

# **Student Guide**

## **SAP Roles and Responsibilities**

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### **Course Introduction**

Narrator: Welcome to your first day as a SAP employee! As a newly briefed employee working on a Special Access Program, or 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.

Narrator: 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. Facilities must be accredited, visitors must be approved, and information must be safeguarded.

Narrator: Who is responsible for making sure these things happen? Who will you go to when you have questions about SAP security? Let's go meet several of the people responsible for your program's security, and learn about their roles.

## Overview of SAP Security Roles

Narrator: 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 the program's 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 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 prevent and protect unauthorized access to SAP information. Let's talk with each person to learn about their roles and responsibilities.

Program Security Officer (PSO): Rueben

Rueben: Hi there, I am Rueben. I fill the Program Security Officer role, also known as the PSO. I'm appointed in writing by the appropriate Cognizant Authority SAP Central Office, or CA SAPCO, or its service component designee. I oversee and implement SAP security requirements for a specific SAP, sub compartment, project, geographical location, agency or organization. My responsibilities encompass all security disciplines; I administer the security policies for the SAP and exercise full authority of SAP security on behalf of the CA 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.

Government SAP Security Officer (GSSO): Amber

Amber: 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 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.

Contractor Program Security Officer (CPSO): Amit

Amit: 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 contractor's location. I create and maintain secure environments for execution of a SAP. I'm 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.

Special Access Program Personnel Security Officials (SPO): Lou

Lou: Hi there, I am Lou. I am the Special Access Program Personnel Security Official, also known as the SPO. I'm 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!

Special Access Program Facility Accrediting Officials (SAO): Cindy

Cindy: 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!

## PSO Duties and Responsibilities

1. Administration
2. Personnel Security
3. Physical Security
4. Security Education

Rueben: 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.

Rueben: 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

Rueben: PSO personnel security responsibilities address actions that must be taken when 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

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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

Rueben: 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

Rueben: 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

Rueben: Let me know if you have any questions – I'm only a phone call or email away.

## **GSSO and CPSO Duties and Responsibilities**

Amit: Thanks for making 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 five categories: administration, personnel security, physical security, security education, and safeguarding. Amber is going to tell you about each of these categories:

- Administration
- Personnel Security
- Physical Security
- Security Education
- Safeguarding

Amber: 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

Amber: GSSO and CPSO personnel security responsibilities address personnel clearances, program indoctrination, and foreign travel by program personnel.

#### GSSO and CPSO Personnel Security Duties and Responsibilities

- When designated by theca 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

Amber: 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)

Amber: GSSO and CPSO security education responsibilities address issues related to security education, training, and awareness of all personnel working within 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.

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## 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

Amber: 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.*

Amber: Well, I know that was a lot. We're available if you have any questions. I think Lou wants to see you next.



Lou: Thanks for coming to see me. I just wanted 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 am also responsible for the validating that a nominated individual meets specific criteria for access. If you ever have any questions about what I do, don't hesitate to contact me.

**Special Access Program Personnel Security Official (SPO)**

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

**Role:** Processes requests for SAP access

**General responsibilities:**

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

**SAO Duties and Responsibilities**

Cindy: 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've had a long day so I'll 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.

**Special Access Program Facility Accrediting Official (SAO)**

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

**Role:** Oversees and implements SAP security requirements

**General responsibilities:**

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

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. Select the folder to review the document.

Crosscut shredder – authorized for the destruction of classified documents.

Your program has purchased new equipment for the destruction of SAP material. Who is responsible for preparing standard operating procedures (SOPs) on how this equipment is to be used within your program?

### **Knowledge Check 1**

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

- GSSO/CPSO
- PSO
- SAO
- SPO

“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.”

### **Knowledge Check 2**

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

- GSSO/CPSO
- PSO
- SAO
- SPO

You've got mail.

Hey there,

I am going to Barcelona on vacation in October. I know I'm supposed to contact someone before I go, but I can't remember. Didn't you just attend a meeting with our SAP security points of contact? Can you remind me who I should contact to review my travel plans?

Thanks,

Larry

How should you respond to Larry's question?

