



# Sponsoring Defence Clearances Securely

If you sponsor personnel security clearances for Defence related work, did you know that Defence requires you to [monitor and report on any changes in attitude or behaviour](#) of the staff you sponsor?

DISP members and their Security Officers, should only sponsor security clearances for personnel that they are able to monitor and report on in a timely manner.

The ability to regularly monitor the ongoing behaviour of security clearance holders you are sponsoring, is a significant responsibility. It is a key duty that Security Officers are required to perform.

## Genuine need for clearances

When your company has a genuine need for a position requiring a security clearance, then you must identify that position as a Designated Security Assessed Position (DSAP). DISP members are required to maintain a register of these positions and the clearance levels they require.

The DSAP register must be maintained and made available to Defence upon request.

Please download the Designated Security Assessed Positions Factsheet from our [defence industry resources page](#) for more information and a great example of a DSAP register.

Remember, the Defence Security Principles Framework (DSPF) Control 40.1 states that the number of people requiring security clearances to perform their duties, must be kept to a minimum.

## Appropriate level of clearances

The security clearance level that DISP members can sponsor, corresponds directly with the DISP member's Personnel Security Membership Level and the classification of the information, systems or facilities being accessed.

Security Officers can only sponsor personnel security clearances up to the level that corresponds directly with the DISP Membership Level for Personnel Security that is granted to the company.

If your DISP membership does not meet the requirements to sponsor security clearances at the level required for your contract, then your Defence project Security Officer will need to sponsor the security clearances.

The table below shows a DISP member's ability to sponsor clearances. Please note DISP members are **not** able to sponsor PV clearances.

DISP Membership Level for Personnel Security	DISP Member's Chief Security Officer or Security Officer's ability to sponsor a Security Clearance
Entry Level	Cannot sponsor clearances
Level 1	Can sponsor clearances up to Baseline (PROTECTED) for their entity
Level 2	Can sponsor clearances up to NV1 (SECRET) for their entity
Level 3	Can sponsor clearances up to NV2 (TOP SECRET) for their entity

For example, if your company has been granted a Level 1 DISP Membership Level for Personnel Security (PROTECTED), your Security Officer can only sponsor Baseline security clearances. They cannot sponsor a security clearance above Baseline.

## For further information

For more information, please contact us using **1800 DEFENCE (1800 333 362)** or [yourcustomer.service@defence.gov.au](mailto:yourcustomer.service@defence.gov.au).

### Useful policy reference links

<sup>1</sup> [Defence Security Principles Framework \(DSPF\) Control 40.1](#)

### SECURITY OFFICER RESPONSIBILITIES FOR DISP MEMBER CLEARANCES

- Sponsor and manage all personnel security clearances issued under the authority of the entity's DISP membership – DSPF Control 40.1 Personnel Security Clearances.
- Actively monitor and manage the ongoing suitability of sponsored security cleared personnel including their security attitudes and behaviours.
- Notify AGSVA when a clearance holder no longer requires their clearance or when they separate from the DISP entity.
- Maintain a *Designated Security Assessed Position* register. This register is to be made available to Defence upon request.

