

Special Access Programs (SAP) Accountability Officer Short Student Guide

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Introduction

Hello there! I'm Taylor, a Top Secret document, traveling under the utmost protection of the Special Access Program (SAP) Accountability Officer.

As we embark on this journey, the stakes are high, and the mission is critical to ensure that I reach my destination. Throughout this journey, I will explain every step of the process required to protect accountable items, such as Top Secret Special Access Program (TS SAP) documents like me.

Role Appointment

You might be wondering who the SAP Accountability Officer is right now.

Well, the first step would be the Program Security Officer (PSO) determining that a SAP Accountability Officer is necessary. Once determined, the Government Activity Manager (GAM) or Contractor Activity Manager (CAM) designates the SAP Accountability Officer in writing. The SAP Accountability Officer then follows the documented processes outlined in the standard operating procedures (SOPs).

Protecting Accountable Material

The SAP Accountability Officer is vital to ensure the proper accountability and control of all SAP and non-SAP accountable material.

Accountable material includes everything from documents, combinations and media, to hardware and equipment classified under SAP or designated by the Cognizant Authority SAP Central Office (CA SAPCO).

The SAP Accountability Officer must adhere to a strict accountability system that tracks and protects materials from receipt to destruction, working within a system approved by the CA SAPCO to ensure process integrity.

Accountable Material

Using the CA SAPCO-approved accountability system, the SAP Accountability Officer accounts for all SAP accountable material, media, hardware, and equipment. This includes all items that are Top Secret Special Access Required (TS//SAR), accountable Sensitive Compartmented Information (SCI), and collateral. And when directed by the CA SAPCO, the SAP Accountability Officer will account for all SECRET//SAR material, media, hardware, and equipment.

Accountability System

The SAP Accountability Officer must enter all accountable SAP material into an accountability system.

The accountability system must record all transactions involving handling, receipt, generation, reproduction, internal or external dispatch among SAPFs, and destruction.

It will assign individual responsibility for all accountable information. The person accepting responsibility is known as the material custodian. If an automated system is used, it must have a backup.

When SAP material is received with the originator's accountability control number, the system will include that number as part of the record.

Top Secret Working Papers

Top Secret working papers must adhere to the highest standards for protection and are tracked and handled in specific ways.

When Top Secret working papers are created, they are immediately dated and must be marked and safeguarded at the highest classification level. While portion markings are not required for a working paper, it's a best practice to mark them as you go rather than wait until the end.

Working papers aren't accountable until they are considered finished documents. This occurs when one of three things happens: they are released by the originator, retained for more than 30 days, or filed permanently.

Accountability Log

When a SAP Accountability Officer handles a document like me, they must log key details in an accountability log.

This log is essential for tracking materials and ensuring my safety. It keeps a record of every step, providing visibility and accountability throughout the document's lifecycle. It includes the item's classification, dissemination controls, or Controlled Unclassified Information (CUI) designation; and the program nickname (PID), if applicable. It also includes the originator of the item, title and description of the item, the custodian assigned, and the date of the product, as well as its control number, copy number, page count, disposition and date, and destruction date. Finally, the accountability log must include internal and external receipt records, the item's secure storage location, and the item's secure storage location, and

Inventories

As we continue, let's focus on one of the key responsibilities of a SAP Accountability Officer which is keeping track of where I am, who's handling me, and ensuring I'm protected at all times.

Each year, the SAP Accountability Officer or alternate, with a disinterested party, will conduct a full inventory of accountable SAP material to verify all details and ensure nothing is overlooked. The inventory date should not exceed the previous year's by more than 365 days. The inventory will include visual inspection and verification of key information, like originator, date, subject, accountability number, and page count for TS documents.

The SAP Accountability Officer and a second disinterested individual will document the inventory, which will be available during security inspections. If materials go missing, it must be immediately reported to the PSO who will take the necessary actions to ensure the issue is addressed appropriately.

When there is a change in personnel, we follow the SOP to ensure that the new person is fully briefed and responsible for the SAP material.

It is also recommended to conduct a turnover inventory when a departing SAP Accountability Officer hands over responsibilities to a new SAP Accountability Officer to ensure everything is properly accounted for.

Destruction

As we conclude our journey, it's important to understand the final step in safeguarding accountable materials like me: destruction. *Ahhh!*

When it comes to SAP materials, destruction must be done securely and thoroughly to ensure that no information is compromised. When destroying accountable SAP material, two SAP-briefed employees are required.

A destruction certificate is completed, including the document control number, copy number, and both destruction officers' signatures. The accountability log is also updated with the destruction date, and the certificate is retained in the SAP retention log for a complete destruction record.

Review Activity 1

Consider this question.

Sam is a new Special Access Program (SAP) Accountability Officer. In this role, which of the following explains her responsibilities to protect TS SAP materials?

Select the best response. Check your answers in the Answer Key at the end of this Student Guide.

- ☐ She tracks the materials throughout their lifecycle using an accountability system and ensures that they are securely stored, transmitted, dispatched, and destroyed.

- She appoints SAP personnel, such as the Program Security Officer (PSO), to maintain the program's integrity and security.
- She determines whether the materials are appropriately classified, what protections her facility will use, and who may access the materials.

Review Activity 2

Now, try this one.

Sam, a Special Access Program (SAP) Accountability Officer, conducts an annual inventory of her facility's SAP material. She performed a turnover inventory with the previous SAP Accountability Officer 11 months prior and intends to visually inspect all accountable SAP material on her own for this inventory. Has she fulfilled her responsibility as the SAP Accountability Officer? Why or why not?

Select the best response. Check your answers in the Answer Key at the end of this Student Guide.

- Yes. The SAP Accountability Officer conducts inventory of all SAP material annually.
- No. While Sam is performing the inventory on time, she must perform it with a disinterested party.
- Maybe. The Program Security Officer (PSO) determines how frequently the SAP Accountability Officer must conduct inventory.

Appendix A: Answer Key

Review Activity 1 (Format for Multiple Choice Activities)

Sam is a new Special Access Program (SAP) Accountability Officer. In this role, which of the following explains her responsibilities to protect TS SAP materials?

- ☒ She tracks the materials throughout their lifecycle using an accountability system and ensures that they are securely stored, transmitted, dispatched, and destroyed. (correct response)
- ☐ She appoints SAP personnel, such as the Program Security Officer (PSO), to maintain the program's integrity and security.
- ☐ She determines whether the materials are appropriately classified, what protections her facility will use, and who may access the materials.

Feedback: . A SAP Accountability Officer is responsible for the security of TS SAP materials throughout their lifecycle.

Review Activity 2

Now, try this one.

Sam, a Special Access Program (SAP) Accountability Officer, conducts an annual inventory of her facility's SAP material. She performed a turnover inventory with the previous SAP Accountability Officer 11 months prior and intends to visually inspect all accountable SAP material on her own for this inventory. Has she fulfilled her responsibility as the SAP Accountability Officer? Why or why not?

Select the best response. Check your answers in the Answer Key at the end of this Student Guide.

- ☐ Yes. The SAP Accountability Officer conducts inventory of all SAP material annually.
- ☒ No. While Sam is performing the inventory on time, she must perform it with a disinterested party. (correct response)
- ☐ Maybe. The Program Security Officer (PSO) determines how frequently the SAP Accountability Officer must conduct inventory.

Feedback: The SAP Accountability Officer and a disinterested party must perform an inventory annually through visual inspection of all accountable SAP material.