



## Designated Security Assessed Positions

Defence Industry Security Program (DISP) members granted Level 1 Personnel Security, or greater, are able to sponsor security clearances for their personnel engaged to work on Defence projects.

Importantly, all clearances that have been requested must be recorded in a Designated Security Assessed Position (DSAP) register.

### What is a DSAP?

A Designated Security Assessed Position (DSAP) is a role or job that has been assessed as requiring access to classified material.

When a DSAP is identified, a security classification level is applied to that position.

The person identified to work in the position must have the appropriate security clearance required by the DSAP, before they can work on associated classified systems, projects or locations.

### What is a DSAP register?

Maintaining a DSAP register is a Governance requirement for all DISP members (Level 1 and above) able to sponsor security clearances. Maintaining a DSAP register is a Governance requirement for all DISP members (Level 1 and above) able to sponsor security clearances. Maintaining a list of security assessed positions also helps ensure your company is aware of its cleared personnel, ensuring no issues or concerns are identified that should be reported to AGSVA or Defence.

### Why is a DSAP register necessary?

Maintaining a list of security assessed positions helps ensure access to classified material is monitored and managed.

### What determines the security clearance level required for a position?

The security classification of the information needing to be accessed by the person in a DSAP, will determine the security clearance level required.

DISP companies can request security clearances for personnel with either a current or an expected requirement in accordance with the Personnel Security membership level granted (see [Sponsoring Defence Clearances Securely](#) factsheet). Companies with a Defence contract can refer to this document or the Defence Contract Manager to identify the clearance levels required.

### What does a DSAP register look like?

An example of a DSAP register is located on page two of this factsheet. A template in this format is also available within the security register template, which is available to download from the Defence website: [www1.defence.gov.au/security/industry](http://www1.defence.gov.au/security/industry)

### What positions should be in the DSAP register?

All personnel working in or for a company with DISP membership and holding a security clearance must be recorded in the DSAP register.

### When should a DSAP register be reviewed?

Your DSAP register should be reviewed annually to ensure all personnel with a security clearance are recorded in it and that previous employees have been removed.

You also need to review and update your DSAP register whenever the following occurs:

- before starting recruitment action for a vacant, security assessed position
- whenever the duties of a security assessed position change
- when the location of a position changes
- when the occupant of a security assessed position leaves your company.

### Need more help?

Contact us at [yourcustomer.service@defence.gov.au](mailto:yourcustomer.service@defence.gov.au) or call **1800 DEFENCE (1800 333 362)**.



## Section C.2a - (Industry) REQUIRED SECURITY ASSESSED POSITIONS

**Note:**

1. This table has been formatted to print on A3 paper, if required.
2. A record of CURRENT security clearances for company employees or managed consultants may be included in this register. If clearance details are held elsewhere, reference to those file/s or documents should be included in this section of the register.
3. Clearance levels should be shown as follows: BASELINE, NEGATIVE VETTING 1, NEGATIVE VETTING 2, POSITIVE VET (TSPV).

PART A - Position						PART B - Current Incumbent						PART C - Reviews and Remarks			
DSAP NO.	Position Descriptor (Manager/ Tech Writer etc)	Appointment (Role/Function: CEO / ADMIN Officer etc)	Title	Clearance Required	Special Briefs Required (Sponsor & COMSO details)	CS Number (AGSVA ID)	Employee Number or Identifier	Title (Level in Company optional)	Name	Level of Clearance	Date Issued	Special Briefs completed	PV Annual Security Appraisal	PV Reval (7 yrs)	Remarks
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