

**[PROGRAM] OCI Action Plan**

	<b>Action</b>	<b>Responsible Person</b>	<b>Plan Complete</b>	<b>Action Completed</b>	<b>Status/Comments</b>
1	OCI Kickoff Meeting with key functional support				[Meet with the PM, Subcontracts Manager, Security , HR etc ]
2	Set Up Intake Process (badging, training, signing NDAs,etc)				[will process be centralized? done at different sites? Who will administer? How will subs be handled? what is minimum days for training /NDAs to be done (this is sometimes stated in Plan,or can be "before commencing any work") ?, etc
3	Create [PROGRAM NAME] OCI Training Template				[see "OCI Program Training Slides TEMPLATE".ppt]
4	Present OCI briefing to all current active employees				[how will this be done? "Live" training? This is highly recommended if there are actual OCI issues, if only perceived or no known issues then can be modified]
5	[PROGRAM NAME] ConOps for internal rules of engagement and compliance				[this is for large scale programs or those with unique OCI measures and is an internal document only --used to explain the details of day-to-day OCI operations and/or how you are complying with certain Plan requirements]
6	Brief Sr Management w/overview of OCI				[important if a corp-focus program, VP level and above need to know there is a plan, particularly if there is an OCI firewall]
7	Develop Assigned Personnel Firewall List				set up a system where all staff expected to be firewalled are identified per the Plan requirements.
8	Update Contracts Database with copy of Plan and OCI clause				
9	Verification of document marking & handling processes; IT safeguards; access controls				[who will check markings? Do you need a specific data process? Who will maintain the shared drive, if used, and review and approve access requests? etc]
10	Flowdown to subcontracts/letter contracts				[Have all OCI flowdowns been done to subs? How will subs comply with OCI measures/ how will they be audited for compliance]