2016 Annual Security Action Planner

Monthly Requirements	**Annual Requirements**
☐ Log into JPAS (DMDC JPAS Policy 4.1)	☐ Complete all FSO Courses within one-year of beginning FSO Work (NISPOM 3-102)
☐ Run Periodic Report in JPAS ("FSO Notification of PCL Validation" NISPOM 2-200a and 2-200d)	☐ Complete a formal Self-Inspection (NISPOM 1-206b)
☐ Initiate Periodic Re-investigations as needed. (NISPOM 2-201d)	☐ Update Consultant List (NISPOM 2-212)
☐ Run Personnel Report in JPAS ("FSO Notification of PCL Validation" NISPOM 2-200a and 2-200d)	☐ Review DD254s for compliance and correctness (NISPOM 4-101, 4-103, 4-104)
☐ Check visitor requests to ensure if they need to be extended or if personnel needs to be added/removed ("FSO Notification of PCL Validation" NISPOM 2-200a and 2-200d)	☐ Complete all prep-work for Security Vulnerability Assessment (NISPOM 1-206a2)
☐ Remove/Add personnel and access as needed. (NISPOM 2-105)	☐ NATO Briefing if required. (NISPOM 10-706)
☐ Update security metrics for proposals/DSS review	☐ Insider Threat Briefing (NISPOM Conforming Change 2)
☐ Distribute Threat Awareness: newsletters, alerts. (NISPOM 3-106)	☐ Update badge information and perm cert visit requests for other agencies or installations. (Contract Related)
☐ Conduct any monthly training that is on the annual calendar. (NISPOM 3-106, 107, 108)	☐ Create Annual Training Calendar based on Contract SOW and Best Practices. (NISPOM 3-106, 107, 108)

Months	**Quarterly Best Practices or NISP Enhancements***
January Required: Recommended:	
February Required: Recommended:	☐ Attend NCMS, Infragard or ASIS event
March Required: Recommended:	☐ Conduct Personnel Training Audits ☐ Host internal security events: Red Dart Briefing, Security Awareness Week
April Required: Recommended:	☐ Take additional FSO Courses: COMSEC, Certifications, Brown Bag Training, WebEx's
May Required: Recommended:	☐ Share alerts and information with other cleared companies (save the email)
June Required: Recommended:	☐ Conduct additional self-reviews ☐ Create/update an SPP for off-site personnel
July Required: Recommended:	☐ Create a strong counter-intelligence program: guest speaker, SCR Training, distribute the Collection Report.
August Required: Recommended:	☐ Host an annual Defensive Travel event ☐ Create physical security SPP for your organization.
September Required: Recommended:	☐ Run penetration test on Information Systems, check cyber-activity, create user guidance for your employees.
October Required: Recommended:	
November Required: Recommended:	*Not required – all NISP Enhancements to earn higher audit ratings, if desired.*
December Required: Recommended:	

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