<u>**(Classification)**</u>

DEPARTMENT OF THE XXXXXXXXXXX
WASHINGTON DC

**Assistant Secretary
(Acquisition)**

(DATE)

MEMORANDUM FOR (*SAP CONTRACTOR / LOCATION*)
                (ATTN: Mr / Ms _____)

FROM: *(PSO - Team Chief)*

SUBJECT: Special Access Program Security Compliance Inspection (U/HVSACO)

1. *(_____)* On behalf of the *(Service Component SAP Central Office – SAPCO)* a Special Access Program Security Compliance Inspection is scheduled for your location during *(inclusive dates).* The scope of this inspection includes all program areas and support facilities, all program briefed personnel, and all documentation/materials generated or received under the security cognizance of the SAPCO. The inbriefing is tentatively scheduled for 0900 on *(Date)*. The out-briefing is tentatively scheduled for 1500 on *(Date).*

2. *(_____)* The SAP Inspection Team will require a dedicated secure work area with secure telephone, a dedicated security container/drawer, a computer with the Microsoft Office suite and printer, as well as a means to project briefing slides in the area where the Team inbriefing/ outbriefing will occur. Please ensure the following are on hand/made available to the SAP Inspection Team upon arrival:

       1) *(U)* All applicable standard operating procedures, program security guides, waivers, self-inspections or reviews, last security review report & follow-up correspondence, and facility/computer accreditations. Also include all DD Form 254s and other pertinent documentation is available for review immediately following the Team inbrief.

       2) *(U)* Arrange for Unescorted Access facility/area badges and an exemption from entry/exit inspections for each member of the SAP Inspection Team. A listing of individual SAP Inspection Team members (positions/clearances/accesses) will be forwarded under separate cover.

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3. *(_____)* Reminder: The SAP Security Compliance Inspection process calls for a two phase inspection:

- *(U)* Phase One is the on-site validation of your last self-inspection/review (key to the successful completion of this inspection). **Note: Electronic copies of all current self-inspections/reviews must be submitted to this office NLT ____ days prior to the arrival of the inspection team.**

- *(U)* Phase Two will focus on the Core Compliance functional areas – as listed on the SAP Format 19 (includes but not limited to Security Management, Personnel Security, Security Education, Computer Security, Top Secret Accountability and the current Special Emphasis Items, IS data extraction, Contract Close-Out and DD Forms 254).

4. *(_____)* In preparation for this visit, please provide the following information at the time of the Team inbriefing:

a. *(_____)* A listing (e.g., formatted in EXCEL spreadsheet) of all your SAPs, projects, research and development efforts, (IRAD, CRAD etc.) under the SAPCO's cognizant security authority (CSA), with the current status of each (e.g., Active, Closed-Out with document retention, etc), and the assigned CPSO/GSSO/PSO for each;

b. *(_____)* A listing of all SAP contractors, and/or subcontractors/subordinate activities holding SAP information/material;

c. *(_____)* A list identifying your program facilities, sorted by building and room numbers, with the following data for each: *(classify as appropriate)*
   1) the number of personnel accessed;
   2) the number of accountable items;
   3) the number of classified computers;
   4) the number of unclassified computers;
   5) the number of IS networks (i.e., LANS, WANS, Internet and organizational non-SAR connected computers, etc.); including a schematic of LANS and WANS
   6) the identity of sub-contractors possessing SAP information.

5. *(_____)* I can be contacted at (xxx) xxx-xxxx (STE) or via the following Unclassified email address: xxxxxxxxxx@xxxxxxxxx.xxx. We look forward to seeing you and please contact me directly if you have any questions regarding this inspection.

XXXXXXXXXXXXXXX
PSO or Team Chief *(as applicable)*

cc: SAPCO