### **Knowledge Check 3**

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

- GSSO/CPSO
- PSO
- SAO
- SPO

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

**Knowledge Check 4**

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

- GSSO/CPSO
- GPM
- SAO
- SPO

You have just witnessed an employee leaving the facility with what appears to be classified document holder. Whom should you notify?

**Knowledge Check 5**

Who is responsible for receiving reports of security incidents involving SAP material or SAPFs?

- GSSO/CPSO
- ISSM
- SAO
- SPO

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

**Knowledge Check 6**

Who makes the initial recommendation in the SAP Nomination Process?

- GSSO/CPSO
- PSO
- SAO
- SPO

You've got mail.

**Construction**

Renovations at the SAPF will begin on Monday, February 12<sup>th</sup> and will be completed in two weeks. Please schedule the facility re-inspection for any time on February 24<sup>th</sup>.

**Knowledge Check 7**

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

- GSSO/CPSO
- PSO
- SAO
- SPO

“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.”

**Knowledge Check 8**

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Which role is responsible for ensuring that the GSSO/CPSO is properly trained and knowledgeable?

- GSSO/CPSO
- PSO
- SAO
- SPO

**Summary**

- Program Security Officer (PSO)
- Government SAP Security Officer (GSSO)
- Contractor Program Security Officer (CPSO)
- Special Access Program Personnel Security Officials (SPO)
- Special Access Program Facility Accrediting Officials (SAO)

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.

These roles are the Program Security Officer, the Government SAP Security Officer, the Contractor Program Security Officer, SAP Personnel Security Official, and SAP Facility Accrediting Official. This course 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. Select the icon located at the bottom of the screen to download the job aid.

**Conclusion**

Congratulations! You have completed the SAP Roles and Responsibilities short. The SAP Roles and Responsibilities job aid is available from the Resources tab in the course Menu. The student guide is available from the Student Guide tab in the course Menu.

## Knowledge Check Answer Key

### Knowledge Check 1

Narrator: 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 someone has left a folder on your desk. Select the folder to read the document.

Narrator: Your program has purchased new equipment for the destruction of SAP material. Who is responsible for preparing standard operating procedures (SOPs) on how this equipment is to be used within your program?

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

- GSSO/CPSO
- PSO
- SAO
- SPO

Narrator: A GSSO or CPSO prepares a SAP's standard operating procedures 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 2

Narrator: 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.

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

- GSSO/CPSO
- PSO
- SAO
- SPO

Narrator: The PSO helps to conduct or verify that your program is properly inspected and compliant with DoD policies.

### Knowledge Check 3

Email Text:

Hey there,

I am going to Barcelona on vacation in October. I know I'm supposed to contact someone before I go, but I can't remember. Didn't you just attend a meeting with our SAP security points of contact? Can you remind me who I should contact to review my travel plans?

Thanks,

Larry

Narrator: How should you respond to Larry's question?

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

- GSSO/CPSO
- PSO
- SAO
- SPO

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

### Knowledge Check 4

Narrator: Hi there! Next week, please ensure that all of your personnel are scheduled for their annual security refresher training related to our program.

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

- GSSO/CPSO
- GPM
- SAO
- SPO

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

### **Knowledge Check 5**

Audio: You have just witnessed an employee leaving the facility with what appears to be classified document holder. Whom should you notify?

Who is responsible for receiving reports of security incidents involving SAP material or SAPFs?

- GSSO/CPSO
- ISSM
- SAO
- SPO

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

### **Knowledge Check 6**

Narrator: You've just completed a nomination package for a nominee and need to pass it off for review.

Who makes the initial recommendation in the SAP Nomination Process?

- GSSO/CPSO
- PSO
- SAO
- SPO

Narrator: The SPO makes the initial eligibility determination and/or recommendation in accordance with the SAP Nomination Process.

### **Knowledge Check 7**

Email text: Renovations at the SAPF will be completed in two weeks.

A continue button appears. Once the button is selected the question is displayed.

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

- GSSO/CPSO
- PSO
- SAO
- SPO

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



**Knowledge Check 8**

Fred: 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.

Which role is responsible for ensuring that the GSSO/CPSO is properly trained and knowledgeable?

- GSSO/CPSO
- PSO
- SAO
- SPO

Narrator: The PSO is responsible for making sure that the GSSO/CPSO is properly trained and knowledgeable.