

# FSD SERVICES MONTHLY NEWSLETTER

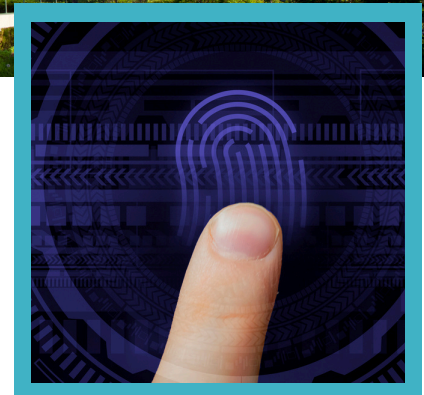


## About FSD Services

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](http://www.fso-services.com).

Follow us on [LinkedIn](#)



## FISWG Conference in Palm Bay

The next Florida Industrial Security Working Group (FISWG) is fast approaching. It will be held in Palm Bay on November 13th. Check their website for more information: <https://fiswg.research.ucf.edu>. We hope to see you there!

FISWG is a non-profit organization comprised of contractor and government security professionals committed to raising security awareness regarding all aspects of Industrial Security.



# FOSTERING CREATIVITY AND CONTINUITY IN BUSINESS

## END-OF-THE-YEAR CHECKS

Your company must complete at least one self-assessment every year.

This review will help your security program remain organized and detailed, keeping up with the NISPOM requirements and safeguarding your company's facility clearance.

We have templates and processes available to help—contact us for more information.



## RECORD KEEPING

A strong security program has a folder for each cleared employee to track training, documents, and other items that pertain to personnel clearances.

If you are not storing this data and keeping it organized, your next audit will not go well.

We help companies with proven processes to stay organized and achieve stellar audit results. Let us know how we can help.





## END-OF-YEAR TRAINING

Do you have employees who need initial or yearly briefings?

If so, now is a good time to complete these trainings to ensure you meet all NISPOM requirements before the year ends.

If you need training templates, contact us to see how we help clients streamline training processes to meet compliance.



## GSA SECURITY CONTAINER ORDER PROCESS

If you were recently approved to store classified data and need to order an approved safe, the process involves several steps.

In addition to providing contract details that demonstrate requirements, you must submit several forms in a specific order to gain approval and place your safe order.

We can help outline the process and assist with the submission of the required information. If you're in need of a safe, contact us to review what is required and let us help you ensure this process goes smoothly.

