

# ISP CERTIFICATION

## The Industrial Security Professional Exam Manual



**Jeffrey W. Bennett, ISP**

ISP Certification-The Industrial Security Professional Exam Manual

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# About the Author

Jeffrey W. Bennett, ISP is a Corporate Facility Security Officer for a Defense Contractor and holds ISP certificate number 117. He developed this study manual to help motivate his peers and offer an opportunity to take practice tests. His primary goal is to bring awareness to the program and increase the number of security specialists training for professional certification. Jeff is a former Army officer who has served in Military Intelligence and Transportation units. He speaks three languages and holds an MBA from Columbia College and Masters Degree in Acquisitions and Procurement Management from Webster University. Jeff is also the author of two novels. To find out more about the author, visit [www.jeffreywbennett.com](http://www.jeffreywbennett.com)

Congratulations on taking the practice test. If you have found it useful in your pursuit to become ISP Certified, please visit our website. You can find four tests of 110 questions each in our study manual at [www.ispcert.com](http://www.ispcert.com). Invest in your professional future with ***ISP Certification-The Industrial Security Professional Exam Manual***.

# **DEDICATION**

This is dedicated to the men and women of all vocations and walks of life who defend our country and protect our Nation's secrets.

# **ACKNOWLEDGEMENTS**

None of this would have been possible without the loving support of my family. They have so willingly provided encouragement while understanding my need to write this book. The time involved in writing and editing meant burning a lot of midnight oil. Kathleen, Patrick, Claire and Molly, love you all.

I would also like to thank John Morgan and the folks at MilitaryPlaques.com for allowing me to use their brilliant product images for the cover art.

To my friend, Polly Rupe, thanks so much for the technical editing. You have brought so much credibility to this project.

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## **WHY THE ISP**

### **The National Industrial Security Program**

On Friday January 8, 1993, the President of the United States signed Executive Order (EO) 12829, establishing the National Industrial Security Program. The program is commonly referred to as the NISP and is an acronym with which those working with classified contracts should become familiar. The NISP gives excellent guidance, training and directions with which industrial security professionals can better protect classified information. It also creates agencies that have oversight of contractors performing on classified contracts.

According to the EO, the program's purpose is to safeguard classified information that has been or may be released to...“current, prospective, or former contractors, licensees, or grantees of United States agencies”. It is also designed to provide for the protection of classified material as outlined in EO 12356 and the Atomic Energy Act of 1954, as amended.

The President also requires that the Secretary of Defense consult with agencies and work with the Secretary of Energy, the Nuclear Regulatory Commission and the Director of Central Intelligence to issue and maintain the National Industrial Security Program Manual (NISPOM).

### **The ISP**

The Industrial Security Professional (ISP) Certification is sponsored by NCMS (Society of Industrial Security Professionals), a professional organization of industrial security<sup>1</sup> members specializing in protecting classified information. This group of professionals works in an industry operating under the NISP. To

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<sup>1</sup> For the purpose of this book, Industrial Security refers to that portion of information security concerned with the protection of classified information in the custody of U.S. industry. This is a National Industrial Security Program Operating Manual (NISPOM) term that should not be confused with the same terminology used in other security fields.

## 2 Why the ISP

achieve the goal of providing education and professionalism, NCMS has developed the ISP Certification. The ISP bearer demonstrates a high level of knowledge in topics involving safeguarding classified information. The certification is based on the NISPOM but also covers the following electives: communications security (COMSEC), operations security (OPSEC), Intellectual Property and Counter-Intelligence.

Currently, only approximately 6% of NCMS members hold the ISP certification. In July 2005 there were only 75 ISPs and as of this publication the number has increased to over 150. The test is challenging and the pass rate is approximately 80%<sup>2</sup>. However, this pass rate is expected to improve as a result of the mentor programs developing within the organization and with time saving techniques offered with the on-line testing.

As with most professional certifications, earning the ISP certification is recognized as a major accomplishment. Again, there are only a few people world-wide who have earned the certification. The ISP does indeed distinguish the bearer from those not certified and there is emphasis within NCMS to elect ISP Certified national and local chapter leaders.

Because of the intense study involved, the certification demonstrates willingness for self-improvement and dedication to the profession. The ISP also communicates to management that the professional is committed to the business, the industry and the furtherance of national security. Employees with certifications help put their companies in a stronger negotiation position while bidding on contracts and lend credibility to relationships with the oversight agency, Defense Security Services (DSS). Most of all, it gives the recipient confidence in the knowledge base and the ability to apply the knowledge to make vital decisions.

