



HSO SPOTLIGHT No. 01-2011: 2011 Schedule of Quarterly HSO Meetings

What is the issue? Meeting and Training Schedule

Why do we need this? Informational

Who is impacted? HSOs

What does the HSO need to do? This is an informational *Spotlight*

The HSO Program Manager has established the schedule below for quarterly HSO meetings in 2011. Please note that these are proposed topics and are subject to change.

HSO Quarterly Meeting and Training Schedule 2011

10:00 to Noon each day

| | FORS Date / Room | GTN Date / Room | TOPIC (Presenter) |
|----------|-----------------------------|----------------------------|---|
| February | February 16 4A-104 | February 17 A-410 | Changes in Badge Office Personnel and Badging of Visitors (Hamar) Residential and enhanced STE equipment and STE Inventories (Leach) Corrective Action Plans (Wayne) Passing Visit Requests (Jones/Colson) |
| May | May 17 4A-104 | May 18 A-410 | Establishing Security Areas (Wayne) Annual Security Refresher Briefing (Ruehs) Protection of CUI (Nelson-Burns) |

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|----------|-----------------------|----------------------|---|
| August | August 17 4A-104 | August 18 E-301 | Find-and-Fix-Its/Security Area Reviews (Wayne) Review of HQ Security Incidents (Zarkin) Privacy Act and Protection of PII (Hanley) |
| November | November 15 4A-104 | November 17 E-301 | CPCI Data Verification and Reinvestigations (Edwards) Filling out HQ Form 5631.2s and submitting clearance paperwork (Edwards) Self-Assessment Program Overview (Wayne) |

If you have any questions regarding this *HSO Spotlight*, please contact the Headquarters Security Officer Program Manager at (301) 903-1163.