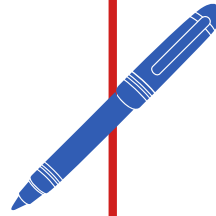




FSO SERVICES NEWS



JANUARY 2024



We help clients maintain a simple and compliant security program.

Conducting Your Annual Refresher Briefing

It's a new year and there's no better time to conduct your annual refresher briefing than now. All cleared employees are required to receive at least one annual briefing and insider threat awareness training.

There are several particular things that must be included in the annual training. Many companies choose to distribute training electronically and some choose to conduct in-person training. Whichever method you choose, be sure to keep good records to show all employees received the training.

We help companies simplify this process and if you need assistance, contact us to learn more.

ABOUT FSO-SERVICES

Our services are centered around proven policies, procedures and training that deliver compliance with government security requirements.

To learn more, visit our new website: www.fso-services.com.

Follow us on [LinkedIn](#)

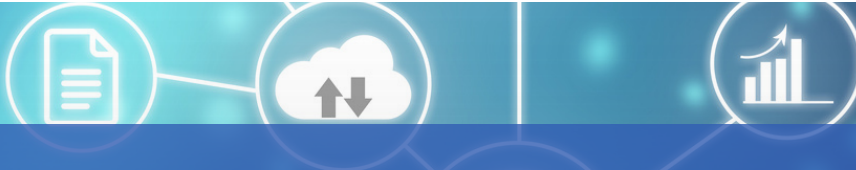


Methods to Help Employees Report Suspicious Activity

Making it simple for employees to report suspicious activity will help ensure they always report. There are several ways to collect information and forward it to DCSA or other agencies as needed.

One of the simplest is to create an email address (security@company.com) that is published to all employees. They can send any suspicious contact reports to this address. You may also choose to use a web-based form to collect the information.

Be sure you are making it easy for employees to report and you follow up to let them know you have received any submissions.



The Personnel Clearance Process – Fingerprints to Final Determination

The process of obtaining a security clearance may seem confusing, especially for someone who has not been through it before.

The steps are: initiate the application (FSO), complete the application (employee), obtain fingerprints (employee), submit the application and fingerprints (FSO), investigation underway (government), interim clearance issued (government), NDA collected from employee (FSO), access to classified information granted (FSO), final clearance determination made (government).

Contact us to help with all your personnel clearance needs – we make the process simple and efficient.