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American Public University System

The Ultimate Advantage is an Educated Mind

School of Security and Global Studies

SCMT303 U.S. Government Personnel Security 3 Credit Hours 8 Weeks

Prerequisite(s): All lower level general education and career planning coursework necessary to develop research, writing, and critical thinking skills.

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Instructor Information

Instructor: See information provided in the Syllabus link in the classroom

Email: Please use internal classroom messaging system

Course Description (Catalog)

This course explores industry standards, practices and methods of determining the adequacy of security management programs. It reviews the interplay of management structures, functions and processes, as well as proper procedures for conducting physical security analyses and evaluations. The course examines the principles of operating technology-centered programs for the protection of assets.

Course Scope

Personnel Security (PERSEC) is the fundamental program in government security that provides a process for vetting and maintaining individuals' suitability, reliability, and trustworthiness. This course offers the student an in depth exploration of the steps to gaining access to United States National Security information, facilities and information systems, basic requirements for access with emphasis on the National Industrial Security Program Manual (NISPOM) PERSEC process, as well as processes utilized by the intelligence community for access to Sensitive Compartmented Information (SCI) and the Special Access Program (SAP) communities will be covered.

Course Objectives

After completing this course the student will be able to:

- Discuss the regulatory and legal foundations of the personnel security process to include the key agencies involved.
- Take an in-depth look at the National Industrial Security Program Operating Manual and discuss Chapter 2 as it relates to government contractors.
- Determine the types of personnel security clearances and the investigations required for access.
- Discuss the personnel security process and the various phases involved in the process.
- Analyze the process of "adjudication" of individual eligibility for various levels of access to classified information.
- Develop an initial clearance indoctrination package that can be implemented in any environment requiring access to classified information.
- Draw conclusions about the efficacy of continuing evaluation, security awareness, polygraph, data repositories, and periodic reinvestigation programs.

Course Delivery Method

This course, delivered via distance learning, will enable students to complete academic work in a flexible manner completely online. Course materials and access to an online learning management system will be made available to each student. To facilitate class interaction, Forum assignments are due by Thursday evenings of each week. All other

course work is due by Sunday evenings of each week as noted and includes classmate Forum responses, papers, projects, and quizzes/examinations submitted for review by the Faculty Member. Assigned faculty will support the students throughout this eight-week course.

Course Resources

All course materials are available in “Lessons” and “Resources” in the classroom.

Web Sites

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university’s academic honesty policy when using Internet sources. Note web site addresses are subject to change.

Site Name	Web Site URL/Address
Defense Security Service (DSS)	http://www.dss.mil/
Information Security Oversight Office (ISOO)	http://www.archives.gov/isoo/
Federal Register – Executive Orders	http://www.archives.gov/federal-register/codification/index-a.html
Office of Personnel Management (OPM)	www.opm.gov
Interagency Security Committee	http://www.dhs.gov/interagency-security-committee
Defense Office of Hearings and Appeals (DOHA)	http://www.dod.mil/dodgc/doha/isp.html

Evaluation Procedures

Weekly Forum Questions

There will be eight (8) weekly forums and one introduction forum during the course which is located in the Forums section of the classroom. Respond to each question using what you have learned during the week’s reading and interjecting your personal experience and opinion as well. With the exception of the introduction forum, your weekly initial posts will require a minimum of **500** words of text and are due each Thursday evening by 11:55 PM ET. The word count does not include copying of the question or the listing of any resources. Two (2) classmate replies with a minimum of **250** words each will be due by Sunday evening 11:55 PM ET.

Forum question responses must be substantive. There are two elements of substance: one is content and the other is length of response. Content is obvious, you must fully cover the issue. The Rubric posted in the Resources section of the classroom will be

utilized to grade your Forum posts.

Assignments

This course has two graded assignments. They include the following:

- Create an Initial Security Briefing
- Write a Research Paper

Initial Security Briefing

Once eligibility is determined for an individual requiring access to classified information, an initial security briefing is required. Each student will create an initial security briefing that includes all the required information that a newly cleared individual should have so they are aware of their responsibilities.

