COURSE SYLLABUS

Understanding the Personnel Security Program Course (Self-Paced)

Gain a full overview of managing federal personnel security, from initial application through clearance adjudication and continuous evaluation.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/understanding-the-personnel-security-program-course-self-paced



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Course Outline

Module 1: Management of Personnel Security Program

- Understanding the purpose of the PSP and the five key elements.
- Identifying sensitive positions and duties and security office responsibilities.
- Discussing HSPD-12 and its impact on personnel security management.

Module 2: Adjudication Guidelines

- Exploring the role of adjudication in security clearances and personnel security.
- Applying adjudication guidelines to investigative cases.
- Evaluating the relevance of adjudication guidelines in making eligibility determinations.

Module 3: Review and Evaluation of Investigative Request Packages

- Identifying the types of investigations and their relevance to different duties.
- Learning how to request and process investigations properly.
- Identifying potential issues in evaluating investigative packages.

Module 4: Control of Reports

- Understanding the procedures for handling personnel security reports.
- Ensuring secure control of sensitive security information and access rights.

Module 5: Granting Security Clearances

- Understanding the process and authority behind granting security clearances.
- Learning the criteria for issuing security clearances and the handling of interim clearances.

Module 6: Continuous Evaluation Program and Suspension of Access

- Exploring the continuous evaluation program and its application to personnel in sensitive positions.
- Learning the procedures for suspending access if concerns arise about loyalty, trustworthiness, or reliability.