



Why required security actions don't get completed: the employee participation checklist

Most missed reports and overdue training don't come from employees who don't care. They come from processes that are confusing, easy to forget, or buried in someone's inbox. When employees don't know what's required, where to submit it, or when it's due, participation drops. Then security spends its time chasing people instead of running the program.

The right compliance system should take the repetitive follow-up off your plate and give employees a simple way to do their part without you chasing them.

Use this checklist to find where participation breaks down and whether a compliance platform can help close the gap.

01

Self-reporting employees will actually use



Gives cleared employees a straightforward way to submit required information



Replaces email and manual forms with structured self-service reporting



Makes it clear what needs to be reported



Removes guesswork about where and how to submit



Keeps a record of reporting activity for future reference

02

Training completion



Assigns required training to the appropriate employees



Sends reminders to keep training moving



Tracks completion without manual follow-up



Keeps training and completion records alongside personnel information



Shows outstanding training at a glance

03

Clear required actions



Makes each employee's required actions clear



Routes actions and approvals to the right people



Uses defined steps for recurring processes such as foreign travel and onboarding



Tracks progress so nothing stalls without being noticed



Keeps a clear record of completed steps

04

Visibility into participation



Shows security what's been submitted and what's outstanding



Shows where follow-up is needed



Builds auditable records as activity happens



Makes participation records easy to retrieve



Ends the need to track participation across spreadsheets and inboxes

05

Support for cleared operations



Supports NISPOM / 32 CFR Part 117-aligned processes



Uses workflows designed around the realities of cleared work



Gives cleared employees a simple, appropriate way to interact with the program

Built for reporting that actually gets reported.

Sign In App Compliance brings reporting, training, workflows, and audit-ready records together, making it easier for your cleared workforce to do its part and your security team to keep the program on track.

Backed by more than a decade of industrial security experience, it's designed around the realities of cleared work.

