

Notifications

Report through SAP channels within 24 hours

- Contractor Program Security Manager (CPSO)
- Contractor Program Manager (CPM)
- Government SAP Security Officer (GSSO)
- Program Security Officer (PSO)
 - Government Program Manager (GPM)
- Service SAPCO
- DSS

Incident Review

Conducted by:

- CPSO
- GSSO
- PSO
- GPM

Items that require review:

- Classification
- Damage Assessment
 - Integrity of SAP
- Assessment of the incident
 - Weakness in program
 - Noncompliance
- Recommend sanctions and corrective actions



Special Access Program (SAP) Training Curriculum

Job Aids

SAP Toolkit

Shorts

Videos

Webinars

SAPSecurity.training@dss.mil

www.cdse.edu

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Defense Security Service
Center for Development of Security Excellence



Special Access Program (SAP) Security Incidents



Security Violation

Any incident that involves the loss, compromise, or suspected compromise of classified information. Any knowing, willful, or negligent action:

1. That could reasonably be expected to result in an unauthorized disclosure of classified information
2. To classify or continue the classification of information contrary to Executive Order (EO) 13526
3. To create or continue Special Access Programs (SAPs) contrary to the requirements of EO 13526
Security Infraction

Security Infraction

Any incident that is not in the best interest of security and does not involve the loss, compromise, or suspected compromise of classified information.



Inadvertent Disclosure

The involuntary unauthorized access to classified SAP information or unclassified Handle Via Special Access Channels Only (HVSACO) information by an individual without SAP access authorization.

Inquiry

Fact-finding and analysis conducted to determine whether or not there was a loss of classified information, or if unauthorized personnel had, or could have had, access to the information.

- Interview to determine extent
- May be requested to complete Inadvertent Disclosure Form

Investigation

Conducted for a security violation when the incident cannot be resolved via inquiry, or where an in-depth and comprehensive examination of the matter is appropriate.

- Consult legal counsel as needed

Initial Action

- Take control and safeguard
- Immediate assessment in accordance with:
 - SAP Program Security Guide (PSG)
 - SAP Security Classification Guide (SCG)
- Document
 - Who, What, Where, When, Why, and How
- Do not destroy or interrupt anything that may support the investigation
- Appoint Inquiry Official

Damage Assessment

- Multidisciplinary analysis to determine the effect of a compromise
- Check with counterintelligence
- Immediate assessment

Damage Control Plan

- Minimize loss
- Increase effectiveness of war fighter
- Protect national security

Individual's Responsibility

All personnel are responsible for protection of classified information.



Security Official Responsibilities

Report, investigate, and conduct a damage assessment of security incidents involving classified information and critical program information.