.08) course. Waivers must be requested from the course manager for students who do not meet the prerequisite.

Course Requirements: Students must earn 140 of 200 possible points in the course AND achieve a minimum of 60 points in each week through graded quizzes, exams, and practical exercises.

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).

Information Security Management for DoD IG Personnel IF106.01

Overviews the DoD Information Security Program with an emphasis on topics required by personnel working for the DoD Inspector General (IG). The course examines basic classification management, and the safeguarding and protection of controlled unclassified information requirements within the DoD. The course integrates these topics through discussion, study and exercises.

Media: Instructor-led

Length: 3 days

Target Audience: DoD IG personnel

Clearance Requirement: None

Number of students per class: Varies

Prerequisites: None

Course Requirements: A passing grade of 76% on the course exam.

System Requirements: N/A

Credit Recommendation: N/A

Information Security Orientation IF101.01

Introduces personnel to the 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 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. The DSSA furnishes all course materials.

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.

Information Security Seminar (Customized) IF103.01

This course is tailored to meet specific information security needs. It can include component requirements, original/derivative classification, marking, accountability systems, custodial responsibilities, transmission, destruction and more. The training location or format (resident or video teleconferencing) for this course is determined by the course sponsor.

Media: Instructor-led

Length: Varies

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

Clearance Requirement: None

Number of students per class: 30

Prerequisites: Students must have successfully completed the resident Information Security Management Course or the DoD Security Specialist Course. Waivers may be requested from the course manager for students who do not meet the prerequisite.

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

System Requirements: N/A

Credit Recommendation: N/A

Marking Classified Information IF105.06

Examines the requirements and methods for marking classified documents and other classified materials. 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: Browser version 5.5 or higher with Java and JavaScript enabled and Internet connection.

Credit Recommendation: N/A

Notes:

Transmission & Transportation of Classified Information IF107.06

Examines the requirements and methods for transmitting classified documents and other classified material. Lessons address transmission and transportation policies, packaging classified materials, transmission of classified information and transportation of classified materials.

Media: Web-based Training

Length: 2 hours

Target Audience: DoD military, civilian and contractor personnel who prepare classified information and materials for transmission and transportation.

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: This module is under development.

Information Systems Security

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

Course offerings range from orientation-level courses designed for general workforce personnel who handle, process, disseminate and destroy classified information to advanced training that focuses on concepts and theories of classification management.

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

Level III Industrial Security Informational Tutorial JA302.05

Consists of seven 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

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: Designed to run on most DSS-issued notebook computers.

System Requirements: N/A

Credit Recommendation: N/A

Level III Industrial Security Representative Course IS204.05

Seven interactive instructional modules address all of the topics associated with Level III Information System accreditation capability.

Media: Computer-based Training

Length: 4 hours

Target Audience: DSS Industrial Security Representatives.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: Successful completion of Level II Information System accreditation capability.

Course Requirements: None

System Requirements: N/A

Credit Recommendation: N/A

Level III Industrial Security Representative Exam IS205.05

Contains the test questions for the Level III Industrial Security Representative Course (IS204.05).

Media: Distributed Learning

Length: 2 hours

Target Audience: DSS Industrial Security Representatives.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: Completion of Level III Industrial Security Representative Course (IS204.05).

Course Requirements: None

System Requirements: N/A

Credit Recommendation: N/A

Level IV Training for IS Reps IS301.01

Teaches the basics of security for Local Area Networks (LANs) and covers the security topics described under Level IV, Appendix M of the Industrial Security Operating Manual (ISOM). 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, physically build a LAN and use various software attack tools to probe LAN vulnerabilities. Linux and MS Windows 2000 operating systems are discussed.

Media: Instructor-led

Length: 4 days

Target Audience: DSS Industrial Security Representatives

Clearance Requirement: None

Number of students per class: 20

Prerequisites: Successful completion of Level III Industrial Security Representative Course/Exam (IS204.05/IS205.05).

Course Requirements: None

System Requirements: N/A

Credit Recommendation: N/A

NISP Network Security Basics Teletraining IS302.02

Teaches the basics of security for Local Area Networks (LANs) and covers the security topics described in 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 2000 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: Recommended successful completion of NISPOM Chapter 8 Requirements for Industry (IS301.01) course. It is desirable that attendees have a basic working knowledge of NISPOM Chapter 8 requirements.

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

System Requirements: A video-teleconferencing facility is required to receive local broadcast of this course.

Credit Recommendation: N/A

NISPOM Chapter 8 Requirements for Industry IS201.01

Provides an in-depth overview of the DoD implementation of the current baseline Chapter 8 of the National Industry Security Program Operating Manual (NISPOM) as revised May 1, 2000. The course focuses on Protection Levels 1 (Dedicated Mode) and 2 (System High Mode). Classroom instruction and practical exercises provide students with a fundamental knowledge of security requirements for protecting classified information processed on an information system.

