CDSE Center for Development of Security Excellence

Special Access Program (SAP) Nomination Process - Job Aid

Special Access Program (SAP) Nomination Process Job Aid

SAP Access Request

Requests must be made by a SAP-accessed individual.

Candidate Prerequisites
Candidate must:

- Be a U.S. citizen
- Possess final TOP SECRET or SECRET clearance appropriate for requesting SAP
- Have a current investigation (within six years)
- Contractors: Must have a DD Form 254 or consultant agreement authorizing SAP access
- Be subject to a random Counterintelligence-scope (CI-scope) polygraph examination

Letter of Compelling Need

- May be submitted by the requestor if the candidate does not meet prerequisites
- Provides the facts needed to determine that approval is in the national interest

Nomination Package

The package consists of the Program Access Request (PAR) and SAP Personnel Security Pre-Screening Questionnaire.

PAR - Details the candidate's:

- Personal information
- Qualifications
- Potential material contribution*
- Need-to-know

*The Government Program Manager (GPM) may review and concur or non-concur.

SAP Personnel Security Pre-Screening Questionnaire
Considered current and reciprocally accepted by all DOD components if:

- Completed within the last year
- All questions are answered "No"
- Or until a change in status occurs

SAP Nomination Review Process

A SAP Security Official* (SO) reviews the nomination package and verifies clearance and investigation.

*e.g., Program Security Officer (PSO), Government SAP Security Officer (GSSO), Contractor Program Security Officer (CPSO)

Nomination Package
Review confirms:

- Completeness and accuracy
- Prerequisites met
- SAP Personnel Pre-Screening Questionnaire is current and all responses are "No"
- Execute the SAP Nomination Process Questionnaire

Approved DOD Security Clearance Database Check (Defense Information Security System - DISS/Scattered Castles) Validates:

- Appropriate clearance
- Current investigation (within six years)

Security Official Recommendation*

- If all requirements are met: Access is recommended
- If all requirements are not met: Additional review is recommended

*The SO may not disqualify a candidate for SAP access; the Official may only recommend additional review.

Access Decision

The Access Approval Authority (AAA) makes the final decision of whether to approve or disapprove SAP access.

If the candidate is not approved, the requestor may resubmit the candidate at their discretion.

Maintaining Access Eligibility
SAP-accessed individuals maintain eligibility by:

- Reporting any changes in status which may affect eligibility
- Annually revalidating access eligibility by:
  - Recertifying answers provided to the pre-screening questionnaire and any supplemental information provided, or
  - Completing a new pre-screening questionnaire

