

# RTC-like Course Preparation

## PAS PP07 Phase 1

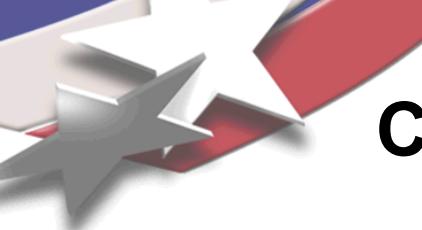
Ruth Duggan for  
Amanda A. Ramirez



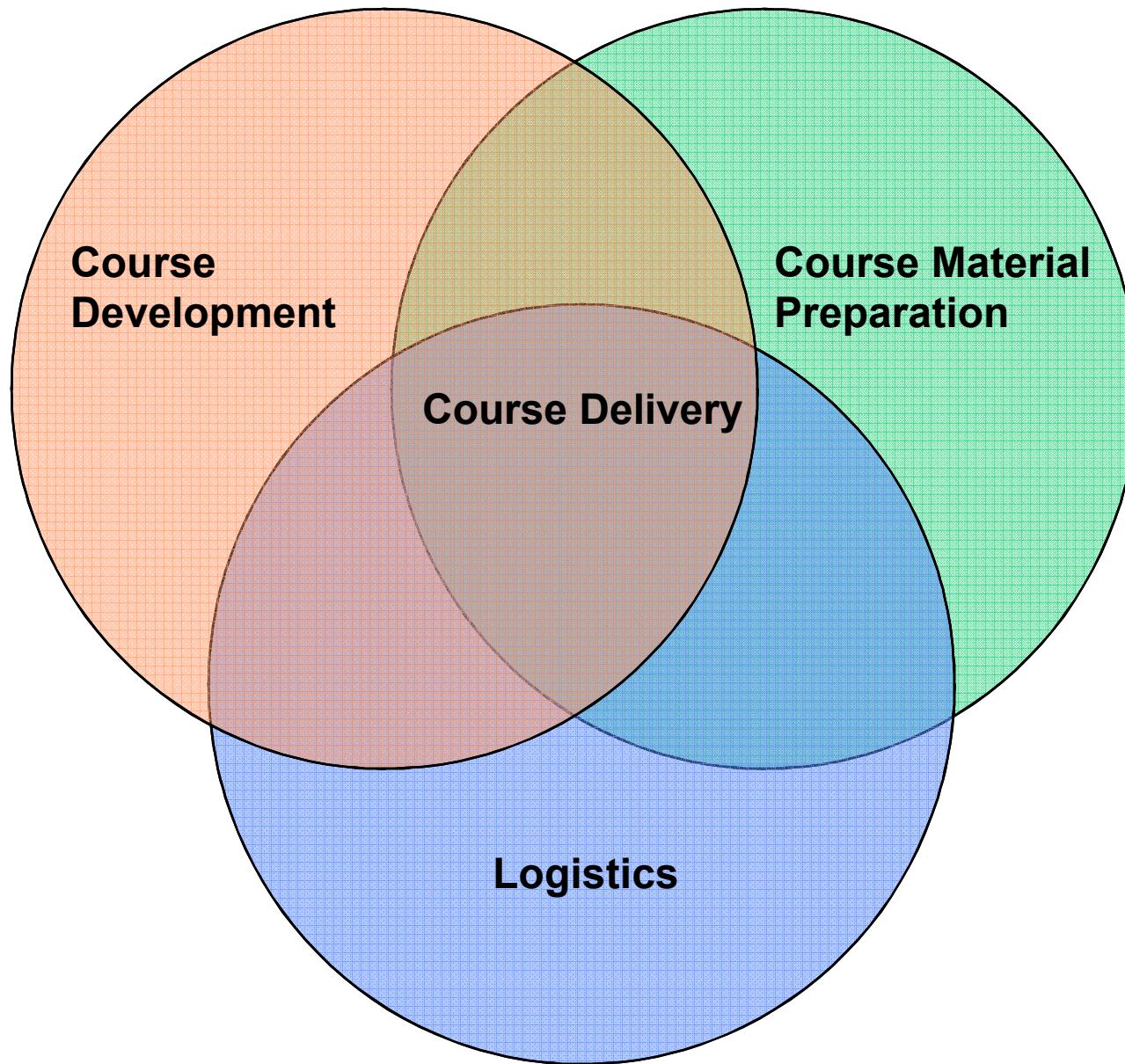
# Presentation Purpose

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- **Discuss the preparation for the RTC-like Pilot Course**
- **Discuss preparation for the International RTC-like course.**



# Course Preparation Components





# RTC Pilot Japan Course

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- The following slides discuss course planning and preparation considerations, as well as gives examples for the RTC-like Pilot Course.
  - August 22 – September 2, 2011



# Pilot Course Planning

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Invitation General Considerations	RTC Plan
Course dates	August 22- September 2, 2011
Develop course schedule	
Identify instructors and support personnel	
Determine if course needs translated, plan accordingly	No



# Pilot Course Preparation (Venue)

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Venue General Considerations	RTC Plan
Determine estimated number of participants	20 Participants
Lecture room (# of participants, technical requirements (computer, projector, microphone, etc.)	Approx. 40 People/ Computer, projector
Break out room (6 people per room) (# of rooms, size, technical requirements, other)	3 rooms, (laptop, posters, flip charts, markers for each room)
Identify hotel and block necessary number of rooms for participants and lecturers (if necessary)	????
Determine catering requirements (breakfast, lunch), identify providers, schedules, menu's. location of dining area	Breakfast?
Identify travel requirements, make necessary arrangements	Daily to/from hotel, to/from facility tour