Media: Instructor-led

Length: 3 days

Target Audience: DoD Contractor Information System Security Managers/Officers (ISSMs/ISSOs), Facility Security Officers (FSOs) or other NISP contractor personnel assigned the responsibility of preparing and implementing information system security plans and policy and providing oversight of the facility's IS used to process classified information. DoD civilian and military personnel performing in similar positions are permitted to attend on a space available basis. (See Notes.)

Clearance Requirement: None

Number of students per class: 40

Prerequisites: Students must read the Basics Booklet for Information Systems Security. Check the course description under the DSSA's home page for Industrial Security training on www.dss.mil.

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

System Requirements: N/A

Credit Recommendation: N/A

Notes: Formerly titled AIS Security Procedures for Industry and more recently, Information System Security Procedures for Industry. The latter is only a change to the course title, not to the course content. Selection for course enrollment is prioritized by IS security responsibilities shown on ENROL application. Please ensure that your security job title is indicated in the "Position Title" and/or "Job Specialty."

NISPOM Chapter 8 Requirements for Industry Online IS201.06

The NISPOM Chapter 8 Requirements for Industry Online course is designed to introduce U.S. contractor personnel to the security requirements for safeguarding classified information being processed and stored in information systems (IS). The course provides an in-depth review of Chapter 8 of the NISPOM and a comprehensive overview of the National Industrial Security Program (NISP) Certification and Accreditation process for Protection Level 1 systems.

Media: Web-based Training

Length: Approximately 10 hours

Target Audience: Information System Security Managers (ISSMs), Information System Security Officers (ISSOs), and Facility Security Officers or individuals whose responsibilities within their company include overall security. Target audience also includes DoD civilian and military personnel performing in similar positions.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: Information System Security Basics course, IS004.08, is a prerequisite course for the NISPOM Chapter 8 Requirements for Industry Online course.

The students are expected to be familiar with the NISP terminology and basic protection requirements for handling classified information prior to registering for this course. This can be accomplished through experience gained as a security professional in the NISP, completion of Essentials of Industrial Security Management course IS2002.08, and Protecting Secret and Confidential Documents course, IS003.08, or Basic Industrial Security for User Agency Personnel, IS001.08 (for government personnel) all distance learning courses offered by DSSA through ENROL or attendance in the FSO Program Management course, IS101.01/IS101.02 or Industrial Security Oversight course, IS203.01 (for government personnel) also offered by DSSA through ENROL.

Course Requirements: Passing grade (75%) on exam at end of course to receive written 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,

Student workstations must be connected via 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 6.0, Flash Player 6.0

Credit Recommendation: N/A

Notes: This course is scheduled for deployment by the end of calendar year 2004.

Public Key Infrastructure (PKI) JA451.05

Provides a general overview of PKI concepts. Developed by the Defense Information Systems Agency (DISA), this training package consists of a CD and video tape.

Media: Computer-Based Training

Length: 4 hours

Target Audience: Personnel using DoD information systems.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: None

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

Credit Recommendation: N/A

Notes: Allow 2 weeks for delivery.

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 investigation, personnel security adjudication and/or personnel security program management.

Course material is presented through a variety of formats to include lecture, self-directed learning, structured mentoring programs 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 the personnel security professional in performing a variety of common tasks.

Basic Special Agent OPM FT115.01

Provides the new DSS Special Agent with the skills and knowledge necessary to perform as an investigator. Course covers investigative operating procedures and business practices. The techniques of reviewing records, interviewing references and subjects, and report writing are emphasized. The third week orients the student to the Office of Personnel Management (OPM) Investigations Processing System/Reporting (PIPS/R) agent training and report writing.

Media: Instructor-led

Length: 3 weeks

Target Audience: Entry-level DSS Investigators (GS-1810 job series).

Clearance Requirement: None

Number of students per class: 24

Prerequisites: Successful completion of Basic Special Agent Pre-Academy Training Module (to be forwarded upon enrollment) and the Basic Special Agent Mentoring Program (PS113.09).

Course Requirements: Full-time attendance and participation in all sessions. Course includes comprehensive examinations and graded practical exercises. Students must earn a 75% grade average on course exams and performance

System Requirements: N/A

Credit Recommendation: N/A

Notes: Failure to meet the target audience criterion results in an automated denial of enrollment.

Desktop Resource for the Joint Clearance and Access JA101.08

Provides detailed instructions on the use of JCAVS. It is an instructional tool only and is not meant to dictate policy. It represents JPAS version 2.1.1. Future enhancements will be announced on the JPAS website at https://jpas.osd.mil.

