

Human Resources

**DeCA PERSONNEL SUITABILITY
AND
SECURITY PROGRAMS**

DIRECTOR



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BY ORDER OF THE

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AUTHORITY: Defense Commissary Agency Directives Management Program is established in compliance with DoD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990, and the Federal Information Resources Management Regulation (FIRMR).

MANAGEMENT CONTROLS: This directive does not contain Management Control provisions that are subject to evaluation, testing and other requirements of DeCAD 70-2 and as specified by the Financial Managers' Financial Integrity Act.

AUTHORITY: This directive applies to the Defense Commissary Agency (DeCA) activities.

HOW TO SUPPLEMENT: Supplementation of this directive is prohibited.

HOW TO ORDER: Directive will be included on DeCA Intranet.

SUMMARY: This directive establishes DeCA's policy and procedures for designating position sensitivity and obtaining proper suitability and security investigations for DeCA employees and contractor personnel.

SUPERSEDES: Chapter 12, DeCAD 30-18, March 1, 1997.

OFFICE OF PRIMARY RESPONSIBILITIES (OPR): HQ DeCA RMHP and CII

COORDINATION: CI, GC, SSE, RM, RMH

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Chapter 1

Introduction

1-1. GENERAL PROVISIONS. This Directive establishes responsibilities and guidance for the Defense Commissary Agency (DeCA) Personnel Suitability and Security Programs in accordance with Department of Defense (DoD) 5200.2-R, DoD Personnel Security Program Regulation, and 5 CFR 731, Personnel Suitability. This program establishes overall guidance for initiation of personnel suitability investigations, assignment of individuals to sensitive duties, granting of security clearances, and coordinating security clearance and personnel security investigations with appropriate Agencies.

1-2. POLICY. DeCA policy is to comply with established Executive Orders, Public Law, Office of Personnel Management (OPM) and DoD guidance, policies and procedures pertaining to the personnel suitability investigations, assignment of personnel to sensitive duties, access to automated systems, as well as the granting and retention of security clearances. Security clearances will be kept to the minimum consistent with DoD policy and DeCA mission accomplishment.

1-3. RESPONSIBILITIES.

a. The DeCA Director of Human Resources and Workforce Management (RMH) is the senior personnel suitability official within DeCA. The Director, RMH, is responsible for the development, implementation and monitoring of the overall DeCA Personnel Suitability Program including policy, procedures and program implementation. The Civilian Personnel Policy Division (RMHP) provides program policy guidance to all levels of DeCA activities and implements the DeCA Personnel Suitability Program within Headquarters (HQ) and Special Staff and Business Areas and Regions. RMH will provide staff advice and assistance to Region Directors on matters of adjudication of non-sensitive positions.

b. The DeCA Security Officer, Directorate of Public Health and Safety (DOH) is the senior personnel security official within DeCA. The DeCA Security Officer is responsible for the development, implementation and monitoring of the overall DeCA Personnel Security Program including policy, procedures and program implementation. The DeCA Security Officer provides program policy guidance to all levels of DeCA activity and implements the DeCA Personnel Security Program within the HQ DeCA Special Staff and Business Areas and Regions.

c. The DeCA Director of Information Technology (CII) is responsible for the development, implementation and monitoring of the overall DeCA Information Systems Security Program including policy, procedures and program implementation. CII provides program policy guidance to all levels of DeCA activity. CII implements the DeCA Information Systems Security Program within the HQ and DeCA Special Staff and Business Areas and Regions.

d. Washington Headquarters Services (WHS), Consolidated Adjudication Facility, (CAF) is the CAF for DeCA. WHS adjudicates individual personnel suitability and security investigations results for the purpose of granting or denying security clearances and eligibility to occupy sensitive positions.

e. DeCA Region Security Specialists (Security Program Managers) implement the DeCA Personnel Security Program within their respective regions. They coordinate personnel security clearance actions with HQ DeCA/DOH the Office of Personnel Management (OPM), WHS, Defense Security Service (DSS) and their region's activities.

f. Supervisors and responsible human resource office officials insure personnel are assigned a position sensitivity commensurate with the public trust responsibilities and security clearance their position requires consistent with 5 CFR 731, and DoD 5200.2-R. Position sensitivities and associated public trust levels are identified in **Table 1**.