# Pilot Course Preparation (Invitation)

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- The invitation should be sent out *at least 3 months in advance of the course.*

Invitation General Considerations	RTC Plan
Course dates	August 22- September 2, 2011
Course description	
Description of target audience and any prerequisite requirements	
Course location (city, course, hotel)	
Application process (requirements)	
Financial Obligations (who is responsible for paying for travel, lodging, food, etc.)	
Passport and travel requirements	
Coordinator contact information	



# Course Instructors

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- **Commitment**
  - 2-4 days preparation time
  - 2 weeks full time
- **Qualifications**
  - Subject matter experts in multiple physical protection areas
  - Trained instructors
- **Tasks**
  - Present multiple lectures
  - Lead all subgroup exercises



# RTC Structure

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- **Lectures**
- **Subgroup Exercises**
- **National guest lecturers**
- **Field trip**
- **Final exercise**
- **Daily review**
- **Daily quiz**
- **Daily evaluation**
- **Social/cultural/team building activities**



# RTC Topics

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- **Preparatory Workshop (Pilot only)**
- **Introduction to Defining PPS**
- **Facility Characterization, with exercise**
- **Target Identification, with exercise**
- **Threat Definition, with exercise**
- **Risk, with exercise**
- **Introduction to Design of PPS**
- **Intrusion Detection, with exercise**
- **Alarm Assessment, with exercise**
- **Entry Control, with exercise**
- **Contraband Detection, with exercise**



# RTC Topics

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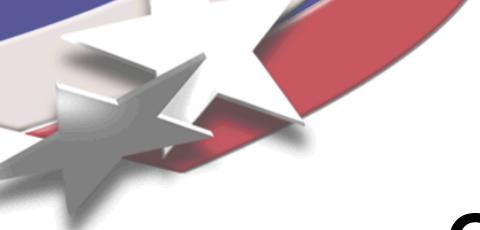
- **Alarm Communication and Display**
- **Access Delay, with exercise**
- **Response, with exercise**
- **Introduction to Evaluation of PPS**
- **Adversary Sequence Diagram, with exercise**
- **Path Analysis, with exercise**
- **Neutralization Analysis, with exercise**
- **Scenario Analysis**
- **Insider Analysis, with exercise**
- **Final Exercise and Presentations**
- **Guest Speakers**



# Pilot Printing and Assembly

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Task	Date
SNL will prepare the course material. File transfer will occur.	8/4/2011 – 8/5/2011
Printing: Slides, text subgroup exercises and posters	8/8-8/17
Notebook and poster assembly	8/18-8/19



# General Printing Instructions

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**Providing and using high quality materials is very important!**

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<b>Slides</b>	Two per page, double sided.
<b>Text</b>	Double sided
<b>Subgroup Exercises</b>	Double sided, on colored paper
<b>Tabs</b>	Number and name for each module, Numbers for hypothetical facility
<b>Hypothetical Facility</b>	Double sided, in color
<b>Posters</b>	Typically 2X3 feet (in color) (1 set per subgroup)
<b>Assembly</b>	Books 1 & 2: For each module, tab, text, slides, exercises Hypothetical Facility: Tab for each section



# Software Requirements for Material Preparation

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- Microsoft Word and Microsoft Power Point (text, slides, and subgroups)
- Adobe Illustrator (posters)
  - You cannot print graphics posters out of MS Word or Power Point, you will end up with blurry pictures



# International RTC Like Course

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- The following slides discuss course planning and preparation considerations for the International RTC Like course.
  - October 17-28, 2011
  - Most pressing is invitation development and deployment.
  - When will you send, how will you track?



# International Course Planning

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Invitation General Considerations	International Plan
Course dates	October 17-28, 2011
Develop course schedule	
Identify instructors and support personnel	
Determine if course needs translated, plan accordingly	No



# International Course Preparation (Venue)

Venue General Considerations	International Plan
Determine estimated number of participants	
Lecture room (# of participants, technical requirements (computer, projector, microphone, etc.)	
Break out room (6 people per room) (# of rooms, size, technical requirements, other)	
Identify hotel and block necessary number of rooms for participants and lecturers (if necessary)	
Determine catering requirements (breakfast, lunch), identify providers, schedules, menu's. location of dining area	
Identify travel requirements, make necessary arrangements	



# International Course Preparation (Invitation)

---

- The invitation should be sent out *at least 3 months in advance of the course.*

Invitation General Considerations	RTC Plan
Course dates	October 17-28, 2011
Course description	
Description of target audience and any prerequisite requirements	
Course location (city, course, hotel)	
Application process (requirements)	
Financial Obligations (who is responsible for paying for travel, lodging, food, etc.)	
Passport and travel requirements	
Coordinator contact information	



# International Course Printing and Assembly

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Task	Date
SNL will prepare the course material. File transfer will occur.	10/17/2011 – 10/28/2011
Printing: Slides, text, subgroup exercises, and posters	10/10-10/13
Notebook and poster assembly	10/13-10/14



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# Questions?