Student Guide

Procedures for Transporting Special Access Program (SAP) Material Short

Procedures for Transporting Special Access Program (SAP) Material Short Information

Objective

- Identify the steps to take in order to properly transport SAP material

Estimated completion time: 15 min

Introduction

During testing at an Air Force base in California, a prototype of an Unmanned Aerial Vehicle (UAV) recently crashed and suffered some damage.

Now the UAV must be transported from the Air Force base to a facility in Marietta, Georgia for repair.

Since the UAV is part of a special access program (SAP), it requires special procedures for transporting.

Brian is the point of contact for transportation issues for the damaged UAV prototype's SAP. He was selected for this role because he is a Government SAP Security Officer (GSSO), program-accessed individual who knows program security requirements for the SAP. Had Brian been a contractor employee instead of a government employee, he would be called a Contractor Program Security Officer (CPSO). GSSOs and CPSOs have similar responsibilities.

In coordinating the transport of the damaged UAV prototype, Brian will work closely with Janice, the Program Security Officer (PSO) for the SAP.

Steps for Transporting SAP Material

In order to transport the UAV to the repair facility, Brian or Janice can't just call a local trucking company. Instead, they must follow specific procedures to protect this SAP material during transport.

First, Brian must develop a transportation plan. We will discuss the specific types of things that go into the transportation plan in a few minutes.

While Brian prepares the transportation plan, Janice, the PSO, can assist with coordination of all Department of Defense (DoD), Federal, state and local agencies as needed. Brian will provide a courier authorization letter and/or card and instructions to the movement leader and courier. And finally Brian will conduct the courier training and briefing.

Now let's look at these steps for transporting SAP material to learn more about what Brian and Janice must do to have this UAV transported safely and securely for repair.

Develop Transportation Plan

Transportation plans are vital to move SAP material successfully. Because Brian knew that transportation plans need to be developed as far in advance as possible and that damage during testing is always a risk, he had a draft of the transportation plan started before the damage even occurred!

Since there is no standard DoD template for transportation plans, to create this draft Brian made use of the transportation plan which was approved when the UAV was transported from the facility that built it.

Now to complete the plan, Brian must coordinate with various entities, such as Security, Operations, and Maintenance. These entities will help provide the information he needs to create a transportation plan that will ensure the safe transport of the UAV.

Finally, once Brian has drafted the transportation plan, he must have the plan approved by Janice, the PSO, at least 30 days prior to transporting the UAV from the Air Force base to the repair facility. Depending on the circumstances, Brian may have to get the plan approved in less than 30 days prior to the move, but Janice knows that sometimes circumstances warrant this deviation from policy.

Throughout this process, Janice has kept the government program manager (GPM) apprised of the details relating to this movement of the UAV.

Coordinate with government agencies

As the GSSO, Brian must coordinate with various agencies to ensure the safe, secure and legal movement of the UAV. Janice can assist if necessary. He must contact relevant DoD, Federal, state and local agencies necessary to secure the permits needed for the movement. He must also learn from these agencies which transportation laws apply to the movement of this UAV.

Because of the sensitivity of the UAV, Janice or Brian may need to contact the U.S. Marshals for escorts on certain roadways, as necessary. You should note that they would also be required to contact the Transportation Security Administration (TSA), if they were transporting via a commercial airline.

Provide courier authorization and instructions

Janice or Brian will prepare the courier authorization letter or card as well as the courier instructions for the courier to transport the UAV.

The courier instructions provide instructions the courier must follow to protect the SAP material and are outlined in SAP Format 28, Courier Designations and Instructions.

The Courier Authorization letter or card is a document the courier can show to different points of contact along the route. It indicates authorization for transport.

Janice will deliver the signed authorization letter or card and the approved courier instructions to Brian. Janice or Brian will provide these documents to Frank, the movement leader, as well as to all drivers, escorts and couriers who are selected to transport the UAV to the repair facility. To obtain copies of these forms, contact your Military or Service Component.

Brief courier(s)

A security officer, such as the PSO, GSSO, or CPSO, briefs each courier on his or her mission to transport SAP material. In this situation, Brian, the GSSO, will brief Frank and others involved in the movement exercise such as all escorts, drivers, and couriers.

The briefing will include a review of the transportation plan in depth, to include each person's responsibilities and duties as couriers, drivers, and escorts, the transportation schedule, the route for transporting the UAV, emergency situations that might arise, and the chain of command and points of contact along the way. During the briefing, Brian and Frank will also test the communication equipment with the courier.

Transportation Plan

As mentioned before, there is no template for DoD transportation plans, but there are guidelines for the types of information to include.