POSITION SENSITIVITY/LEVEL OF PUBLIC TRUST/ADP MATRIX		
Position Sensitivity (DoD 5200.2)	Public Trust (5 CFR 731)	ADP Access (DoD 5200.2-R)
<i>Critical Sensitive (CS)</i>	<i>High Risk</i>	<i>ADP-I</i>
<i>Non-critical Sensitive (NCS)</i>	<i>Medium Risk</i>	<i>ADP-II</i>
<i>Non-sensitive (NS)</i>	<i>Low Risk</i>	<i>ADP-III</i>
Table 1		

1-4. PURPOSE AND APPLICABILITY.

a. This Directive implements the provisions of 5 CFR 731, Suitability; 5 CFR 732, National Security Positions; 5 CFR 736, Personnel Investigations; and DoD 5200.2-R, DoD Information Security Program Regulation, within the DeCA. It applies to all DeCA employees and contractors with access to sensitive information and/or DeCA's information technology (IT) systems. Requirements of this Directive will be delineated in respective contracts.

b. This directive requires the collection and maintenance of personal information protected by the Privacy Act of 1974. The authority to collect and maintain this information is in Executive Orders 9397, 9838, 10450, 11652, and 12356; and 5 United States Code (U.S.C.) 7513, 7532, 7533; 10 U.S.C. 8013.

1-5. IMPLEMENTING POLICY GUIDANCE (DoD Regulation 5200.2-R):

a. Types and Scope of Personnel Suitability and Security Investigations (PSI). The following investigations are the only PSIs authorized to be initiated on DeCA personnel. Military personnel assigned to DeCA submit security clearance actions through their appropriate servicing personnel or security office in accordance with their service's policies.

(1) The National Agency Check with Inquiries (NACI): The NACI is the minimum personnel suitability investigation required for all civilian employees assigned to non-sensitive (NS) positions and positions of public trust where no security clearance is required. This includes all part-time, seasonal, intermittent or temporary employees in non-sensitive positions once they achieve 120 aggregate days of federal employment.

(a) The applicant or employee will complete the SF 85, Questionnaire for Non-sensitive Positions; or SF 85P, Questionnaire for Public Trust Positions, and submit the form as instructed.

(b) The SF 85 or SF 85P will be submitted to OPM by appropriate personnel point of contact for initiation of appropriate personnel suitability investigation. For NCS positions, the NACI portion of the investigation should be completed prior to appointment. For NS positions, the SF 85 must be submitted within three days after appointment.

(2) The Access National Agency Check plus Inquiries (ANACI): The ANACI is the minimum personnel suitability investigation required for all civilian employees assigned to NCS positions which require access to classified national defense information up to and including secret. The applicant

or employee will complete the SF 86, Questionnaire for National Security Positions, and provide the form to the personnel service provider (PSP) or store personnel point of contact (SPOC) prior to entry on duty.

The PSP or SPOC will review and submit the SF 86 to OPM to initiate the ANACI. The applicant or employee may be appointed to the position to perform unclassified duties upon completion of the National Agency Check (NAC) portion of the ANACI.

(3) Single Scope Background Investigation (SSBI): The SSBI is the initial personnel suitability investigation required for civilian employees assigned to CS positions, and contract employees with ADP-I level of access. The requirement for the investigative agency and for its use is outlined in Table 2.

(a) Employees complete SF 85P for critical sensitive (CS) positions not requiring a security clearance; or SF 86 for CS positions which require a security clearance. The activity Security Manager will use DD Form 1879 to document the results of the local files check and to request initiation of the SSBI. Follow the instructions provided with the form. This form will be submitted to OPM for all non-access CS DeCA civilian employees requiring an SSBI.

(b) Contract employees requiring ADP-I levels of access or risks associated with DeCA's automated systems will complete SF 85P for duties not requiring a security clearance; or SF 86 for duties which require a security clearance. The appropriate Information System Security Officer (ISSO) will use DD Form 1879 to document the local files check and to request initiation of the SSBI. Follow the instructions provided with the form. The DD Form 1879 and SF 85P/SF86 will be forwarded to OPM, FIPC for initiation of the investigation. Issues contained on the forms will be elevated to the appropriate system administrator for a preliminary adjudication for continued access. The system administrator is responsible for adjudicating a contract employee's eligibility for access to automated systems for which they are responsible. The Defense Industrial Security Office (DISCO) will adjudicate the contractor employee for purpose of granting a security clearance.

(4) The National Agency Check (NAC) is a computer search of available government automated records and is an integral part of all personnel security investigations conducted on all DoD employees. This is also the level of investigation for contractor employees with access to automated information systems at the ADP-III or ADP-II levels of risk without a requirement for a security clearance.

