

## 2021 Annual Security Action Planner

Monthly Requirements	Annual Requirements
<ul style="list-style-type: none"> <li><input type="checkbox"/> Log into NISS, SWFT and DISS</li> <li><input type="checkbox"/> Run Periodic Report in DISS</li> <li><input type="checkbox"/> Initiate Periodic Re-investigations as needed.</li> <li><input type="checkbox"/> Run Subject Report in DISS &amp; Review with HR for changes</li> <li><input type="checkbox"/> Check visitor requests to ensure if they need to be extended or if personnel needs to be added/removed</li> <li><input type="checkbox"/> Remove/Add personnel and access as needed to support contracts.</li> <li><input type="checkbox"/> Update security metrics for proposals/and SMO review</li> <li><input type="checkbox"/> Distribute Monthly Threat Awareness: newsletters, alerts.</li> <li><input type="checkbox"/> Conduct any monthly training that is on the annual calendar.</li> <li><input type="checkbox"/> Meet with Insider Threat Working Group - annotate any thing that needs to be annotated or mitigated.</li> <li><input type="checkbox"/> Begin any pre-hire clearance actions (with proper paperwork).</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete all FSO Courses within 6 months of beginning FSO Work/ appointment</li> <li><input type="checkbox"/> Create Annual Training Calendar based on Contract SOW and Best Practices.</li> <li><input type="checkbox"/> Complete Self-Inspection, review with SMO</li> <li><input type="checkbox"/> Update Consultant List (1099 cleared personnel), ensure a consultant certificate for each</li> <li><input type="checkbox"/> Review DD254s for compliance and correctness/ upload in NISS</li> <li><input type="checkbox"/> Complete all prep-work for a DCSA Security Review</li> <li><input type="checkbox"/> NATO Briefing if required.</li> <li><input type="checkbox"/> Annual Refresher/Insider Threat Briefing</li> <li><input type="checkbox"/> Update badge information and perm cert visit requests for other agencies or installations.</li> </ul>
<b>January</b> Required: Recommended:	<h3 style="margin: 0;">Recommended Ideas to Build Your Best Security Program!</h3> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend NCMS, Infragard or ASIS event</li> <li><input type="checkbox"/> Conduct Personnel Training Audits</li> <li><input type="checkbox"/> Host internal security events: Red Dart Briefing, Security Awareness Week</li> <li><input type="checkbox"/> Take additional FSO Courses: CDSE, STEPP, Certifications, NCMS Brown Bag Training and WebEx</li> <li><input type="checkbox"/> Share alerts and information with other cleared companies (save the email)</li> <li><input type="checkbox"/> Conduct additional self-reviews</li> <li><input type="checkbox"/> Create/update an SPP for off-site personnel</li> <li><input type="checkbox"/> Create a strong counter-intelligence program: guest speaker, SCR Training, distribute the Collection Report.</li> <li><input type="checkbox"/> Host an annual Defensive Travel event</li> <li><input type="checkbox"/> Create physical security SPP for your organization.</li> <li><input type="checkbox"/> Run penetration test on Information Systems, check cyber-activity, create user guidance for your employees.</li> <li><input type="checkbox"/> Have all cleared personnel provide a required self-report on the 13 adjudicative guidelines.</li> </ul> <p style="margin-top: 20px;"><i>These are not CFR 117 required – but all extras can help build a stronger program and earn higher audit ratings, if desired.</i></p>
<b>February</b> Required: Recommended:	
<b>March</b> Required: Recommended:	
<b>April</b> Required: Recommended:	
<b>May</b> Required: Recommended:	
<b>June</b> Required: Recommended:	
<b>July</b> Required: Recommended:	
<b>August</b> Required: Recommended:	
<b>September</b> Required: Recommended:	
<b>October</b> Required: Recommended:	
<b>November</b> Required: Recommended:	
<b>December</b> Required: Recommended:	