



SPECIAL ACCESS PROGRAM
CENTRAL OFFICE

OFFICE OF THE SECRETARY OF WAR

3200 DEFENSE PENTAGON
WASHINGTON, DC 20301-3200

JUL 30 2026

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
COMMANDERS OF THE COMBATANT COMMANDS
WAR AGENCY AND DOW FIELD ACTIVITY DIRECTORS
DEFENSE INDUSTRIAL BASE

SUBJECT: Use of Updated Pre-Screening Questionnaire and Templates (PSQ – 2026, V1)

The DoW Special Access Program Central Office (SAPCO) has updated the Pre-Screening Questionnaire (PSQ) and associated templates to ensure alignment with DoD Manual 5205.07. These documents are version controlled; any future modifications will be promulgated via subsequent official memoranda.

PSQ Template 3 is now executable via two formats:

- Adobe (PDF) for standard, individual submissions.
- Microsoft Excel (consolidated travel) for aggregated reporting. The consolidated travel format is designed to reduce the administrative burden for personnel who:
 - Have more than four foreign trips before returning to duty. This includes aircrew who are also SAP-briefed U.S. Government officials.
 - Live within 50 miles of the U.S. border with Mexico or Canada or are stationed in a foreign country and make frequent, short visits to foreign countries not on the DoW SAPCO Consolidated Country Threat List (SCCTL). In these instances, individuals may report all travel within the previous 30-day period on a Consolidated PSQ Template 3.
- Both formats of PSQ Template 3 require the nominee's signature and date. To complete the consolidated Excel version, personnel must follow the guidelines within the embedded "Instructions" tab.

Implementation timelines and compliance enforcement are established as follows:

- **Transition Period:** All PSQs and associated templates must transition to the PSQ – 2026, V1 (or successor versions) no later than 365 days from the date of this memorandum.
- **Enforcement Cutoff:** Effective 366 days from the date of this memorandum, all legacy PSQ versions and templates are obsolete, except for previously submitted PSQ Template 3s. Outdated versions will be rejected during both the special access program nomination process and the 365-day validation review.
- **Legacy Validity:** Current PSQs and PSQ Templates on file (and within their 365-day validity window) remain valid. Re-submission is not required until the individual's next scheduled 365-day review.
- **Upcoming PSQ Reviews:** Personnel approaching their 365-day review must utilize the attached, updated PSQ (PSQ – 2026, V1). However, all personnel and Security Offices are strongly encouraged to adopt the new PSQ and PSQ Templates immediately.

• **Inspections and Compliance:** During the 365-day transition period, inspections will evaluate the adoption of the new criteria for new submissions; however, personnel utilizing legacy forms submitted prior to the enforcement cutoff will not be identified as findings.

My point of contact for this memorandum is Mr. Michael J. Pruismann, Sr., Security Director, DoW SAPCO, at (703) 693-7431 or michael.j.pruismann.civ@mail.mil.



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Director

Attachments:

1. PSQ (PSQ – 2026, V1)
2. PSQ Template 1 – Foreign Contacts (PSQ – 2026, V1)
3. PSQ Template 2 – Foreign Interests (PSQ – 2026, V1)
4. PSQ Template 3 – Foreign Travel (Adobe) (PSQ – 2026, V1)
5. PSQ Consolidated Template 3 – Foreign Travel (Microsoft Excel) (PSQ – 2026, V1)
6. PSQ Template 4 – Personal Conduct (PSQ – 2026, V1)
7. PSQ Template 5 – Financial Responsibilities (PSQ – 2026, V1)