

Student Guide

SAP Security

Roles and Responsibilities

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SAP Security Roles and Responsibilities Short

Summary

The purpose of this Short is to provide learners with information that helps them to identify and distinguish the roles and responsibilities of the Program Security Officer (PSO), Government SAP Security Officer (GSSO), and Contractor Program Security Officer (CPSO).

References

- Joint Air Force Army Navy (JAFAN) Manual 6/0 “Special Access Program Security Manual” Revision 1, 29 May 2008
- SAP Overview (CDSE WBT), Lesson 5, Screen 5
- DoD 5220.22-M-Sup 1, DoD Overprint to the NISPOM Supplement

Pronunciation Guide

Acronym or Term	Pronunciation	Full Name
CPSO	C-P-S-O	Contractor Program Security Official
GSSO	G-S-S-O	Government SAP Security Official
PSO	P-S-O	Program Security Officer
SAO	S-A-O	Facility Accrediting Official
SAP	sap	Special Access Program
SAPF	sap-f	Special Access Program Facility
SAPCO	sap-co	Special Access Program Central Office
SETA	see-ta	Security Education, Training, and Awareness

Welcome

Welcome to your first day as a Special Access Program, or SAP, employee! As a newly briefed employee working on a SAP, you are quickly becoming familiar with the specific functional requirements of your position; However, there's a lot more going on in your SAP beyond the actual work of the program.

Security is an essential component of protecting SAP information.

Security plans and standard operating procedures must be created, approved, implemented and administered.

Personnel must be cleared to the appropriate level and properly trained.

Personnel must be cleared to the appropriate level and properly trained.
Facilities must be accredited. Facilities must be accredited. Visitors must be approved.
Information must be safeguarded.

Who is responsible for making sure these things happen? Who will you go to when you have questions about SAP security?

Meeting the Overall SAP Governance Personnel

The day-to-day operations of SAPs rely on both government and contractor personnel. The Program Security Officer, or PSO, is the government security professional responsible for all aspects of SAP security. The Government SAP Security Officer, or GSSO, and the Contractor Program Security Officer, or CPSO, provide hands-on security administration and management at the facility level, whether at a government or a contractor owned.

Every SAP has only one PSO. However, a SAP that is large and complex enough may have multiple GSSOs and CPSOs subordinate to the PSO.
The Special Access Program Personnel Security Official, or SPO, has a personnel security role and helps process SAP Nominations. The Special Access Program Facility Accrediting Official, or SAO, has a physical security role in protecting facilities and spaces that are used to preview and protect unauthorized access to SAP Information. Let's talk with each person to learn about their roles and responsibilities.

Introducing the Personnel Security Officer role

Hi there. I am Rueben. I fill the Program Security Officer role, also known as the PSO. I am appointed in writing by the appropriate Cognizant Authority SAP Central Office, or SAPCO, or its service component designee.

I oversee and implement SAP security requirements for a specific SAP, sub-compartment, project, geographical location, or agency or organization. My responsibilities encompassing all security disciplines.

I administer the security policies for the SAP and exercises full authority of SAP security on behalf of the SAPCO or its designee. After we're finished with introductions, everyone else will be heading out for another meeting, but you can hang in here with me for a while, since I'm onsite for the day.

Introducing the Government SAP Security Officer role

Hi there, I am Amber. I fill the Government SAP Security Officer role, also known as the GSSO. I am appointed in writing by the Government Program Manager, or the GPM. I help to oversee security administration, management, and operations of government-owned Special Access Program facilities, or SAPFs. I create and maintain secure environments for execution of a SAP. I'm also responsible for coordinating security matters with the PSO and the GPM when needed.

Introducing the Contractor Program Security Officer role

Hi there, I am Amit, I fill the Contractor Program Security Officer role, also known as the CPSO. I am appointed in writing by the Contractor Program Manager, or CPM. I help to oversee security administration, management, and operations of SAP facilities at the contract's location. I create and maintain secure environments for execution of a SAP.

I am also responsible for coordinating with the CPM and the PSO. I perform security duties and functions as well as overseeing compliance with SAP security requirements. Amber and I will meet with you later today.

Introducing the Special Access Program Personnel Security Official role

Hi there, I am Lou. I am the Special Access Program Personnel Security Official, also known as SPO. I am appointed in writing by the appropriate CA SAPCO or its service component designee. You'll hear more about what I do for the program a little bit later today. Talk to you then.

Introducing the Special Access Program Facility Accrediting Official role

Hi there, I'm Cindy. I am the Special Access Program Facility Accrediting Official, also known as the SAO. I'm appointed in writing by the appropriate Cognizant Authority SAP Central Office, or CA SAPCO, or its service component designee. You'll hear more about what I do for our program a little bit later today. I look forward to meeting with you.