Media: Distributed Learning

Length: N/A

Target Audience: Federal government civilians, military personnel, and contractors whose security responsibilities require JCAVS access.

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: None

System Requirements: Browser version 5.5 or higher, Internet connection, and Adobe Reader version 5.0 or higher.

Credit Recommendation: N/A

Notes:

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.

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 roles of adjudicators along with investigative, counterintelligence and law enforcement personnel in the personnel security program. Reviews the process for making personnel security determinations, policy guidelines and their application in given cases. Explains how to identify basic issues requiring further investigation or determination, and the actions involved in making unfavorable determinations. Contains extensive exercises in identifying and resolving personnel security issues.

Media: Instructor-led

Length: 2 weeks

Target Audience: U.S. government civilian, military personnel (GS 5-7 level) who adjudicate personnel security clearances or make eligibility determinations for a DoD component, SAP, or SCI program. Course is directed toward adjudicators at the GS-5/7 level. Open to other DoD and non-DoD personnel on a space available basis. Nominations for attendance must be made through and approved by the head of the student's Central Adjudication Facility or designee. Nominations for SCI and SAP adjudicators can be made directly through the head of the student's component level authority or designee as arranged by prior agreement with DSSA. Nominations for non-DoD personnel are made directly to DSSA.

Clearance Requirement: Secret

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).

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.

JPAS/JCAVS Workshop for DoD Security Professionals FT122.01

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 clarification. The JPAS Training Coordinator and security managers who are working with JCAVS conduct the workshop and answer questions based on first hand experience with the system.

Media: Instructor-led

Length: 4 and 1/2 hours

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

Clearance Requirement: None

Number of students per class: 100

Prerequisites: None

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

System Requirements: N/A

Credit Recommendation: N/A

Notes: DSSA provides logistical and administrative support to this seminar which is a product of the DoD JPAS Program Office.

Mission: Adjudication JA551.05

This computer-based training tool (CD-ROM) introduces new adjudicators to the basics they need to start working cases. It can also be used as a review tool for experienced adjudicators who want to refresh their understanding of the basics. It is designed for Access Adjudicators, but is also useful for Position of Trust Adjudicators.

Media: Computer-based Training

Length: 3 hours

Target Audience: Security personnel

Clearance Requirement: None

Number of students per class: N/A

Prerequisites: None

Course Requirements: None

System Requirements: Pentium 200 or better, 64 MB of RAM, 16-bit color, CD ROM drive 8x or higher. Sound card and speakers/headphones are helpful.

Credit Recommendation: N/A

Personnel Security Management PS103.01

Addresses the management practices and procedures required to administer a 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; identifying sources of information; granting interim security clearances; temporarily suspending access; and denying or revoking security clearances.

Media: Instructor-led

Length: 3 days

Target Audience: DoD civilian, military and contractor personnel who perform, administer, or manage all or part of the DoD Personnel Security Program. Security personnel for non-DoD agencies may apply since elements and concepts contained in the course apply to other Federal personnel security programs. Attendance by personnel from non-DoD agencies is on a space available basis.

Clearance Requirement: None

Number of students per class: 30

Prerequisites: A basic working knowledge of the personnel security program.

Course Requirements: Full-time attendance and participation in all sessions. A passing grade of 75% on the course exam.

System Requirements: N/A

Credit Recommendation: ACE has recommended two semester hours in the vocational certificate degree category for Security Management (12/93-12/01).

Personnel Security Management Online PS103.06

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

Course Requirements: Student must obtain 75% to pass the online exam.

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

Credit Recommendation: N/A

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

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.

Special Agent Overseas PS106.01

This field extension course teaches DoD Personnel Security Investigations Program policies and procedures to DoD agency investigators assigned overseas. Techniques for reviewing records, interviewing references and subjects, and report writing are emphasized along with familiarization and use of the DSS Personnel Security Investigations Manual and related regulations. The course can be modified to include one or two topics of special interest to a particular group or area.

Media: Instructor-led

Length: 1 week

Target Audience: Military and civilian personnel involved with the DoD Personnel Security Investigations Program within a command or organization overseas.

Clearance Requirement: None

Number of students per class: 24

Prerequisites: None

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

System Requirements: N/A

Credit Recommendation: N/A

Special Access Programs

The Special Access Program (SAP) curriculum supports DSSA's responsibility to train and prepare government and contractor security professionals who are assigned security management duties 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 specialists to the enhanced security requirements of the SAP environment to specialized training that focuses on SAP management and oversight.

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

Director Central Intelligence (DCI) Physical Security Seminar FT104.01

Outlines the construction and security protection standards required for all U.S. Government facilities or U.S. 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 U.S. systems. Attendees discuss current physical security concerns of their respective organizations and brainstorm solutions.