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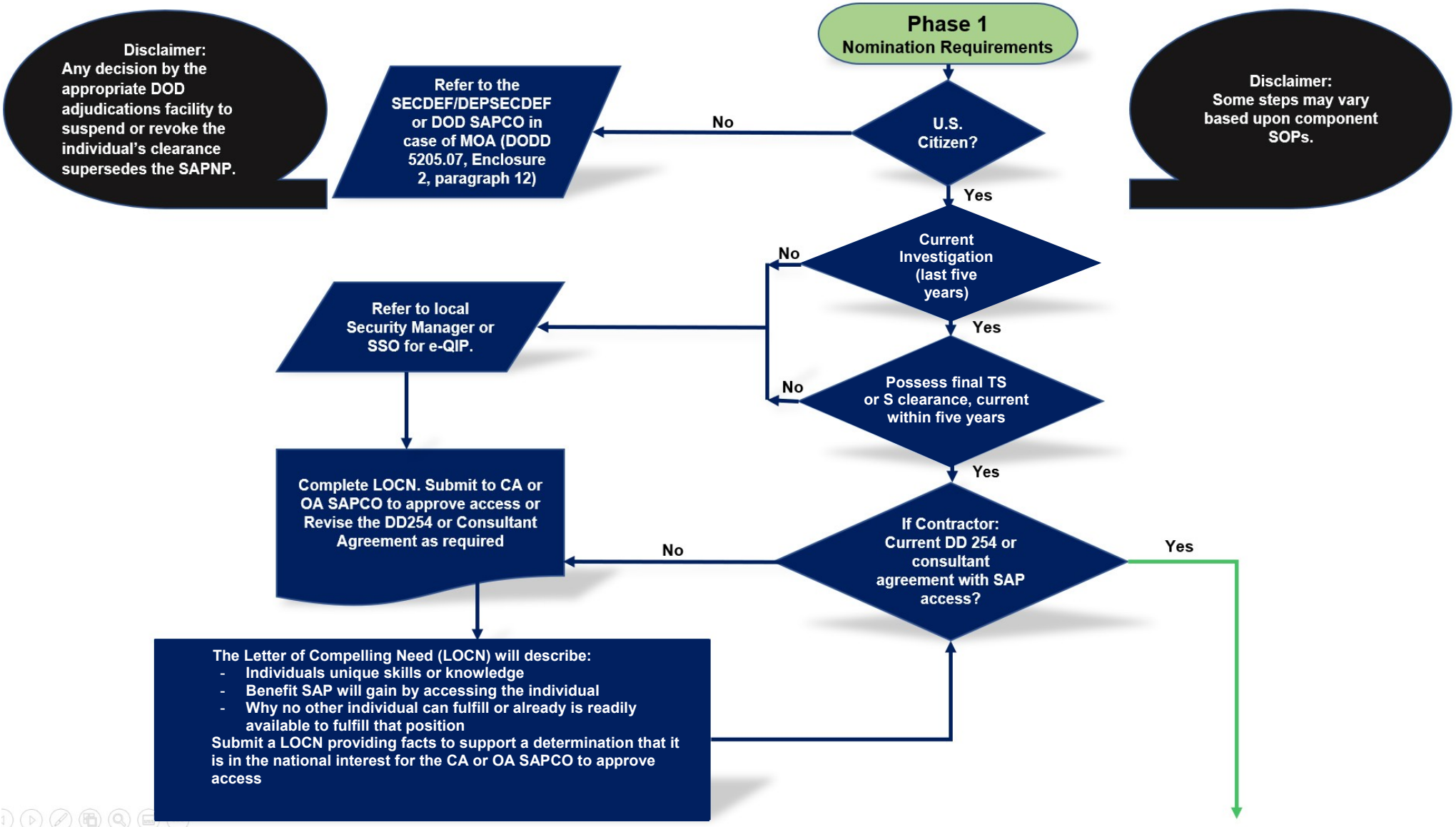
SAP Nomination Process (SAPNP) Flowchart

The SAP Nomination Process 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 SAP Nomination Process flowchart is divided into four phases: **Nomination Requirements**, **Nomination Packages**, **Nomination Review Process**, and **Access Decision**.



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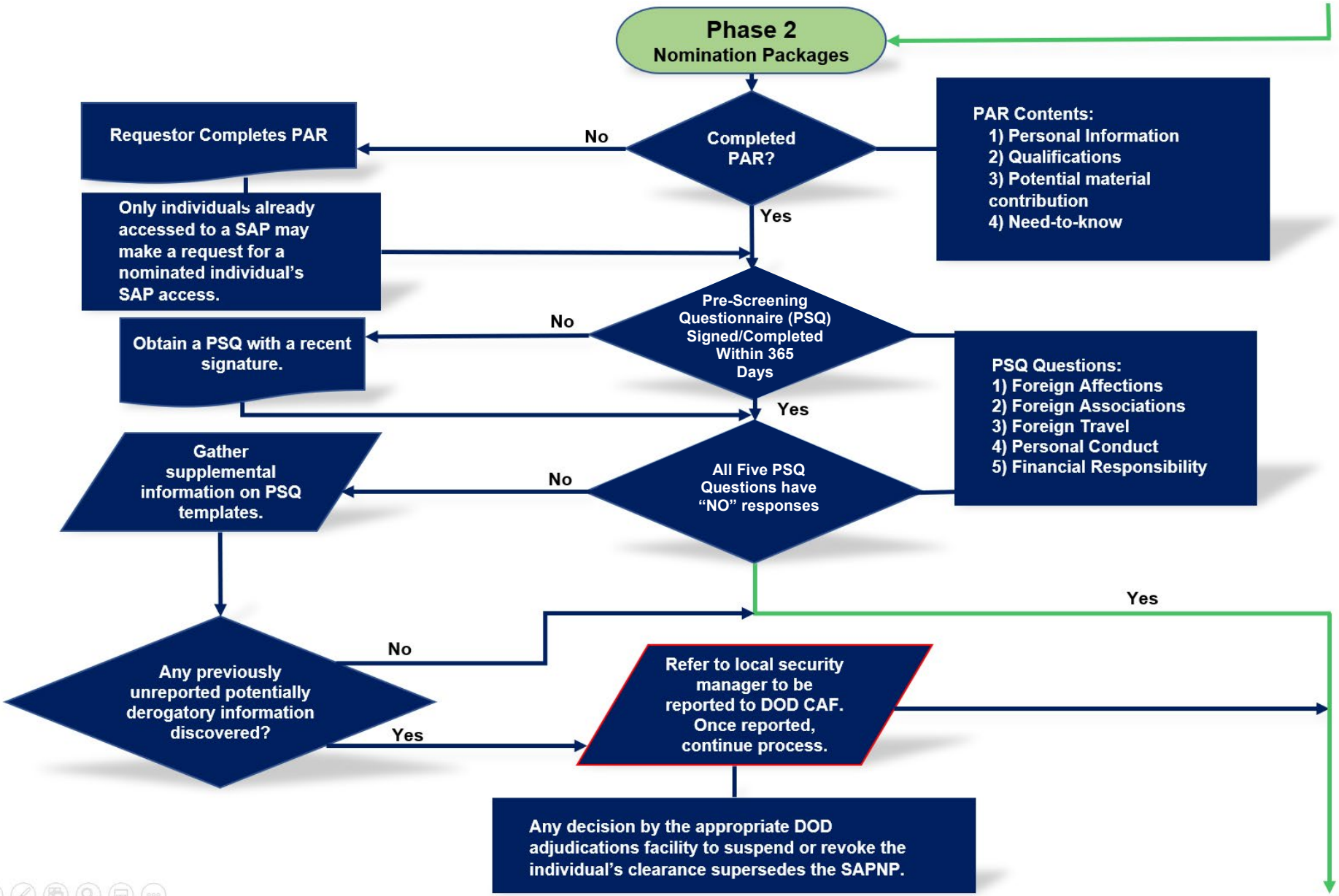