Duties and Responsibilities

The Personnel Security Officer – Duties and Responsibilities

Thanks for sticking around. I just want to go into depth a little more of my responsibilities. PSO security responsibilities fall into four broad categories:

Administration, Personnel Security, Physical Security and Security Education
Let's talk about each of these categories

Administration: PSO administrative responsibilities cover all duties related to compliance with SAP security policy to ensure a secure environment for each SAP. Specific tasks include approving standard operating procedures and providing instructions for implementing other SAP security guidelines.

PSO Administrative Duties and Responsibilities

- 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 TS SAP material
- Notifies and reports security violations to the government program manager (GPM) with copy to the appropriate CA SAPCO
- Determines if an inquiry is required
- During Staff Assistance Visit (SAV), reviews security documentation and provides assistance and direction as necessary

Personnel Security: PSO personnel security responsibilities address actions that must be taken with adverse or questionable information is discovered on a nominated employee.

PSO Personnel Security Duties and Responsibilities

- 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 GSSO or CPSO is assigned to serve as the SAP personnel security official at each organization or facility
- When designated by the CA SAPCO, PSOs may perform Special Access Program Personnel Security Official (SPO) functions

Physical Security: PSO Physical Security responsibilities address all high-level issues related to the facility, including certifying accesses and accrediting SAP facilities, when designated.

- PSO Physical Security Duties and Responsibilities
- Certifies accesses to the facility
- Accredits SAP facilities (SAPF) - When designated by the CA SAPCO, PSOs may perform Special Access Program Facility Accrediting Officials (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: The primary PSO security education responsibility is to approve the Security Education, Training and Awareness, or SETA, program for each assigned SAP. Note that the SETA program may be developed in a standalone document or incorporated into the facility's standard operating procedures.

PSO Security Education Duties and Responsibilities

- Approves the Security Education, Training and Awareness, or 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

The GSSO and CPSO – Duties and Responsibilities

Thank you for taking time to meet with us. We want to give you the rundown on our areas as GSSO and CPSO. Our responsibilities can be grouped into 5 categories. Administration, Personnel Security, Physical Security, Security Education and Safeguarding.

Amber is going to tell you about each of these categories.

Administration: GSSO and CPSO administrative responsibilities cover all duties related to compliance with SAP policies and requirements, management of information and information systems, and adherence to SAP communications requirements.

GSSO and CPSO Administrative Duties and Responsibilities

- 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 forwards to PSO for approval

Personnel Security: GSSO and CPSO personnel security responsibilities address personnel clearance, program indoctrination, and foreign travel by program personnel.

GSSO and CPSO Personnel Security Duties and Responsibilities

- When designated by the 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 keeps information readily accessible
- Receives reportable information on SAP-accessed individuals such as personnel changes and derogatory information

Physical Security: GSSO and CPSO physical security responsibilities address all issues related to the facility, including maintaining a secure workspace, which may include a Special Access Program Facility and overseeing self-inspections and visitor access. CPSOs are also responsible for certifying SAP accesses for visits between the prime contractor and any subcontractors.

GSSO and CPSO Physical Security Duties and Responsibilities

- 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 Officials (SAOs) 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: GSSO and CPSO security education responsibilities address issues related to security education, training, and awareness of all personnel working with the SAP, including providing overall management of the SAP SETA programs and ensuring that requirements and briefings are tailored to the needs of the individual SAP.

GSSO and CPSO Security Education Duties and Responsibilities

- 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: GSSO and CPSO safeguarding responsibilities address the storage and handling of materials and documents related to the SAP including overseeing classified material control, conducting annual inventories, and providing courier instructions.

GSSO and CPSO Safeguarding Duties and Responsibilities

- 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.

The Special Access Program Personnel Security Official – Duties and Responsibilities

Thanks for coming to see me. I just want to tell you a little bit about what I'm responsible for as the SPO. I review SAP access nomination packages to verify that the information submitted is complete and accurate. I'm also responsible for validating that a nominated individual meets specific criteria for access. If you ever have any questions about what I do, don't hesitate to ask me.

General Responsibilities

- Ensure 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 individuals meet specified criteria for access
- Receives reportable information on SAP accessed individuals, such as personnel changes and derogatory information

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

Thanks for coming to see me. I just wanted to tell you a little about what I'm responsible for as the SAO. I know you had a long day, so I will be quick. I oversee the SAP facility construction procedures for SAPFs. I review all design and construction security plans, and provide construction advice and guidance as needed. I also accredit special access areas, approve and document mitigations, recommend waivers of physical security safeguards, and submit plans for assessment. If you ever have any questions about what I do, don't hesitate to contact me.