(a) The SF 85P is used to request initiation of the NAC for contract employees with ADP-II or ADP-III access where no security clearance is required.

(b) The ISSO will submit the SF 85P directly to OPM FIPC for appropriate civilian contract employees with ADP-III or ADP-II levels of access who do not require a security clearance (see (9) below). A favorable review of the contract employee's SF 85P by the ISSO is required before the contract employee is allowed access to automated information systems. Issues contained on the forms will be elevated to the appropriate system administrator for a preliminary adjudication for access. The system administrator is responsible for adjudicating a contract employee's eligibility for access to automated systems for which they are responsible.

(5) The NACLC is the ten-year follow-on personnel security investigation required for all civilian employees.

(a) Employees with a continuing need for access to classified information will complete and submit a SF 86 to their appropriate security manager. The activity's security manager will

use the DD Form 1879 to document the results of the local files check and to request initiation of the NACLIC. The security manager will submit the DD 1879 and SF 86 directly to OPM.

(b) Contractor employees requiring ADP-III or ADP-II levels of access or risks associated with DeCA's automated systems and security clearance up to SECRET will submit the EPSQ version of the SF 86 to the appropriate ISSO (see (9) below). A favorable review of the contract employee's SF 85P by the ISSO is required before the contract employee is allowed access to unclassified automated information systems. Issues contained on the forms will be elevated to the appropriate System Administrator for a preliminary adjudication for system access. The System Administrator is responsible for adjudicating a contract employee's eligibility for access to automated systems for which they are responsible.

(c) Other contract employees requiring access to classified information up to and including SECRET will submit the SF 86 to the security manager of the activity overseeing the classified contract (see (9) below). The contract employee may perform unclassified but sensitive duties upon completion of the NAC portion of the NACLIC. The OCC will adjudicate the contract employee for the granting of a security clearance.

(6) Single Scope Periodic Reinvestigation (PR) is the five year follow-on personnel security investigation requirement for civilian employees assigned to CS positions and contract employees with ADP-I levels of access.

(a) Employees complete SF 85P for CS positions not requiring a security clearance; or SF 86 for CS positions which require a security clearance. The activity's security manager will use the DD Form 1879 to document the results of the local files check and to request initiation of the PR. Follow the instructions provided with the form. This form will be submitted to OPM for all DeCA civilian employees.

(b) Contract employees requiring ADP-I levels of access or risks associated with DeCA's automated systems will complete SF 85P for duties not requiring a security clearance; or SF 86 for duties which require a security clearance. The appropriate ISSO will use the DD Form 1879 to document the local files check and to request initiation of the PR. Follow the instructions provided with the form. The DD Form 1879 and SF 85P will be forwarded to OPM for initiation of the investigation. Issues contained on the forms will be elevated to the appropriate system administrator for a preliminary adjudication for continued access. OPM will adjudicate a contract employee's eligibility for access to automated systems for which they are responsible.

(7) Special Investigative Inquiry (SII) is a follow-on investigation requested by OPM, DSS, WHS/CAF, DeCA Security or DeCA Personnel to resolve issues uncovered during a Personnel Security Investigation (PSI). The appropriate Security Programs Manager, Security Manager or ISSO will initiate the forms required to be submitted based on the nature of the issues.

(8) Fingerprint Cards. All initial suitability investigations for applicants, employees or contractor employees require the submission of finger print cards. For investigations initiated through OPM, use SF Form 87, Fingerprint Card. For investigations initiated through DSS, use FD Form 258, Applicant Fingerprint Card. Both cards look similar, but the difference is in the cards coding and where the form is returned after the FBI fingerprint check. The use of the proper fingerprint card is crucial to the timely completion of a PSI.

(9) Submitting Forms to OPM. Submit the appropriate SF 85, SF 85P, or SF 86 and the SF 87 Fingerprint Cards for DeCA Federal Civilian Employees only. Mail to the following address:

Office of Personnel Management
FIPC
PO Box 618
Boyers, PA 16018-0618

b. Position Sensitivity and Access Levels. DeCA Managers must determine the level of position sensitivity and security clearance access required of subordinates to perform official duties and ensure subjects have the appropriate initial suitability investigation or periodic reinvestigation and position sensitivity as required. SSBI's and periodic reinvestigations will not be requested on individuals with less than 12 months retention in federal service.

c. Limitations and Restrictions. A break in federal service (including military service and cleared government contractor status) of 24 months or longer invalidates an individual's personnel suitability/security investigation and security clearance eligibility. An initial personnel suitability or security investigation (NACLC, NACI, ANACI or SSBI) is required after such break.