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: Knowledge 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: DSSA provides logistical and administrative support to this seminar which is the product of another government agency.

Special Access Program Overview SA100.01

Provides on-site training for organizations in the National Capital Region 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 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

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 and flipchart.

Special Access Program 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. This orientation is offered in residence or as a field extension course.

Media: Instructor-led

Length: 3.5 days

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

Clearance Requirement: Secret

Number of students per class: 75

Prerequisites: Recommended successful completion of OPSEC Fundamentals (OPSE 1301), Basic Information Security (IF001.08), Basic Industrial Security for User Agency Personnel (IS001.08), Essentials of Industrial Security Management (IS002.08), Protecting Secret and Confidential Documents (IS003.08) and DoD Personnel Security Adjudication (PS001.08) Independent Study courses.

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

System Requirements: N/A

Credit Recommendation: N/A

Special Access Programs Mid-Level Security Course 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 practice adjusting security countermeasures throughout the SAP lifecycle in response to the changing threat and review, and revise or write security related supporting documentation such as OPSEC plans, Treaty plans, Security Classification Guides, and Requests for Access.

Media: Instructor-led

Length: 1 week

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

Clearance Requirement: Secret

Number of students per class: 35

Prerequisites: Successful completion of SAP Orientation (SA101.01) and recommend completion of OPSEC Fundamentals (OPSEC 1300), Information Security Orientation (IF101.01), Information Security Orientation (Teletrraining) (IF102.01), Personnel Security Management (PS103.01), FSO Program Management (IS101.01) (Contractor), FSP Program Management (Teletraining) (IS101.02) (Contractor).

Course Requirements: Students must obtain a 70% grade average on course exams and performance exercises.

System Requirements: N/A

Credit Recommendation: N/A

Notes: For schedule information, contact the component's SAP Central Coordinating Office.

Special Access Programs Senior-Level Manager's Course SA301.01

Expands the security foundation of and teaches Special Access Programs (SAP) management skills to senior-level DoD personnel. The course outlines DoD SAP oversight and management procedures which ensure compliance with laws, regulations and policies and require Congressional reporting. It reviews the DoD policy guidance and decision-making factors applicable to acquisition, intelligence and operations and support-based SAPs. Lessons outline the SAP lifecycle phases of exploration, establishment, maintenance and disestablishment. Review of the DoD budget and contracting processes enhances the student's ability to forecast and adjust security countermeasures with the SAP's lifecycle and changing threat. Students prepare all formal reports and documents required by DoD regulations.

Media: Instructor-led

Length: 1 week (See notes)

Target Audience: Senior government and contractor civilian personnel assigned security and program management duties for an approved SAP - by invitation only.

Clearance Requirement: Secret

Number of students per class: 30

Prerequisites: Recommended successful completion of SAP Orientation (SA101.01) and SAP Mid Level Security Course (SA201.01) (Senior SAP Security Professionals) and recommend completion of Information Security Management (IF201.01), DoD Security Specialist (GS101.01), Risk management for DoD Security Programs (GS102.01), DoD Personnel Security Adjudications (PS101.01), and DCI Physical Security Seminar (SA104.01)

Course Requirements: Successful participation in graded (Pass/Fail) exercises. Passing grade (75%) on comprehensive exam.

System Requirements: N/A

Credit Recommendation: N/A

Notes: For schedule information, contact the component's SAP central Coordinating Office. Formerly known as the Security for Special Programs Course, this course is being redesigned from a two-week format to a one-week format. The reformatted pilot is scheduled to be conducted in June 2004.

Special Access Programs Senior-Level Seminar SA401.01

Provides program management and oversight personnel the requisite knowledge necessary to manage and/or advise more senior personnel with the security policies, procedures, and life-cycle support requirements for DoD SAPS. The course includes detailed discussion of SAP-related guidance from the Executive, Legislative, and Judicial branches of Government along with roles and responsibilities of oversight and support offices and agencies. The course outlines the annual DoD SAP review process, Congressional reporting requirements, inspections and audits, the intelligence and security threats, and the disestablishment or transition process. SAP-related security requirements within extant DoD policies and instructions are emphasized.

Media: instructor-led

Length: 2 days

Target Audience: Senior DoD military and civilian personnel, SAP Coordination Office staff, and DoD/Component central office staff newly assigned to SAP management and oversight who have not had formal training. Employees of other Federal agencies or contractor personnel supporting a DoD SAP may attend on a space available basis if nominated by their customer.

Clearance Requirement: Top Secret

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: Nomination and selection of attendees will be through procedures

established by the OSD and Service SAP Central Offices.