Appointment: Appointed in writing by the CA SAPCO or its designee

Role: Oversees and implements SAP security

General Responsibilities

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

Knowledge Check Scenario Exercise 01

The meeting with the various SAP security personnel was very informative. Now, you're back in the office and resuming your work for the day. You see that somebody left a folder on your desk. Your program has purchased new equipment for the destruction of SAP material.

Question: Who is responsible for preparing standard operating procedures (SOPs) on how this equipment is to be used within your program?

Options to Choose from: SPO, GSSO/CPSO, SAO PSO

Correct Response: A GSSO or CPSO prepares a SAP's standard operating procedures (SOPs) and submits them for approval. The standard operating procedures will include guidance on areas, such as how equipment for the destruction of SAP information is handled.

Knowledge Check Scenario Exercise 02

The phone is ringing. The voice on the other end of the phone is speaking with you. Hello, remember that our program is going to undergo a core compliance inspection next week. Please coordinate with our SAP security personnel to ensure that you are prepared.

Question:

Who is responsible for verifying that your program is properly inspected and compliant with DOD policies?

Options to Choose from: SPO, GSSO/CPSO, SAO PSO

Correct Response: The PSO helps to conduct or verify that your program is properly inspected and compliant with DOD policies.

Knowledge Check Scenario Exercise 03

You've got mail. Hey there, I am going to Barcelona on vacation in October. I know I suppose to contact someone before I go, but I cannot remember who to contact. Didn't you just attend a meeting with our SAOP security points of contact? Can you remind me who I should contact to review my travel plans? How do you respond to Larry's question?

Question: Who reviews all proposed foreign travel itineraries of program-accessed personnel?

Options to Choose from: SAO, PSO, SPO, GSSO/CPSO

Correct Response: The GSSO or CPSO reviews all proposed foreign travel itineraries of program-accessed personnel.

Knowledge Check Scenario Exercise 04

Phone ringing.

Hi there! Next week, please ensure that all personnel are to attend the annual security refresher training related to our program.

Question: Who establishes security training, annual training, and briefings specifically tailored to the unique requirements of the SAP?

Options to Choose from: SPO, GSSO/CPSO, SAO PSO

Correct Response: The GSSO or CPSO establishes security training, annual training, and briefings, specially tailored to the unique requirements of the SAP.

Knowledge Check Scenario Exercise 05

View of an employee walking out of the door with a Top Secret document in his backpack.

Question: Who is responsible for receiving reports of security incidents involving SAP material or SAPF?

Options to Choose from: SPO, GSSO/CPSO, SAO PSO

Correct Response: The GSSO or CPSO are responsible for receiving reports of security incidents involving SAP material or SAPFs.

Knowledge Check Scenario Exercise 06

You have just completed a nomination package for a nominee and need to pass it off for review.

Question: Who makes the initial recommendation in the SAP Nomination Process?

Options to Choose from: SPO, GSSO/CPSO, SAO PSO

Correct response: The SPO makes the initial recommendation in the SAP Nomination Process.

Knowledge Check Scenario Exercise 07

You've got mail. The email reads: Renovations at the SAPF will begin on Monday, February 12th and will be completed in two weeks. Please schedule the facility re-inspection for any time on February 24th.

Question: Who is responsible for performing a re-inspection in order for the SAPF to maintain its accreditation?

Options to Choose from: SPO, GSSO/CPSO, SAO PSO

Correct Response: The SAO is responsible for performing a re-inspection in order for the SAPF to maintain its accreditation.

Knowledge Check Scenario Exercise 08

Hi there! I was just informed that I will be assigned as a new CPSO in the coming weeks. I am looking forward to learning my new responsibilities.

Question: Which role is responsible for ensuring that the GSSO/CPSO is a properly training and knowledgeable?

Correct Response: The PSO is responsible for making sure that the GSSO/CPSO is properly training and knowledgeable.

Summary

As you can see, SAPs, have safeguarding and access requirements that exceed those normally required for information at the same classification level. You have been introduced to several roles that are responsible for ensuring access requirements are met.

We consolidated these roles and responsibilities into a job aid that you can use on a daily basis to ensure that you call upon the right person as you perform your duties.

These roles are the Program Security Officer, the Government SAP Security Officer, the Contractor Program Security Officer, Personnel Security Official, and the Special Access Program Facility Accrediting Official.

This short has discussed the responsibilities of each of these roles. It is imperative that you and everyone working in a SAP knows each role and works together to ensure that SAP classified information is safeguarded.

We consolidated these roles and responsibilities into a job aid that you can use on a daily basis to ensure that you call upon the right person as you perform your duties.

Congratulations!

You have completed the SAP Roles and Responsibilities short.