Brian has included the following topics in his transportation plan: the purpose for transporting the UAV; the method of transportation; the origin of the UAV and its destination; points of contact; the specifications of the UAV; the coordination of movement; the logistics for moving the UAV; the liaisons involved in the movement; and the contingencies or backup plans in place along the way. The transportation plan also contains appendices.

Let's review of each section of the Transportation Plan to learn more.

Purpose

Brian will document that the purpose for transporting the UAV is for repair. Other examples of other purposes for transport include testing, deployment, storage or disposal of weapons, arms, ammunition or equipment, and relocation of a SAP from one office to another, which would involve moving all of the classified files and materials. An example of this occurring would be if the SAP Facility (SAPF) had been destroyed by a natural disaster.

Method of transportation

Brian will document the method of transportation after considering the following questions. Will the UAV be transported by a government carrier or a commercial carrier? Will it be transported by plane, rail, truck, or ship, or some combination of these?

Origin and destination

Brian will document that the UAV will be picked up from the Air Force Base in California and moved to the repair facility in Georgia.

Points of contact

Brian will list the names, roles, and phone numbers of the points of contact that drivers or anyone involved in the transport should call in the event the transport is delayed due to breakdown, accident, incident, or other emergency. Brian will also include his information as the GSSO on the POC list.

Asset specifications

Brian will document the specifications of the UAV including the dimensions, weight, and designation of the UAV. He will additionally consider the dimensions and weight of the UAV after it is packaged and crated to prevent further damage.

Coordination of movement

Brian will document where the asset will be at each point before, during, and after transport. He will document who the points of contact are in the continuous chain of custody. And Brian will specify that the UAV will be checked at the beginning and end of the route, as well as at certain checkpoints, to ensure all components are secure by checking the security seals of the crate, and so forth.

Logistics

Brian will document the logistics for the movement which include everything from the mode of transportation to the manpower and equipment required for packing and shipping the UAV to computer and database support required along the way.

Logistics also include special safety considerations, permits, laws, fuel requirements, overnight storage and protection, and the route the movement will take. This includes both primary and alternate routes, physical limitations of the routes, checkpoints, and rest stops. The route should be previewed, if possible, before the movement takes place.

Liaisons

As mentioned earlier, Brian or Janice will coordinate with the various agencies involved in this transport and will document these liaisons in the transportation plan.

Contingencies

Brian will include in the plan what will happen if something does not go as planned. He will document contingencies for various situations such as equipment malfunction, accidents either during the transport or even during loading or unloading the UAV, illness of any personnel involved, weather or natural disasters and even courier errors – for example, if Frank gets lost along the way. Frank will also address an alternate method of transporting in the event the method he has chosen is unavailable.

Appendices

Transportation plans can also have appendices attached that contain additional information such as schedules, maps, drawings, and point of contact lists, to name a few.

Review Activity

Activity

For each question, select all that apply. Check your answers in the Answer Key at the end of this Student Guide.

Question 1 of 3: Which of the following are required steps for transporting SAP material?

- ☐ Brief the courier
- ☐ Approve a transportation plan
- ☐ Create a transportation plan
- ☐ Provide courier instructions and courier authorization

Question 2 of 3: Which of these steps may only be performed by the PSO?

- ☐ Brief the courier
- ☐ Approve a transportation plan
- ☐ Create a transportation plan
- ☐ Provide courier instructions and courier authorization

Question 3 of 3: Which of these steps should be performed at least 30 days in advance of the movement?

- ☐ Brief the courier
- ☐ Approve a transportation plan
- ☐ Create a transportation plan
- ☐ Provide courier instructions and courier authorization

Summary

When assets in SAPs require transport, special procedures must be followed to ensure their safe and secure movement. Transportation plans must outline every detail. And the courier must receive detailed instructions and briefings as well as an authorization letter or card.

Answer Key

Activity

Question 1 of 3: Which of the following are required steps for transporting SAP material?

- ☑ Brief the courier
- ☑ Approve a transportation plan
- ☑ Create a transportation plan
- ☑ Provide courier instructions and courier authorization

Feedback*: All of these steps are required to transport SAP material.*

Question 2 of 3: Which of these steps may only be performed by the PSO?

- ☐ Brief the courier
- ☑ Approve a transportation plan
- ☐ Create a transportation plan
- ☐ Provide courier instructions and courier authorization

Feedback*: The PSO must approve the transportation plan.*

Question 3 of 3: Which of these steps should be performed at least 30 days in advance of the movement?

- ☐ Brief the courier
- ☑ Approve a transportation plan
- ☑ Create a transportation plan
- ☐ Provide courier instructions and courier authorization

Feedback*: The transportation plan should be created AND submitted to the PSO for approval at least 30 days in advance of the movement, if at all possible.*