Research Paper

Each student is required to submit a paper which shall be a minimum of eight (8) pages, (not including title, reference, or other non-text pages) using the following parameters: the student selects a topic from within the scope of this course, conducts a detailed analysis, and presents the findings in a paper. The papers must be of high quality and in APA format.

All information that is not original to the student must be cited properly. A minimum of five (5) sources must be used for each paper. See note below for additional reference requirements.

All materials submitted into the classroom are considered submitted for grading. Listing sources on a reference page does not constitute a citation. Citations are required whether or not the student uses direct quotes. Information that is summarized or paraphrased from research sources must be properly cited.

Papers will be graded in accordance with the Rubric and formatting materials posted in the Resources section of the classroom. Please note that Wikipedia is not considered a valid academic resource for reference. Citations to Wikipedia will not be considered as valid sources and will count against the overall grade of the paper. PLEASE review the materials on APA format that are posted in Resources. The "I don't know APA" is not an acceptable excuse, and all information needed to correctly format papers is available in the Resources module of the classroom as well as online.

NOTE: At least one of your sources must be from a scholarly, peer reviewed, journal from the list below.

These Journals are available in the Security Management portal in the APUS online library. Here is the link, scroll down until you come to the "Peer Reviewed" section: <http://apus.campusguides.com/content.php?pid=82824&sid=614488>.

Scholarly (Peer-reviewed) Journals for Security Management

Journals that are written for a specialized audience often use technical jargon, in which submissions are reviewed and selected for publication by panels of experts in the field.

Corporate Security
Disaster Prevention and Management
International Journal of Mass Emergencies and Disasters
International Security
Journal of Applied Security Research
The Journal of Physical Security
Journal of Security Administration
Journal of Security Education
Journal of Security Sector Management
Security Journal

Examination

There is a Final Exam in this course. It is open book and will be available seven (7) days before the due date. The examination will have a three (3) hour time limit. Essay responses (except for essays asking for a "list") must be **250** words minimum.

The exam is set for a one time entry so be prepared when opening the examination. (Note: clicking on the hyperlink for the exam constitutes opening it). It is suggested that students make a copy of the examination and save it into a Word document prior to submission in the event that technical difficulties occur. In the event of such difficulties, contact the instructor via e-mail immediately to arrange for the examination to be reset. The examination will cover materials from the preceding weeks' readings.

Make sure ALL of your popup blockers are disabled when taking a single access exam. Essay question grades will show up as "zeros" upon submission. This is because they have to be graded manually. **Grading will not begin until after the due date/time.**

ACADEMIC DISHONESTY: PLAGIARISM AND CHEATING

The University System supports and promotes academic honesty and personal integrity. Cheating can take the following forms:

- Submitting another person's work
- Writing a paper for someone else

- Working in a group effort without faculty consent
- Buying a paper from a research service
- Getting outside help or giving outside help without a teacher's expressed permission
- Submitting the same work for credit without approval (e.g. submitting the same assignment twice for different courses)

ANY VIOLATIONS OF THE ABOVE POLICY WILL RESULT IN AN AUTOMATIC "F."

You cannot copy and paste an entire section from a resource and call it your own even if you include a source at the bottom of your posting. There is more to properly citing your resources. Additionally, forums, quiz/exam essays, and research papers are not for judging whether you can find an answer and simply paste what you found. There is plenty of room in either of these requirements to paraphrase and summarize what you have read that week in the readings and through research. The Forums and assignments are developed for you gauge your own thoughts; even if they might be incorrect or off the wall.

The purpose of this course or any college level course is to prepare you for those next level positions. It is also designed to assist you in developing critical thinking and analyzing skills to be capable of articulating to your peers, CEOs, or Commanders why you must have X, Y, and Z to build a solid Security Program. Also, the lectures and weekly readings are assigned so that you may understand the material for that respective week. The lectures and readings will also provide you with most of the information needed to answer the Forums – but not all. Simply taking the easy route and attempting to Google for a potential response will not work. It will take some reading and research.

