July 2026
FSO TO-DO LIST

- [ ] Update your NISS Profile – don't forget personnel numbers in the safeguarding section and any Export Licenses and Foreign Visitors are updated in the FOCI section.
- [ ] Ensure Foreign Travel debriefs are completed for anyone who left the country this summer.
- [ ] Revise any SF312s in DISS as the requests come in - check your “task inbox.”
- [ ] Plan: 5 months left to complete your annual self-inspection and refresher. Get them on the calendar if they are pending!
- [ ] Take at least one or two classes. Your local NCMS Chapter or CDSE have valuable options.
- [ ] What procedures did you follow for visit requests? Make sure it is reflected in your SPP.
- [ ] Got something you do well as an FSO? NCMS is taking submissions for presentations at the annual conference next year. Getting accepted and presenting could earn BIQ points for you during reviews!