

# ISP® Experience Conversion Guide

Revision Date: 2/20/2020

Document Number: ISP - 4074

Version: 3.1

| Acceptable Experience  | Unacceptable Experience  | Rationale  |
|--|--|--|
| <p><b>Law enforcement (civilian or military) member involved with:</b></p> <ul style="list-style-type: none"> <li>• <b>Planning, executing, managing, or providing direct supervision for the security of classified programs/projects</b></li> <li>• <b>Being responsible for the overall success of the security program that involves the protection of classified information</b></li> </ul>   | <p>Law enforcement (civilian or military) member involved with:</p> <ul style="list-style-type: none"> <li>• Protecting resources (personnel, aircraft, munitions, ships, buildings, information etc.)</li> <li>• Providing gate/building/area entry/exit control</li> <li>• Conducting patrols</li> <li>• Conducting criminal investigations</li> </ul>       | <p>The position must involve some aspect of security for classified material/programs so that the staff member is knowledgeable of NISPOM, ICDs, and/or COMSEC Manual requirements for the protection of classified material.</p>  |
| Acceptable Experience  | Unacceptable Experience  | Rationale  |
| <p><b>Administrative or clerical staff member involved with:</b></p> <ul style="list-style-type: none"> <li>• <b>Conducting receptionist/visitor control duties for classified visitors/programs</b></li> <li>• <b>Maintaining configuration management, document control &amp; markings and conducting inventories of classified material</b></li> <li>• <b>Processing personnel security clearances</b></li> <li>• <b>Conducting locksmith duties for classified containers and areas</b></li> </ul>   | <p>Administrative or clerical staff member involved with:</p> <ul style="list-style-type: none"> <li>• Conducting receptionist/visitor control duties for <i>unclassified</i> visits/programs only</li> <li>• Maintaining configuration management, document control &amp; markings and conducting inventories of <i>unclassified</i> material only</li> </ul> | <p>The position must involve some aspect of security for classified material/programs so that the staff member is knowledgeable of NISPOM, ICDs, and/or COMSEC Manual requirements for the protection of classified material.</p>  |
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| <p><b>Industrial security professionals and cleared cyber security professionals involved with:</b></p> <ul style="list-style-type: none"> <li>• <b>Planning, executing, managing, or providing direct supervision/support for classified programs/projects</b></li> <li>• <b>Being responsible for the overall success of the security program that involves the protection of classified information</b></li> <li>• <b>Being responsible for the establishment and proper operation of information systems processing classified information</b></li> <li>• <b>Assisting with DCSA or customer inspections of the security program.</b></li> </ul> | <p>Cleared employee involved with:</p> <ul style="list-style-type: none"> <li>• Participating/working on classified projects/applications</li> <li>• Using classified information systems and networks</li> <li>• Being the custodian of classified material</li> </ul>  | <p>The cleared employee is simply responsible for following established security regulations and could be considered a participant in the security program. The Security staff member/leader conducts security oversight and ensures compliance with security guidelines; establishes local security guidelines; develops and provides security training; and provides/executes policies and procedures. The Security staff member/leader is knowledgeable of NISPOM, ICDs, and/or COMSEC Manual requirements for the protection of classified material.</p> |

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| <p><b>COMSEC custodian or alternate custodian who is involved with:</b></p> <ul style="list-style-type: none"> <li>• <b>Managing a COMSEC account</b></li> <li>• <b>Assisting with NSA, DCSA, or customer inspections of the COMSEC security program</b></li> </ul>  | <p>Cleared employee involved with:</p> <ul style="list-style-type: none"> <li>• Using COMSEC equipment and CRYPTO systems</li> </ul>   | <p>The cleared employee is simply responsible for following established security regulations and could be considered a participant in the security program. The COMSEC custodian or alternate conducts security oversight and ensures compliance with security guidelines; establishes and administers local security guidelines; develops and provides security training; and provides/executes policies and procedures. The COMSEC custodian or alternate is knowledgeable of NISPOM, ICDs, and/or COMSEC Manual requirements for the protection of classified material.</p> |
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| <p><b>Cleared military member or government employee involved with:</b></p> <ul style="list-style-type: none"> <li>• <b>Serving as Security Representative/Manager for a larger unit or classified program for which the security duties involve the protection of classified information and comprises more than 10% of the total work hours (=&gt;4 hours/week)</b></li> </ul> | <p>Cleared military member or government employee involved with:</p> <ul style="list-style-type: none"> <li>• Serving as Security Representative/Manager for a small unit/company or classified program for which the security duties do not comprise at least 10% of the total work hours (&lt;4 hours/week)</li> <li>• Serving as entry controller, armed response force member or other purely physical security-type role</li> </ul> | <p>One of the requirements of the ISP® program is that security duties must comprise at least 10% of the candidate's work hours. Duties must not be limited to completing security forms, but must involve overseeing the security program and ensuring compliance with security guidelines. The cleared military member or government employee performing these duties must be knowledgeable of DoD Manuals to include the NISPOM, ICDs, and/or COMSEC Manual requirements for the protection of classified information.</p>  |
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| <p><b>Private investigator and polygrapher experience is generally not acceptable <i>unless</i> the role also includes managing classified and/or industrial security programs.</b></p>  | <p>Private investigator, polygrapher involved with:</p> <ul style="list-style-type: none"> <li>• Conducting investigations and interviews</li> <li>• Administering polygraph examinations</li> </ul>   | <p>Although an ISP® performs investigations and conducts interviews, it is unlikely that a private investigator or polygrapher would be knowledgeable of the NISPOM, ICDs, and/or COMSEC Manual requirements for the protection of classified information.</p>   |