As this certification program evolves, more and more employers will recognize the certified industrial security professional during job interviews. In addition, the ISP certification could make the difference between which applicant gets the Facility Security Officer job offer and which security administrator gets the promotion.

### **A Note to Military and Government Employee Security Specialists**

There are several reasons for those working in government and the military to achieve certification. One of which allows security managers to take advantage of opportunities offered in the recent Presidential Executive Order: National Security Professional Development. The Executive order states: "In order to enhance the national security of the United States...it is the policy of the United States to promote the education, training, and experience of current and future professionals in national security positions (security professionals)..."

The national strategy identified in the Executive Order provides a plan to give security professionals access to education and training designed to increase their professional experience. This creates a more effective body of professionals dedicated to protecting our nation's secrets.

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<sup>2</sup> According to current information on the NCMS website [www.classmgmt.com](http://www.classmgmt.com)

### 3 Test 1

[WWW.ISPCERT.COM](http://WWW.ISPCERT.COM)

The NISPOM may not be familiar to you, but the security functions identified within should be. The NISPOM is the government contractor's guidance from DoD on how to receive, process and distribute classified information. It demonstrates how to mark, document, store, disseminate and destroy classified information as well as how to set up classified computing. If in the course of your duties you have or expect to have a contractual classified agreement with a member of U.S. industry, you should be familiar with their requirements as identified in the NISPOM.

This certified Industrial Security Professional (ISP) communicates the same message to government supervisors, the promotion board, and others that the certification holder is committed to the protection of national secrets. It equips the security manager with the knowledge and skills to perform critical tasks as well as relate well with civilian counterpart requirements. Most of all, it gives the bearer confidence in their ability to apply their knowledge. As this certification program evolves, it is expected that more and more employers will require the certification.

#### **Commit**

There are many reasons to step out and take the test. From career development to the satisfaction of accomplishment and prestige, the ISP certification fulfills many desires and goals. However there may be many more excuses not to take it. Some excuses include the expense, time involved, embarrassment of failure and just plain fear.

If you follow the principles set forth in this book you will improve your chances of passing, creating your professional legacy, improving your standing, increasing your salary and rising to the top in your chosen field. To find out more about this article and the book *ISP Certification-The Industrial Security Professional Exam Manual*, visit [www.ispcert.com](http://www.ispcert.com)

**SAMPLE TESTS**  
**INSTRUCTIONS**

1. Use hard copy or download online version of NISPOM to search for answers.

[http://www.ncms-channelislands.org/NISPOM\\_200602\\_with\\_ISLs.pdf](http://www.ncms-channelislands.org/NISPOM_200602_with_ISLs.pdf)

2. Mark best answer from each choice.

3. Once complete, check your answers using the attached test answer pages.



## **Test 1**

1. \_\_\_\_\_ security agreements are negotiated with various foreign governments.
  - a. Multi-force
  - b. Bi-lateral
  - c. Uni-lateral
  - d. Multi-lateral
  - e. Bi-layered
  
2. The \_\_\_\_\_ retains authority over access to intelligence methods and sources.
  - a. DNI
  - b. FBI
  - c. DSS
  - d. CIA
  - e. SECDEF
  
3. The NISPOM also applies to classified information not released under a \_\_\_\_\_, license, certificate or grant and to foreign government information.
  - a. TAA
  - b. Contract
  - c. License
  - d. Scope
  - e. Registration
  
4. The original classifier must state the \_\_\_\_\_ on the front of the document.
  - a. Reason for classification
  - b. Date of classification
  - c. Contract number
  - d. Document number
  - e. All the above

5. Who is responsible to advise and assist in the development of the Contract Security Classification Specification?
  - a. GCA
  - b. CSA
  - c. Contractor
  - d. DSS
  - e. GCO
  
6. Contractors are responsible for advising all \_\_\_\_\_ including those outside of the U.S. of individual responsibility for safeguarding classified information.
  - a. Cleared employees
  - b. Company employees
  - c. Visitors
  - d. Temporary employees
  - e. All of the above
  