In essence, you must strive to develop, discuss, describe, illustrate, and analyze your own answers. Demonstrate your understanding and knowledge in a “comprehensive and cogent manner.” This includes thoroughly explaining your positions/answers. Not comprehensively “developing and supporting” assignment questions/parts will cause point deductions from your assignment scores. Please see the assignment rubrics located in the syllabus for details on how your assignment and classmate responses are evaluated.

Common Writing Concerns

- Do not use personal pronouns, such as I, us, you, etc. Use the third-person.
- Do not use contractions such as don't, shouldn't, didn't, etc.
- Use abbreviations sparingly. Commonly-accepted abbreviations are Mr., Mrs., etc. You may also abbreviate discipline-specific titles such as "The Global War on Terror" (GWOT). The proper convention is to spell out the title completely on first use followed by the appropriate abbreviation in parentheses. You may use the abbreviation alone and sans parentheses thereafter..

- Avoid cliché's and colloquialisms, such as: crystal-clear, out-of-the-box, etc.
- Write in the active voice.

Spelling Errors and Proof-reading

Remember that while Microsoft Word and most other major word-processing programs contain a spell-checking function and a function which identifies, and can correct, some grammatical errors, they do not identify all such errors. If a word is incorrect within a sentence but is spelled correctly, it will not be identified as a problem. For example, consider the words, "their and there." You must proofread your work manually as well as electronically in order to ensure a quality product.

A free utility you may find useful for proofing is "ReadPlease." This is a software program in which you upload a document. ReadPlease then reads it back to you as you listen. The free version of the software is downloadable at: <http://readplease.com/>

Grading Scale

Please see the [Student Handbook](#) (click here) to reference the University's [grading scale](#)

Grade Instruments	Points
Introduction	1
Forum #1	5.5
Forum #2	5.5
Forum #3	5.5
Forum #4	5.5
Forum #5	5.5
Forum #6	5.5
Forum #7	5.5
Forum #8	5.5
Security Briefing	15
Research Paper	20
Final Exam	20
TOTAL	100

<u>Week</u>	<u>Topic(s)</u>	<u>Learning Objective(s)</u>	<u>Reading(s)</u>	<u>Assignment(s)</u>
1	Personnel Security Program and History	<p>LO 1: Interpret the role of the Personnel Security function.</p> <p>LO 2: Illustrate the purpose of Personnel Security in the United States.</p> <p>LO 3: Analyze the historical significance of Personnel Security in the United States.</p>	<p>Executive Orders 10450 & 12968</p> <p>Spoils System The Hatch Act</p> <p>DoD 5200.2-R Personnel Security Program Regulations</p>	<p>Introduction</p> <p>Forum #1 (Primary Due Thursday, secondary posts (2) due Sunday)</p>
2	Elements of Personnel Security and Clearances	<p>LO 4: Interpret the general provisions and requirements of NISP</p> <p>LO 5: Detail the elements of the Personnel Security Program.</p>	<p>DoD 5220.22-M National Industrial Security Program Operating Manual (NISPOM)</p> <p>Chapters 1-3</p>	<p>Forum #2 (Primary Due Thursday, secondary posts (2) due Sunday)</p>
3	Personnel Security Investigation Process	<p>LO 6: Detail the security clearance process</p> <p>LO 7: Analyze the various types of Personnel Security Clearances.</p> <p>LO 8: Evaluate the adjudicative process.</p>	<p>Executive Order TBD</p> <p>DoD 5200.2 R – Personnel Security Program Regulations</p> <p>DoD 5220.22M (NISPOM) – Chapter 2</p>	<p>Forum #3 (Primary Due Thursday, secondary posts (2) due Sunday)</p>
4	Personnel Security Designations and Background Investigations	<p>LO 9: Evaluate the concept of position designations as related to sensitive duty categories.</p> <p>LO 10: Detail the various background investigation types and when they apply.</p> <p>LO 11: Evaluate the background check system.</p>	<p>DoD 5200.2 R - Chapters 8-10</p>	<p>Forum #4 (Primary Due Thursday, secondary posts (2) due Sunday)</p> <p>Assignment: Create Initial Security Briefing (due Sunday)</p>

