

Program Security Officer (PSO) Duties and Responsibilities

Administrative

- Ensures adherence to applicable laws as well as national, DoD, and other SAP security policies and requirements such as SAP Security Manuals: DoDM 5205.07 Volumes 1 – 4
- Works with the SAP government program manager (GPM) to ensure a secure environment to facilitate the successful development and execution of a SAP
- Exercises approval authority for standard operating procedures (SOPs), security plans, and any other security documentation
- Provides detailed instructions and procedures in accordance with the program's security classification guide (SCG), SOPs, and applicable marking guides
- Approves mode for transmission and transportation
- Approves couriering of Top Secret (TS) SAP material
- Notifies and reports security violations to the government program manager (GPM) with copy to the appropriate Cognizant Authority (CA) Special Access Program Central Office (SAPCO)
- Determines if an inquiry is required
- During Staff Assistance Visit (SAV), reviews security documentation and provides assistance and direction as necessary

Personnel Security

- Takes immediate action when new adverse or questionable information is discovered regarding an individual with current access
- Provides oversight for Program Access Requests (PARs)
- Ensures that Access Eligibility Reviews are accomplished to determine that candidates are eligible for access to SAP information
- Ensures that a SAP trained and knowledgeable SAP personnel security official (SPO) is assigned to each organization or facility
- When designated by the CA SAPCO, PSOs may perform Special Access Program Personnel Security Official (SPO) functions

Physical Security

- Certifies accesses to the facility
- Accredits SAP facilities (SAPF)
 - When designated by the CA SAPCO, PSOs may perform Special Access Program Facility Accrediting Official (SAO) functions
- Conducts or verifies that all approved SAPFs are properly inspected for security compliance
- Verifies that configuration management policies and procedures for authorizing the use of hardware and software on an IS are followed
- Approves Secure Encryption Devices

Security Education

- Approves the Security Education, Training and Awareness (SETA), program for each assigned SAP
- Briefs SAP accessed individuals
- Provides necessary country-specific threat and defensive information to be used during foreign travel awareness briefings upon request

Government SAP Security Officer (GSSO) and Contractor Program Security Officer (CPSO) Duties and Responsibilities

Administrative

- Ensures adherence to applicable laws as well as national, DoD, and other SAP security policies and requirements such as DoD Special Access Program (SAP) Security Manuals: DoDM 5205.07 Volumes 1 - 4
- When required, ensures that contract-specific SAP security requirements such as TEMPEST and Operations Security (OPSEC) are accomplished
- Prepares and updates SOPs for PSO approval
- Provides detailed instructions and procedures in accordance with the program's SCG, SOPs, and applicable marking guides
- Oversees an information management system for the SAP to facilitate the control of requisite information within the SAP
- Ensures information systems (IS) are in accordance with DoD Joint Special Access Program Implementation Guide (JSIG)
- Ensures adherence to special communications requirements, capabilities, and procedures within the SAPF, including briefings, debriefings, and foreign travel briefings
- Ensures that all self-inspections are conducted
- Oversees transmission of SAP material
- Develops a transportation plan and forward to PSO for approval

Personnel Security

- When designated by the CA SAPCO, GSSO/CPSO may perform Special Access Program Personnel Security Official (SPO) functions
- Provides initial program indoctrination of employees after access approval; and debrief as required
- Reviews all foreign travel itineraries of program-accessed personnel
- Conducts pre and post-travel briefings/debriefings
- Evaluates foreign travel trends for SAP-accessed personnel and keeps information readily accessible
- Receives reportable information on SAP-accessed individuals such as personnel changes and derogatory information

Physical Security

- Ensures adequate secure storage and workspace
- Establishes and maintains a SAPF in accordance with, DoDM 5205.07, Volume 3, and ICD 705
- Establishes and oversees the visitor control program
- Performs Special Access Program Facility Accrediting Official (SAO) functions, when designated by the CA SAPCO
- Certifies SAP accesses to the facility for visits between a prime contractor and the prime's subcontractors (CPSO only)

Security Education

- Provides overall management and direction for assigned SAP SETA programs
- Ensures the SETA program meets specific and unique requirements of every SAP, if more than one
- Establishes security training and briefings specifically tailored to the unique requirements of the SAP
- Delivers country-specific threat/defensive briefs to personnel travelling to foreign countries
- Delivers annual refresher training covering the topics outlined on the SAP Refresher Training Record

Safeguarding

- Establishes and oversees a classified material control program for each SAP
- Conducts annual inventory of accountable classified material*
- Maintains a control log for all SAP material that is not accountable
- Establishes written procedures as well as monitors procedures for reproduction and destruction
- Establishes and oversees specialized procedures for transmission of SAP materials
- Provides detailed courier instructions

*Not all SAP classified material is accountable; non-accountable material does not need to be inventoried.

Special Access Program Personnel Security Official (SPO) Duties and Responsibilities

- Ensures that personnel processed for access to a SAP meet the prerequisite SAP Nomination Process (SAPNP) requirements
- Reviews SAP access nomination packages for completeness and accuracy
- Validates that nominated individual meet specified criteria for access
- Receives reportable information on SAP-accessed individuals such as personnel changes and derogatory information

Special Access Program Facility Accrediting Official (SAO) Duties and Responsibilities

- Oversees and implements SAP security requirements
- Oversees the SAP facility construction procedures for special access program facilities (SAPFs)
- Reviews design concept, construction security plans (CSPs) and final design
- Provides construction advice and guidance as needed
- Inspects and accredits special access program (SAP) areas
- Approves and documents mitigations
- Recommends waivers of physical security safeguards
- Submits plans for assessment