



# DISP Security Officer Responsibilities Acknowledgement Letter

I, \_\_\_\_\_, accept the role of the Security Officer (SO) for  
(the Entity) and understand that in accordance with the Defence  
Security Principles Framework (DSPF) Control 16.1 *Defence Industry Security Program* (DISP) that  
the SO is responsible for the following:

- a. the development and application of security policies and plans within each establishment;
- b. ensuring sensitive and classified materials entrusted to the Entity are safeguarded at all times;
- c. maintaining the Designated Security Assessed Position (DSAP) list (Level 1 and above), which is to be made available to DS&VS at their request;
- d. the management of personnel security clearance requests;
- e. reporting change of circumstances and vulnerabilities of clearance holders;
- f. facilitating annual security awareness training of personnel;
- g. reporting security incidents and fraud incidents, and contact reports, in accordance with Defence policy; and
- h. yearly assurance activities to support the CSO.

I understand that the SO must be an Australian citizen and be able to obtain and maintain a Personnel Security Clearance at the Baseline level or above, as appropriate with the Entity's level of DISP membership.

I acknowledge that as part of my role as the SO I am responsible for establishing and maintaining policies and procedures in accordance with the AS 4811-2022 Workforce Screening standards including, but not limited to: workforce screening practices, ongoing assessment of personnel, and separating personnel.

I understand that the SO is responsible for ensuring that all new staff undertaking any activities in relation to Defence have undertaken the necessary pre-employment screening checks (Australian Standard (AS) 4811-2022), as per the DISP requirements detailed within the DSPF. The necessary checks include, but are not limited to: an identity check requiring 100 points of ID, character reference checks, and a current national police check.

I understand that the requirement to apply AS 4811-2022 is not retrospective, but understand that pre-existing staff, including myself, who undertake any activities in relation to Defence must have undergone an adequate level of similar screening, or must do so as soon as is reasonably practicable.

I understand that the SO is responsible for ensuring the aforementioned requirements are effectively implemented and upheld in order for the entity to maintain their DISP Membership, this includes ongoing checks and monitoring of the current workforce.

I also understand that if the SO of an Entity changes, I will be required to log into the [DISP Member Portal](#) to submit a Change in Circumstance for any incoming/outgoing CSO/SO's. An individual is able to perform the roles of both CSO and SO, but must acknowledge each role separately.

As the SO, I have read and understand the DSPF DISP Principle and Control policy documents available on the [DISP website](#).

By signing this document, I agree that I will meet my obligations under the DISP as the SO.

Signature & Date .....