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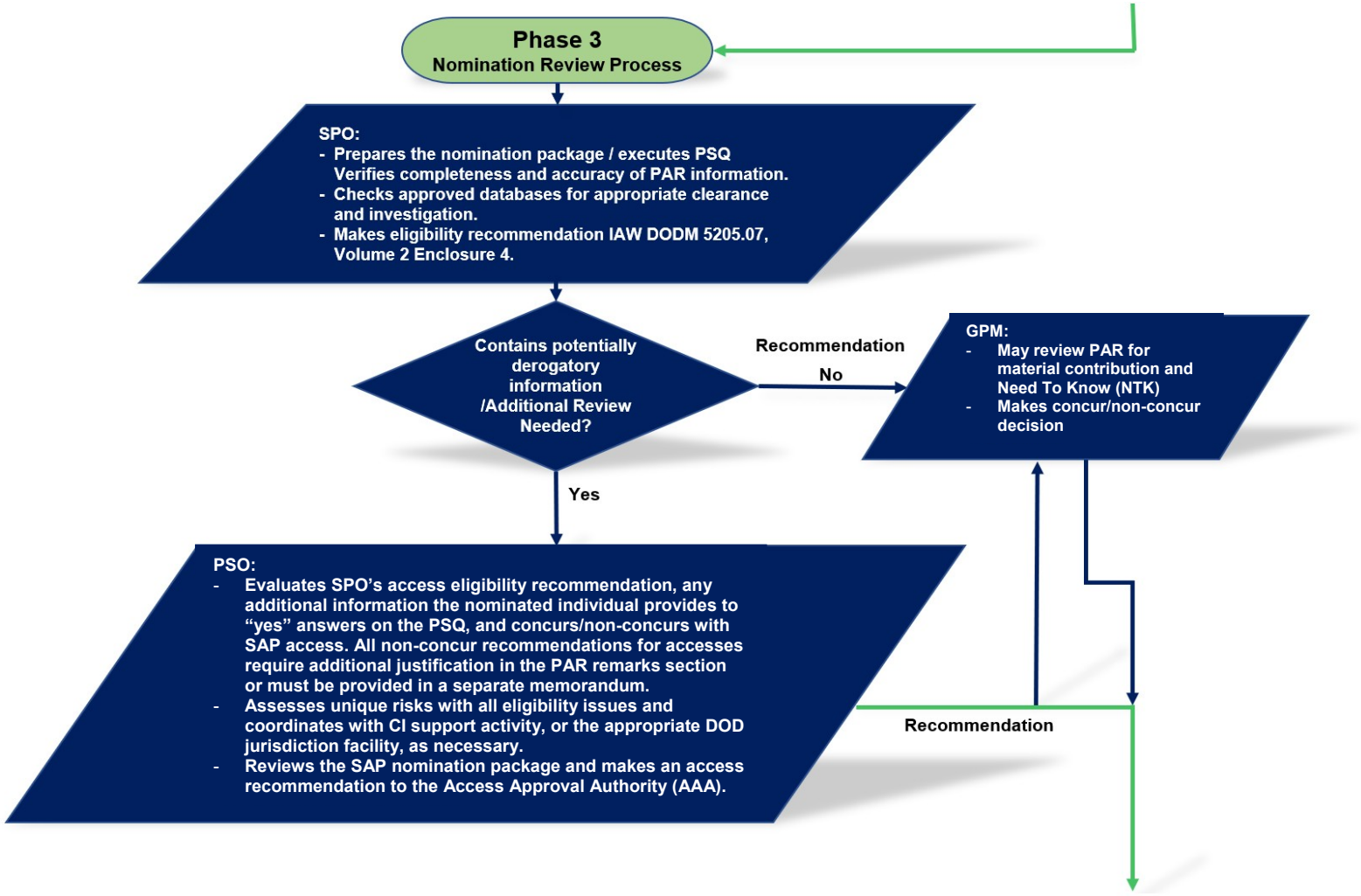

