

Industrial Security Professional (ISP) Committee Report

September 2006

Committee Members

- Kathy Dolan – Co-Chair
- Barbara Taylor – Co-Chair
- Jim Hickok – Program Advisor, Accreditation
- Sharon Tannahill – NCMS Executive Director
- Karin Lee – Exam Generation & Maintenance
- Pat Robbins – Lead Mentor, Exam Prep Program
- Cal Stewart – Lead Mentor, Exam Prep Program
- Bill Uttenweiler – Lead Mentor, Exam Prep Program
- Cheryl Pelton – Mentor, Exam Prep Program
- Patrick Dale
- Paul Michaels
- George Quin

Committee Objectives for the 2006 – 2007 Society Year

- Begin the process to obtain official accreditation for the ISP certification.
- Work with DSSA to ensure that the ISP certification is considered part (not technically, but conceptually and effectively) of the Security Professional Education & Development Program (SPED) (currently in development) or an equivalency.
- Review the core exam question against the changes published in the February 2006 NISPOM and update the questions and the answer reference paragraphs as necessary.
- Review the COMSEC elective questions against the COMSEC section in the Feb. 2006 NISPOM and the revised COMSEC Manual (NSA 3-16, dated 8/5/05) and update the questions as necessary.
- Review the Exam Preparation Program Workbook against the changes published in the Feb. 2006 NISPOM and update as necessary.
- Ensure that the ISP website is current, relevant, and includes all useful information.
- Determine how to notify ISPs that claimed recertification points have been accepted and they have been recertified for the next three years
- Develop a sample test that prospective applicants can take on-line to evaluate their level of preparedness for taking the exam.
- Develop new core exam questions.

Committee Accomplishments for the Quarter

Accreditation (Jim Hickok)

- Conducted research and determined the ANSI is the correct organization with which NCMS should gain accreditation for the ISP Certification Program.
- Developed points of contact at ANSI and learned what is expected of NCMS for accreditation.
- Wrote the initial request letter to ANSI for signature by the NCMS President. The letter was signed 8/25/06.
- Within 30 days, NCMS should receive a reply and then begin the 1 – 2 year process.

Exam Prep Program (Bill Uttenweiler, Cal Stewart, Pat Robbins)

- Round #2 of the ISP Exam Prep Program began the week of July 31 and will conclude in early Nov. 2006. There are 125 candidates and 4 mentors, meaning there will be 4 sessions for each of the 11 teleconferences. There is a more compressed schedule than in Round #1 (i.e., 11 call in 15 weeks rather than in 22 weeks). The candidates are a mix of new students, students who did not complete Round #1, and students who failed the exam and are preparing to retest.

- The Prep Program is using the same workbook used in Round #1, but the workbook has been annotated with answers by Pat. She is leading a subgroup that has begun rewriting the workbook based on the Feb. 2006 NISPOM. The plan is to begin using the new workbook with Round #3 of the Prep Program, tentatively set to begin in early 2007 and conclude before the Annual Training Seminar in June 2007. The chapters on three electives, counterintelligence, COMSEC/TEMPEST, and OPSEC, are already in final editing. Since those aren't affected by the NISPOM change, the plan is to make them available to the current Round #2 candidates for self-study.
- Bill has created a draft annotated copy of the Feb. 2006 NISPOM which is available for review at this time. It will serve as a study aide for ISP candidates and assist NCMS members. The annotated copy contains the DSS "summary of changes" pages. It also includes the NISPOM text and the ISL 06-01L with "destination" links from the ISL to affected NISPOM paragraphs so users can jump to them and vice versa.
- Began recording some of the teleconference calls using a new feature at FreeConferenceCall.com. The calls can be played back for about a week. In addition, Bill is downloading the audio file, saving it, and posting it on an NCMS website. Links to these are available on the "FAQ-ISP" web page. This allow for late entries to the Program, make-ups, and do-overs and has been well received.

General

- Developed standardized metrics for monthly reporting.
- Determined the rules for awarding partial credit on certain exam questions for standardized scoring (i.e., answering ½ of a correct pair of answers will be given ½ point). Also determined that an exam score of 75.50% - 74.99% would be considered a passing score.
- Sharon developed an advisory letter to be sent to ISPs who are due for recertification.
- Determined that recertification would cost \$75 for members and \$90 for nonmembers. Sharon revised the Recertification Application form to include this cost information.
- Determined that ISPs would be provided with an updated seal to notify them that their recertification application had been accepted by NCMS.
- Bill made a couple of updates to the ISP Reference web page.

Planned Activities

- Discuss the ISP accreditation budget requirements with the BoD at the Sep. 2006 meeting and obtain approval.
- Continue work on accreditation process.
- Begin review of the exam questions against the changes in the Feb. 2006 NISPOM with the goal to have all questions reviewed and revised as necessary for implementation NLT the Annual Training Seminar in June 2007.

Respectfully submitted,

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Kathy Dolan, ISP, CPP

Barbara Taylor, ISP, CPP

Co-Chairs