Special Access Program Nomination Process (SAPNP)

The SAPNP is not an investigation or adjudication; it is a standardized security management process that applies enhanced security procedures to determine personnel suitability for access to DoD SAPs. (DoDM 5205.07, Volume 2, Special Access Program (SAP) Security Manual: Personnel Security). This SAPNP flowchart is divided into 4 phases: Nomination Requirements, Nomination Packages, Nomination Review Process, and Access Decision.

- **Nomination Requirements**
  - U.S. Citizen?
    - Yes
      - Current investigation (within 5 years)?
        - Yes
          - Possess final TS or S clearance, current within 5 years?
            - Yes
              - If Contractor: current DD234 or Consultant Agreement with SAP Access?
                - Yes
                  - Complete LOCN
                    - Submit LOCN to CA or OA SAPCO to approve access
                      - Revise the DD234 or Consultant Agreement as required
    - No
      - Refer to local Security Manager or SSO for e-QIP

- **Nomination Packages**
  - Requestor completes PAR
    - No
      - Only individuals already accessed to a SAP may make a request for a nominated individual’s SAP access
    - Yes
      - Completed PAR?
        - No
          - Obtain PSQ with recent signature
            - No
              - PSQ Signed/Completed within 365 days?
                - Yes
                  - All 5 PSQ questions have “NO” responses?
                    - Yes
                      - Any previously unreported potentially derogatory information discovered?
                        - Yes
                          - Refer to local security manager to be reported to DoD CAF, once reported continue process
                        - No
                          - Any decision by the appropriate DoD adjudications facility to suspend or revoke the individual’s clearance supersedes the SAPNP.
                    - No
                      - PAR Contents:
                        1) Personal Information
                        2) Qualifications
                        3) Potential material contribution
                        4) Need-to-know
                        5) PSQ Questions:
                          1) Foreign Affections
                          2) Foreign Associations
                          3) Other Than Official Government Foreign Travel
                          4) Personal Conduct
                          5) Financial Responsibility
                - No
                  - Gather supplemental information on PSQ templates

- **Nomination Review Process**
  - Any decision by the appropriate DoD adjudications facility to suspend or revoke the individual’s clearance supersedes the SAPNP.
Acronyms and Definitions
AAA – Access Approval Authority
CA – Cognizant Authority
CAF – Consolidated Adjudications Facility
CI – Counterintelligence
e-QIP – Electronic Questionnaires for Investigations Processing
GPM – Government Program Manager
LOCN – Letter of Compelling Need
NTK – Need-To-Know
OA – Oversight Authority
PAR – Program Access Request
PSO – Program Security Officer
PSQ – Pre-screening Questionnaire
SAPCO – Special Access Program Central Office
SAPIA – Special Access Program Indoctrination Agreement
SPO – Special Access Program Personnel Security Official