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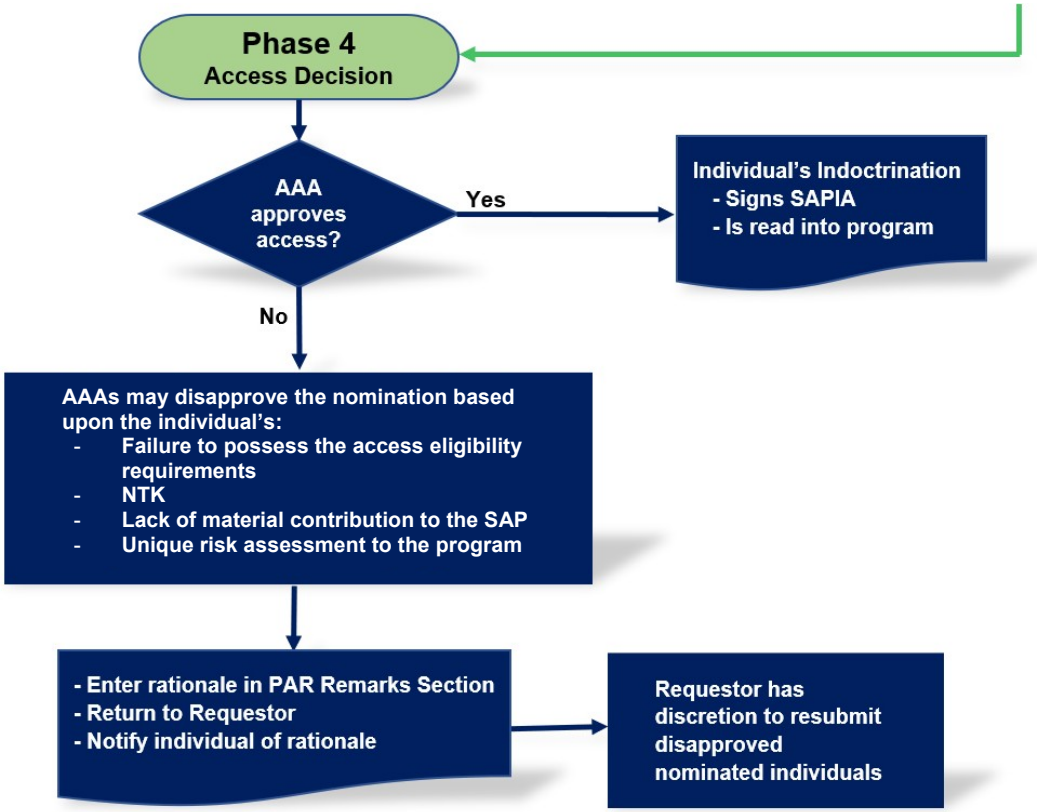

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Acronyms and Definitions
AAA – Access Approval Authority
CA – Cognizant Authority
CAF – Consolidated Adjudications Facility
CI – Counterintelligence
DISS – Defense Information System for Security
e-QIP – Electronic Questionnaires for Investigations 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
SAP – Special Access Program
SAPCO – Special Access Program Central Office
SAPIA – Special Access Program Indoctrination Agreement
SAPNP – Special Access Program Nomination Process
SO – Security Official
SOP – Standard Operating Procedure
SPO – Special Access Program Personnel Security Official