Chapter 2

Requirements and Procedures

2-1. REQUIREMENTS FOR PERSONNEL SUITABILITY AND SECURITY INVESTIGATIONS (5 CFR 731, 5 CFR 732, 5 CFR 736, and DoD Regulation 5200.2-R):

a. **Civilian Employment.** The appointment of each civilian employee is subject to a personnel suitability investigation, except for reappointment when the break in service is less than 24 months, and the employee has an investigation that meets or exceeds the requirements of the position to which appointed. If the individual is being hired into a NS position, the NACI will be initiated within three duty days of entry on duty. If the individual is hired into a position of trust (POT) or NS position, the NAC portion of the NACI or ANACI should be completed prior to entry on duty unless a waiver is granted. The personnel service provider (PSP) will validate eligibility to occupy a sensitive position through the appropriate security office using DeCA Form 30-110, Pre-appointment Security Check.

(1) DeCA managers may authorize a waiver of pre-employment personnel investigative requirements if it is determined an emergency condition exists and that a delay in appointment would adversely affect national security. The PSP files the signed written determination in the subject's Official Personnel Folder. For contract employees the waiver will be forwarded to the DeCA Security Officer, for filing in the subject's security folder. *NOTE:* Follow up telephone, FAX or message requests with a copy of the pre-appointment personnel investigation waiver within 48 hours to HQ, DeCA, ATTN: DOH, 1300 E Avenue, Fort Lee, VA 23801-1800, telephone DSN 687-8044 or (804) 734-8044, or FAX DSN 687-8339 or (804) 734-8339.

(2) DeCA managers must ensure procedures are in place with pre-appointment waivers to sensitive positions to preclude individuals (who do not have clearance) from having access to classified or sensitive information.

b. **Security Clearances for Military Personnel.** Security clearance actions of military personnel are processed by their parent service servicing personnel security office.

c. **Employee and Contract Employee Security Clearances.** Additional procedures apply for persons who require security clearances and granting of access to classified national defense information.

(1) For access to CONFIDENTIAL and SECRET information:

(a) DeCA managers may authorize access to classified information at the level of security clearance eligibility up to SECRET for individuals with the appropriate PSI (NACLC/NACI/ANACI) and who occupy a position with a minimum position sensitivity level of NCS. Individuals with an NACI may be eligible for issuance of a security clearance by the submission of updated information to WHS CAF.

(b) Request for access will be initiated on DeCA Form 30-55, Determination of Need for Clearance/Position Sensitivity Change, which is forwarded to the appropriate security manager.

(c) The security manager initiates a local files check and documents the results on DeCA Form 30-54, Request for Personnel Security Action. Upon completion of the local files check, the completed DeCA Forms 30-54 and 30-55, and any updated personnel security questionnaire forms, are

forwarded to the appropriate region or area Security Programs Manager (DeCA Security Officer for HQ and Business Area personnel).

(d) The Security Programs Manager verifies the individual's eligibility for a security clearance and completes a "Request for Personnel Security Determination and/or Security Clearance" memorandum that is forwarded to the WHS CAF, along with supporting documentation such as the updated PSQ, etc. (DISCO for contractor personnel). If the individual is not eligible for a SECRET security clearance due to the position sensitivity or type of PSI, the appropriate security manager will be notified as to what actions will be required to obtain the requested level of clearance.

(e) A copy of the Request for Personnel Security Determination and DeCA Form 30-55 will be forwarded to HQ DeCA/DOH for filing in the individual's personnel security folder, and updating the DeCA Personnel Security Roster.

(2) For access to TOP SECRET information:

(a) DeCA managers may authorize access to classified information at the TOP SECRET level for individuals with the appropriate PSI (SSBI) and who occupy a position designated with a minimum position sensitivity level of CS. The individual may be required to submit an updated PSQ as required by the WHS CAF.

(b) Request for TOP SECRET access will be initiated on DeCA Form 30-55, Determination of Need for Clearance/Position Sensitivity Change, which is forwarded to the appropriate region Security Program Manager (DeCA Security Officer for HQ and Business Area personnel).