5	Special Access Programs	LO 12: Analyze Special Access Requirements and interpret each program within this category.	DoD 5205.07- Special Access Program (SAP) Policy DoD 5205.11 – Managing SAPs	Forum #5 (Primary Due Thursday, secondary posts (2) due Sunday)
6	Homeland Security Presidential Directive 12 (HSPD-12)	LO 13: Interpret HSPD-12 and evaluate the effectiveness of the directive in the role of the Personnel Security functions.	HSPD-12 HSPD-12 FAQs Article	Forum #6 (Primary Due Thursday, secondary posts (2) due Sunday)
7	National Industrial Security Program Operating Manual (NISPOM)	LO 14: Analyze the functions of the NISPOM and evaluate its effectiveness.	DoD 5220.22M (NISPOM) - Chapter 9	Forum #7 (Primary Due Thursday, secondary posts (2) due Sunday) PAPER (Due Sunday)
8	The Need for Personnel Security	LO-15: Demonstrate comprehension of weeks 1-7 learning objectives.	Course Material Review	Forum #8 (Primary Due Thursday, secondary posts (2) due Sunday) FINAL EXAM (Due Sunday)

Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

- [Drop/Withdrawal Policy](#)
- [Plagiarism Policy](#)
- [Extension Process and Policy](#)
- [Disability Accommodations](#)

Writing Expectations

All written submissions should be submitted in a font and page set-up that is readable and neat. It is recommended that students try to adhere to a consistent format, which is described below.

- Typewritten in double-spaced format with a readable style and font and submitted inside the electronic classroom (unless classroom access is not possible and other arrangements have been approved by the professor).
- Arial or Times Roman style in 12-point font.
- Page margins Top, Bottom, Left Side and Right Side = 1 inch, with reasonable accommodation being made for special situations and online submission variances.

Citation and Reference Style

Assignments completed in a narrative essay or composition format must follow APA guidelines. This course will require students to use the citation and reference style established by the American Psychological Association (APA), in which case students should follow the guidelines set forth in *Publication Manual of the American Psychological Association* (6th ed.). (2010). Washington, D.C.: American Psychological Association.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, we understand you must manage competing demands on your time. Should you need additional time to complete an assignment please contact the instructor **before** the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and will result in points deducted from your final course grade. The standard penalty assessed for late work is 10% of the total points available for the assignment in question upon the first day the assignment is late. Additional late penalties attach at the rate of 10% per day the assignment continues to be late.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate--both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting--basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the fun and excitement of learning that does not include descent to personal attacks or student attempts to stifle the discussion of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Educator classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and--especially--satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

Disclaimer statement

Course content may vary from the outline to meet the needs of this particular group.

Online Library

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to **librarian@apus.edu**.

- ***Charles Town Library and Inter Library Loan:*** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- ***Electronic Books:*** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- ***Electronic Journals:*** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- ***Tutor.com:*** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](http://tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

Request a Library Guide for your course (<http://apus.libguides.com/index.php>)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

Smarthinking: Students have access to ten free hours of tutoring service per year through [Smarthinking](#). Tutoring is available in the following subjects: math (basic math through advanced calculus), science (biology, chemistry, and physics), accounting, statistics, economics, Spanish, writing, grammar, and more. Additional information is located in the Online Library. From the Online Library home page, click on either the “Writing Center” or “Tutoring Center” and then click “Smarthinking.” All login information is available.

Turnitin.com

Turnitin.com is a web-based [plagiarism](#) prevention application licensed, for campus use, through the APUS Online Library. The quick submit option lets faculty upload and check suspicious papers, without requiring student to create their own Turnitin.com profiles.

Turnitin.com analyzes electronic submissions of student writing, compares them to the contents of a huge online database, and generates a customized Originality Report. The database used to produce this analysis contains a massive collection of documents available on the Internet from both free and commercial sources, as well as the full texts of all other papers that have been previously submitted to Turnitin.com.

Similarity index is based on the amount of matching text to a submitted paper:

Blue =	no matching text
Green =	one word to 24% matching
Yellow =	25 -49% matching text
Orange =	50-74% matching text
Red =	75-100% matching text

Selected Bibliography

Please see the Resources Section in your classroom for the course Bibliography.

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