

BY ORDER OF THE COMMANDER

**AIR FORCE OPERATIONAL TEST AND
EVALUATION CENTER INSTRUCTION 16-701**

4 AUGUST 2004

Operation Support

SPECIAL ACCESS PROGRAMS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The Air Force protects its operational and technological advantages using special access controls. This instruction implements Air Force Instruction (AFI) 16-701, Special Access Programs; Executive Order (E.O.) 12356, National Security Information, April 2, 1982; Title 10, U.S.C. Section 119, Special Access Programs: Congressional Oversight; and Department of Defense Directive (DODD) 5205.7, Special Access Program (SAP) Policy, 3 September 1997. It complements AFD 31-4, Information Security, AFI 31-401, Information Security Program Management, and Air Force Operational Test and Evaluation Center Instruction (AFOTEC) AFOTECI 99-103, Conduct of Operational Test and Evaluation. This instruction establishes procedures for handling and safeguarding classified special access program (SAP) material, secure communications, facilities, clearance requirements and procedures within AFOTEC. It applies to all HQ AFOTEC, detachments, and operating locations. This instruction is not all encompassing; it is tailored to outline SAP responsibilities and access request processing only. For detailed SAP handling procedures, refer to the references noted in this instruction or to Special Test's Standard Operating Procedures and Automated Information Standard Operating Procedures. Compliance is mandatory.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. General Information. Special Access Programs are developed when normal security methods cannot protect an activity or system from a known threat. Special access controls safeguard operational and technological advantages from potential enemies by limiting access to information about, or observation of, certain weapons, weapon systems, techniques, and operations. A SAP's dynamic oversight feature must be at least equal to normal security programs; must justify the need for special access controls by constantly monitoring the specific threat(s) to the program; and must require individuals to follow tailored security and operating procedures, public laws, and national policies. AFOTEC's involvement in acquisi-

tion related SAPs is necessary to address systems' effectiveness and suitability and impact in Operational Test and Evaluation (OT&E) environments.

2. Responsibilities.

2.1. HQ AFOTEC/ST:

- 2.1.1. Manage the overall AFOTEC SAP Security Program IAW DoD Overprint to the NISPOM Supplement.
- 2.1.2. Maintain cognizance of all SAPs where AFOTEC Discovery, Scope/Cost, and/or Product Delivery Processes (PDP) are appropriate IAW AFOTECI 99-103.
- 2.1.3. Process all requests for SAP accesses and provide indoctrination briefings IAW program security guide(s). Provide AFOTEC program(s) cleared personnel with additional SAP training, assistance, and guidance required by referenced publications.
- 2.1.4. Maintain a master AFOTEC access database on all personnel cleared into a SAP.
- 2.1.5. Accomplish all accreditations and certifications for SAP secure work areas and computer processing, to include establishing policies for work areas.
- 2.1.6. Conduct SAP security inspections as required.
- 2.1.7. Conduct SAP-related inquiries and investigations.
- 2.1.8. Resolve SAP security matters within AFOTEC.
- 2.1.9. Coordinate with all external SAP Security Agencies and act as AFOTEC single POC with higher headquarters counterparts.
- 2.1.10. Review contractor statements of work (SOWs), delivery orders (DOs), and contractor facilities plans, if required.
- 2.1.11. Conduct initial and continuation training of SAP security procedures.

2.2. Directorates, Detachments, and Operating Locations:

- 2.2.1. Notify AFOTEC/ST security of all SAPs introduced to AFOTEC or AFOTEC personnel, to include contractors and contractor locations. Provide, at a minimum, name(s) of the indoctrinated person, program name(s), the person who conducted the indoctrination, the date briefed, and briefer's unit and phone number.
- 2.2.2. Process all work requests and access requests for SAPs through AFOTEC/ST.
- 2.2.3. If approached by an outside organization for support on a SAP, inform the requestor that they must first contact AFOTEC SAP Security (HQ AFOTEC/STZ).

2.3. AFOTEC Special Test Assessment Group (STAG):

- 2.3.1. Review and coordinate AFOTEC involvement in SAPs in accordance with the STAG Charter.

3. Program Accessing Requirements and Procedures:

- 3.1. Access to SAP information is neither a right nor an entitlement; it is a wholly discretionary security determination granted only to those individuals who meet stringent background and security stan-

dards. Access will not be provided to personnel merely based on reason of federal service, contracting status, as a matter of right or privilege, or as a result of any particular title, rank, position, or affiliation.

3.2. Individuals requiring access must have a valid need-to-know and materially or directly contribute to the program.

3.3. Members being processed for access will possess a minimum of a current (within five years), final SECRET security clearance or meet the investigative criteria required for the level of access. If a member's investigative background is beyond the five-year window, but no more than ten years and has an open reinvestigation with a closed NAC portion, that member may be submitted with a letter of compelling need for access.

3.4. All SAP access requests must include a Program Access Request (PAR) Worksheet from AFOTEC/ST and a current SF 86 or Hardcopy of their EPSQ with the candidate signatures (must be less than 90 days old and signed in the three appropriate places). Contractor candidates must include a copy of the DD Form 254, Letter of Consent, Name of Facility Security Officer and Name of contracting officer's technical representative (COTR). PAR Worksheet will include the following information and must be submitted to AFOTEC/STZ at least 30 days in advance of the date access is needed. For subcontractors requiring an SCI access, the prime contractor must submit a letter to the SSO and be approved prior to hiring the subcontractor for the designated work. A copy of this letter will be forwarded to ST Chief of SAP security for the records.

3.4.1. Full name, rank/pay grade, social-security number, Billet Number (if applicable), date of birth and place of birth.

3.4.2. Duty title, organization/company name, and assignment/job location.

3.4.3. Complete detailed description of why the member requires access and how he or she will materially or directly contribute to the program.

3.4.4. A statement of impact if member is not cleared to the program.

3.4.5. When a candidate does not meet program criteria for approval but possesses critical skills or unique abilities, the requestor will include a letter of compelling need as part of the supplementary justification to the PAR. The letter of compelling need will provide specific details about the individual's special skills and describe the benefit to the specific SAP and the purpose of those critically needed skills.

3.5. Once the member is approved for access to a SAP, ST normally will conduct the indoctrination in accordance with the applicable program security guide(s) and administer all required SAP training prior to access of program material.

3.6. If a cleared member no longer requires access to the SAP information/material, that member will be debriefed in accordance with program security guide(s). As soon as access is no longer required, a debriefing will be conducted by AFOTEC/ST security personnel or other appropriate personnel as delegated by the ST security manager.

4. HQ AFOTEC SAP Points of Contact:

4.1. Director of Special Test – AFOTEC/ST (505) 846-9927.

4.2. Chief of SAP Security – AFOTEC/STZ (505) 853-7859.

4.3. SAP Security Manager – AFOTEC/STZ (505) 846-0631.

FELIX DUPRÉ, Major General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD5205.7, Special Access Program (SAP) Policy.

DoD5220.22-M, National Industrial Security Program Operating Manual (NISPOM).

DoD5220.22-M-Sup 1, National Industrial Security Program Operating Manual Supplement (NISPOM SUP).

DoD Overprint to DoD5220.22-M-Sup 1, NISPOM SUP.

AFI 16-701, Special Access Programs.

AFOTECI 99-103, Conduct of Operational Test and Evaluation.

Special Test Assessment Group (STAG) Charter (available from HQ AFOTEC/ST).