7. Security reviews ensure that \_\_\_\_\_ provided by \_\_\_\_\_ are adequate for the protection of classified material.
  - a. Protection, CSA
  - b. Countermeasures, OPSEC
  - c. Safeguards, contractors
  - d. Countermeasures, DSS
  - e. OPSEC, contractors
  
8. Contractors shall submit reports to the:
  - a. FSO and DIA
  - b. FBI and CSA
  - c. CSO and DIA
  - d. FBI and CSO
  - e. CIA and DIA

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9. Disclosure of U.S. Information to Foreign Governments is guided by the:
- CSA
  - GCA
  - COR
  - ITAR
  - Exports Agreements
10. What is the level of FCL a contractor facility must have to access NATO RESTRICTED?
- TOP SECRET
  - SECRET
  - CONFIDENTIAL
  - RESTRICTED
  - None of the Above
11. Which of the following are eligibility requirements for an FCL?
- The company must be an organization of at least 25 people
  - The company must have potential for classified access
  - The company must have a reputation for integrity
  - The company must make its bottom line for three consecutive quarters
  - The company is the only one who can perform the work
12. When can a contractor disclose classified information to another contractor?
- Furtherance of contract
  - Furtherance of business development
  - When directed by FSO
  - When directed by CSA
  - Just as long as other contractor is cleared

13. Unless restricted by GCA, SECRET material may be reproduced as follows

EXCEPT:

- a. In performance of a prime contract
- b. In performance of subcontract in furtherance of prime contract
- c. Upon closure of contract
- d. In preparation of patent applications
- e. In preparation of bid to a Federal Agency

14. The types of international visit requests include all the following EXCEPT:

- a. One-time
- b. Recurring
- c. Initial
- d. Extended
- e. Emergency

15. U.S. contractor visits to Portugal require \_\_\_\_\_ days advance notice.

- a. 20
- b. 15
- c. 10
- d. 21
- e. 14

16. Violations of export control regulations that would subject classified information to compromise by foreign nationals shall be reported to the:

- a. GCA
- b. Contractor
- c. CSA
- d. State Department
- e. DGR

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17. When sending a report for changes in cleared Key Management Personnel, what information must be included:
- Level of clearance and when cleared; date and place of birth; social security numbers; citizenship; status of exclusion from access
  - Special accesses; citizenship; date of employment; date of birth and current address; date of facility clearance
  - Date of employment; clearance level and date; citizenship; social security number; status of exclusion from access
  - Special accesses; date and place of birth; social security number; date of employment; status of exclusion from access
  - Special access, level of clearance, citizenship
18. Who must be cleared to the same access level of the FCL?
- Senior management official and KMPs
  - FSO and KMP's
  - FSO and Senior management official
  - KMPs and all security personnel
  - All the above
19. \_\_\_\_\_ is the process of removing data before reusing the media in an environment that does not provide an acceptable level of protection of the data that was on the media.
- Clearing
  - Sanitizing
  - Removing
  - Examining
  - Releasing

20. Systems operate at Protection Level 1 when:

- a. All users have required approvals for access to all information on system
- b. All users have required clearance, but at least one lacks need to know
- c. All users have required clearance, but at least one lacks formal access approval of the information on the system
- d. None of the above
- e. All of the above

**-6-**

## **Sample Test Answers**



## **TEST 1 ANSWERS-LONG VERSION**

1. \_\_\_\_\_ security agreements are negotiated with various foreign governments.
  - a. Multi-force
  - b. Bi-lateral (NISPOM 10-102)
  - c. Uni-lateral
  - d. Multi-lateral
  - e. Bi-layered
  
2. The \_\_\_\_\_ retains authority over access to intelligence methods and sources.
  - a. DNI (NISPOM 1-101b)
  - b. FBI
  - c. DSS
  - d. CIA
  - e. SECDEF
  
3. The NISPOM also applies to classified information not released under a \_\_\_\_\_, license, certificate or grant and to foreign government information.
  - a. TAA
  - b. Contract (NISPOM 1-102b)
  - c. License
  - d. Scope
  - e. Registration
  
4. The original classifier must state the \_\_\_\_\_ on the front of the document.
  - a. Reason for classification (NISPOM 4-101)
  - b. Date of classification
  - c. Contract number
  - d. Document number
  - e. All the above

5. Who is responsible to advise and assist in the development of the Contract Security Classification Specification?
  - a. GCA
  - b. CSA
  - c. Contractor (NISPOM 4-103a)
  - d. DSS
  - e. GCO
  
