

Issue Date: 10/12/2004

# SECURITY EDUCATION, TRAINING, AND AWARENESS PROGRAM DIRECTIVE

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## 1. Purpose

This directive establishes the Department of Homeland Security (DHS) Security Education, Training, and Awareness (SETA) Program.

## 2. Scope

This Directive applies to DHS Organizational Elements, DHS employees, detailed personnel, military personnel of the United States Coast Guard, and all contractors and sub-contractors providing support to DHS activities and operations.

## 3. Authorities

- A. Executive Order 12829, as amended, "National Industrial Security Program," January 6, 1993.
- B. Executive Order 12958, as amended, "Classified National Security Information," March 23, 2003.
- C. Executive Order 12968, "Access to Classified Information," August 2, 1995.
- D. Presidential Decision Directive/NSC-12, August 5, 1993.
- E. 32 CFR Section 2001, et seq., "Security Education and Training."
- F. 32 CFR Part 2004, "Directive on Safeguarding Classified National Security Information," September 22, 2003.
- G. Director of Central Intelligence Directive (DCID) 6/1, "SIGINT Committee," May 12, 1982.
- H. DCID 6/2, "Technical Surveillance Countermeasures," March 11, 1999.

- I. DCID 6/3, "Protecting Sensitive Compartmented Information within Information Systems," June 5, 1999.
- J. DCID 6/4, "Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information (SCI)," July 2, 1998.
- K. DCID 6/5, "Policy for Protection of Non-SCI Sources and Methods Information," February 12, 2001.
- L. DOD 5220.22-M, National Industrial Security Program Operating Manual, February 1995, with Supplement dated April 1, 2004.

## 4. Definitions

**Organizational Element.** As used in this Directive, the term DHS Organizational Element (OE) shall have the meaning given to the term DHS Organizational Element in DHS MD 0010.1, Management Directives System and DHS Announcements.

## 5. Responsibilities

- A. The Office of Security, through the Security Training and Technical Support Branch (ST&TS), has overall responsibility for the DHS Security Education, Training, and Awareness (SETA) Program. The Office of Security shall:
  - 1. Provide DHS Security Training policy and procedural guidance and assistance to all DHS Organizational Elements. DHS Security Training assistance includes, but is not limited to, Personnel Security, Special Security, Administrative Security, Physical Security, Operations Security, Internal Security, and Special Investigations.
  - 2. Establish a Security Education, Training, and Awareness (SETA) Committee comprised of senior representatives from DHS Headquarters Elements, Directorates, and other offices, as appropriate. The Committee will provide a forum for discussion and resolution of security training issues, and will assist the Chief Security Officer (CSO) with implementing critical or time-sensitive security training measures that may be required by current events.
  - 3. Develop a variety of training opportunities that leverage available technologies and shared resources.
  - 4. Establish a systematic method of training and a training management process that can be applied throughout the Department. Establish a system for prioritizing spending on training and awareness.

5. Establish a program to ensure all organizational element SETA programs are in compliance with the DHS SETA Program.

B. Each DHS Organizational Element shall:

1. Develop, implement, maintain, direct, coordinate, and track the DHS SETA Program, as directed by authorities listed in Section 3, above.

2. Appoint a SETA Coordinator to ensure the requirements of this Management Directive are met. The primary duty of the SETA Coordinator is to manage security training. Training management requires that the Security Awareness Coordinator ensure that all security training requirements are linked to Executive Orders, Codes of Federal Regulations, and DHS-level policies, Organizational Element Management Directives and policies, and individual position descriptions. This requires vision, careful structuring, and an intimate understanding of tasks and metrics. The training coordinator is also responsible for consolidating the SETA requirements of his or her organization and coordinating those requirements with the Office of Security.

3. Ensure that DHS personnel who have not fulfilled the requirements of the SETA Program are precluded or restricted from unescorted access to DHS security areas and/or from access to classified information until the requirements of Section 6 (below) are met.

4. Develop a variety of SETA opportunities that leverage the full spectrum of technological capabilities. SETA Coordinators should share resources with other Organizational Elements, as necessary, to increase the quality of security awareness products.

## 6. Policy & Procedures

A. Briefings. SETA programs shall include, but are not limited to, developing and presenting four briefings:

1. **Security Orientation Briefing.** All personnel, to include federal employees, detailees, military personnel of the United States Coast Guard, and contractors and sub-contractors are required to attend a Security Orientation Training Briefing within the first 30 days of assignment. All DHS personnel will attend a DHS Security Orientation Briefing at the earliest possible date.

2. **Initial Security Briefing.** All DHS personnel that are assigned to duty positions that require a clearance, or are in possession of a clearance, or are eligible for, or are in processing for, a security clearance, will receive an Initial Security Briefing. Prior to being granted access to classified information, individuals shall receive a comprehensive briefing to inform them of their specific safeguard and security responsibilities. If relocated to a new building or position,

individuals will receive a new briefing.

3. **Refresher Briefing.** All DHS personnel shall receive refresher briefings to reinforce and update awareness of security policies and their responsibilities. Refresher briefings are mandatory for all DHS employees and shall be implemented each calendar year at approximately 12-month intervals.

4. **Termination Briefing.** Individuals shall receive termination briefings to inform them of their continuing security responsibilities after their access authorizations, are terminated. A termination briefing shall be implemented on the individual's last day of employment, the last day the individual possesses an access authorization, or the day it becomes known that the individual no longer requires access to classified information.

5. Briefing topics shall include, but not be limited to:

a. Overview of DHS safeguards and security disciplines, to include personnel security, information security, and physical security.

b. Local access control procedures and escort requirements.

c. Protection of Government property.

d. Prohibited articles.

e. Reporting and notification requirements.

f. Criminal, civil, and administrative sanctions imposed for incurring a security infraction or committing a violation.

g. Foreign Intelligence Service threats to sensitive and classified information.

B. SETA programs shall disseminate information concerning the following:

1. Applicable DHS safeguards and security directives and procedures.

2. Site specific (and/or operations-specific) safeguards and security policy, procedures, and requirements.

3. Other matters relating to security, including but not limited to, recent espionage cases, approaches, and recruitment techniques employed by foreign intelligence services.

4. Safeguards and/or security threats and vulnerabilities.

C. Documentation Requirements. Records shall be maintained to identify all individuals who have received briefings by type and date of briefing. The briefer's name and contact information (or briefing source information) will also be maintained. Recordkeeping systems shall provide an audit trail. Statistics pertaining to total population and numbers that have received security briefings will be maintained and provided to the DHS Office of Security when requested.

D. The Office of Security will issue additional policies and guidelines regarding the specific requirements for carrying out the responsibilities of this directive.

## **7. Questions**

Any questions or concerns regarding this directive should be addressed to the DHS Office of Security.