

PROGRAM ACCESS REQUEST

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. s7311; DoD 5200.2-R; and E.O. 9397.

PRINCIPAL PURPOSE(S): To obtain identity and security clearance/investigation status information for managing employee access to special access program (SAP) information.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay processing or result in your being declared ineligible for access to SAP information

1. Program Name			2. Access Level		3. Date Requested (YYYYMMDD)	
4. Last Name, First Name, Middle Initial			5. Rank/Grade	6. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		7. SSN
8. Date of Birth (YYYYMMDD)	9. City / State / Country of Birth		10. <input type="checkbox"/> Military <input type="checkbox"/> Civilian <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant		11. SAP DD-254 / Consultant Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12. Job Title			13. <input type="checkbox"/> Full Time <input type="checkbox"/> Temporary (Period of access) <input type="checkbox"/> Part Time (From: _____ To: _____)			
14. Organization / Company Name		15. Assignment / Job Location (City & State)		16. Command / Facility / CAGE Code (if any)		17. PSQ Date
18. Security Clearance	19. Granted By	20. Date Granted (YYYYMMDD)	21. Investigation Type	22. Conducted By	23. Date Completed (YYYYMMDD)	
24. Continuous Vetting (CV) Enrollment (Defense Information System for Security (DISS), National Background Investigation Services (NBIS) and successor systems or Scattered Castles (SC) check) CV Enrollment <input type="checkbox"/> Yes <input type="checkbox"/> No (YYYYMMDD) If not enrolled in CV, Letter of Compelling Need (LOCN) Date (YYYYMMDD)			25. Security Clearance Database Check Conducted By: _____ Date Checked: _____ (YYYYMMDD) Meets SAP Access Requirements <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DISS <input type="checkbox"/> NBIS <input type="checkbox"/> SC (include additional information in the "Remarks" section below as needed)			
26. Justification (include detailed justification as to how this candidate will materially contribute, or participate in the oversight of, the program or portfolio and justification describing need to know (NTK) to participate in the oversight of the program or portfolio) (Classification) _____						
(Continue on separate sheet if necessary)						
27. Billet Number (if any):						
Classified by:			Controlled by:			
Derived from:			CUI Category:			
Declassify On: (per FSE dated 20150306)			LDC:			
			POC:			

28. Requestor (Government/Contractor) (Mandatory)

Typed Name/Title/Organization	Signature	Telephone Number	Date (YYYYMMDD)
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29. SAP Personnel Security Official (SPO) (Mandatory)

Typed Name/Title/Organization	Signature	<input type="checkbox"/> Eligible <input type="checkbox"/> Needs Additional Review	Date (YYYYMMDD)
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30. Additional Coordination (As Necessary)

	Signature	<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur	Date (YYYYMMDD)
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31. Additional Coordination (As Necessary)

	Signature	<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur	Date (YYYYMMDD)
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32. Government SAP Security Officer/Contractor Program Security Officer (GSSO/CPSO) (As Necessary)

Typed Name/Title/Organization	Signature	<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur	Date (YYYYMMDD)
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33. Government/Contractor Program Manager (GPM/CPM) (As Necessary)

Typed Name/Title/Organization	Signature	<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur	Date (YYYYMMDD)
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34. Program Security Officer (PSO) (Government Only) (Mandatory)

	Signature	<input type="checkbox"/> Concur <input type="checkbox"/> Non-Concur	Date (YYYYMMDD)
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35. SAP Central Office (SAPCO) (Government Only) (As Necessary)

Typed Name/Title/Organization	Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date (YYYYMMDD)
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36. Access Approval Authority (AAA) (Government Only)

Typed Name/Title/Organization	Signature	<input type="checkbox"/> Access Approved <input type="checkbox"/> Access Disapproved	Date (YYYYMMDD)
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37. Remarks/Restrictions (CONTINUE ON SEPARATE SHEET IF NECESSARY)

(For example, explanation of Yes responses to the pre-screening questionnaire (PSQ): Foreign Affection(s) are from [SAP Threat List (STL) or non-STL] country / Foreign Affiliation(s) are from [STL or non-STL] country / Foreign Travel was to [STL or non-STL] country / Brief description and resolved or not resolved.)