6. Contractors are responsible for advising all \_\_\_\_\_ including those outside of the U.S. of individual responsibility for safeguarding classified information.
  - a. Cleared employees (NISPOM 1-205)
  - b. Company employees
  - c. Visitors
  - d. Temporary employees
  - e. All of the above
  
7. Security reviews ensure that \_\_\_\_\_ provided by \_\_\_\_\_ are adequate for the protection of classified material.
  - a. Protection, CSA
  - b. Countermeasures, OPSEC
  - c. Safeguards, contractors (NISPOM 1-206)
  - d. Countermeasures, DSS
  - e. OPSEC, contractors
  
8. Contractors shall submit reports to the:
  - a. FSO and DIA
  - b. FBI and CSA (NISPOM 1-300)
  - c. CSO and DIA
  - d. FBI and CSO
  - e. CIA and DIA

9. Disclosure of U.S. Information to Foreign Governments is guided by the:
- CSA
  - GCA (NISPOM 10-200)
  - COR
  - ITAR
  - Exports Agreements
10. What is the level of FCL a contractor facility must have to access NATO RESTRICTED?
- TOP SECRET
  - SECRET
  - CONFIDENTIAL
  - RESTRICTED
  - None of the Above (NISPOM 10-702)
11. Which of the following are eligibility requirements for an FCL?
- The company must be an organization of at least 25 people
  - The company must have potential for classified access
  - The company must have a reputation for integrity (NISPOM 2-102c)
  - The company must make its bottom line for three consecutive quarters
  - The company is the only one who can perform the work
12. When can a contractor disclose classified information to another contractor?
- Furtherance of contract (NISPOM 5-509)
  - Furtherance of business development
  - When directed by FSO
  - When directed by CSA
  - Just as long as other contractor is cleared

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13. Unless restricted by GCA, SECRET material may be reproduced as follows

EXCEPT:

- a. In performance of a prime contract
- b. In performance of subcontract in furtherance of prime contract
- c. Upon closure of contract (NISPOM 5-601b)
- d. In preparation of patent applications
- e. In preparation of bid to a Federal Agency

14. The types of international visit requests include all the following EXCEPT:

- a. One-time
- b. Recurring
- c. Initial (NISPOM 10-502)
- d. Extended
- e. Emergency

15. U.S. contractor visits to Portugal require \_\_\_\_\_ days advance notice.

- a. 20
- b. 15
- c. 10
- d. 21 (NISPOM Appendix B)
- e. 14

16. Violations of export control regulations that would subject classified information to compromise by foreign nationals shall be reported to the:

- a. GCA
- b. Contractor
- c. CSA (NISPOM 10-510)
- d. State Department
- e. DGR

17. When sending a report for changes in cleared Key Management Personnel, what information must be included:

- a. Level of clearance and when cleared; date and place of birth; social security numbers; citizenship; status of exclusion from access (NISPOM 1-302g)
- b. Special accesses; citizenship; date of employment; date of birth and current address; date of facility clearance
- c. Date of employment; clearance level and date; citizenship; social security number; status of exclusion from access
- d. Special accesses; date and place of birth; social security number; date of employment; status of exclusion from access
- e. Special access, level of clearance, citizenship

18. Who must be cleared to the same access level of the FCL?

- a. Senior management official and KMPs
- b. FSO and KMP's
- c. FSO and Senior management official (NISPOM 2-104)
- d. KMPs and all security personnel
- e. All the above

19. \_\_\_\_\_ is the process of removing data before reusing the media in an environment that does not provide an acceptable level of protection of the data that was on the media.

- a. Clearing
- b. Sanitizing (NISPOM 8-301b)
- c. Removing
- d. Examining
- e. Releasing

20. Systems operate at Protection Level 1 when:

- a. All users have required approvals for access to all information on system (NISPOM 8-402a)
- b. All users have required clearance, but at least one lacks need to know
- c. All users have required clearance, but at least one lacks formal access approval of the information on the system
- d. None of the above
- e. All of the above

Congratulations on taking the practice test. If you have found it useful in your pursuit to become ISP Certified, please visit our website. You can find four tests of 110 questions each in our study manual at [www.ispcert.com](http://www.ispcert.com). Invest in your professional future with *ISP Certification-The Industrial Security Professional Exam Manual*.