(c) The Security Programs Manager verifies the individual's eligibility for a TOP SECRET security clearance and initiates a local files check. The results of the local files check are documented on DeCA Form 30-54, Request for Personnel Security Action. Upon completion of the local files check, the Security Programs Manager completes a "Request for Personnel Security Determination and/or Security Clearance" memorandum that is forwarded to the WHS CAF, along with any supporting documentation such as an updated PSQ, etc. If the individual is not eligible for a TOP SECRET security clearance based on the position sensitivity or type of PSI, the individual will be processed for a SECRET security clearance (if eligible) and the appropriate Security Manager notified as to what actions are necessary to obtain the TOP SECRET clearance.

(d) A copy of the Request for Personnel Security Determination and DeCA Form 30-55 will be forwarded to DOH for establishment of a TOP SECRET billet, filing in the individual's Personnel Security Folder, and updating the DeCA Personnel Security Roster.

(3) Access to classified national defense information will not be authorized until the individual signs a Standard Form (SF) 312, Classified Information Nondisclosure Agreement, (NDA).

(a) Prior to being granted access to classified information, the employee will be briefed on his/her duties and responsibilities to protect classified information. Either the individual's first level or higher supervisor or the appropriate security manager should conduct the briefing and the witnessing of the employee's signature on the NDA. The first level or higher supervisor or Security Manager will also execute the NDA as a witness. The NDA will then be transmitted through the Security Manager to DOH for retention in the individual's Security Folder.

(b) For persons being granted access to TOP SECRET information, the individual must personally attest to reading and understanding the NDA.

(4) Security Managers will establish a Special Security Folder (SSF) on personnel who refuse to sign Standard Form 312, Classified Information Nondisclosure Agreement (NDA). The SSF will be forwarded through DOH to WHS, along with documentation of any adverse action taken by DeCA.

(5) In wartime or during national emergencies declared by the President, the Director, DeCA, may approve access to classified information at a higher level than authorized by existing security clearance eligibility. This authority cannot be delegated and does not apply to sensitive compartmented information (SCI) access.

d. Special Access Programs and Sensitive Compartmented Information (SCI).

(1) DeCA currently has no civilian positions requiring access to special access programs and SCI. Individuals may be required to be screened for SCI prior to being transferred or reassigned to other defense agencies.

(2) A SCI screening interview is required for nominees to SCI positions and for nominees to SCI positions who are not SCI-indoctrinated including those with current SSBIs. Generally, a representative from the selecting security office will conduct the pre-screening interview. In unusual circumstances a member of the HQ DeCA or region security office may conduct the SCI pre-screening interviews when requested. The authorized requester marks the results of the interview on the DD Form 1879 and forwards a copy with the PSI package to OPM or DSS. If a personal interview cannot be conducted, state the reason on the DD Form 1879, Item 17. When the personal interview identifies potential disqualifying information, the activity requesting the SCI screening will be notified and a decision made whether or not to submit the request. When a decision is made not to submit the request refer to the SSF criteria requirements in paragraph 1-11. If a decision is made to submit the request, forward the request along with any unfavorable information directly to OPM or DSS. The gaining agency is responsible for funding the PSI.

2-2. RECIPROCAL ACCEPTANCE OF PRIOR INVESTIGATIONS AND PERSONNEL SECURITY DETERMINATIONS (DoD Regulation 5200.2-R)

a. Prior Personnel Suitability /Security Investigations. Investigations previously conducted on civilian employees and cleared contract employees are suitable if they meet the minimum investigative requirement for the level of position sensitivity and access required. The requesting authority ensures the following:

(1) The individual is employed in a sensitive position with DeCA and that no reason exists why the previous investigation or the security clearance should not be accepted.

(2) PSP verifies prior federal employment was continuous with no single break longer than 24 months in federal service (including military and cleared contractor service).

(3) WHS CAF is notified of the reciprocally accepted security clearance. WHS updates the individuals record in the Defense Clearance and Investigations Index (DCII) and issues a Certificate of Clearance, SD Form 176, or other recognized official document, which is returned through HQ DeCA, DOH.

(4) The SD Form 176 or other recognized official document is recorded on the DeCA Personnel Security Roster, filed in the individual's security folder and a copy is forwarded to the appropriate region security office.

(5) The region security office will provide a copy of the SD Form 176 or other recognized document to the individual's Security Manager and PSP for filing in the individual's OPF.

b. Interim security clearances are authorized only if certain prerequisites are met:

(1) Interim SECRET security clearances can be granted by the DeCA Security Officer (HQ DeCA/DOH) when a local files check has been favorably completed and the ANACI has been submitted to OPM. The requesting activity is responsible for providing the following documentation to HQ DeCA, ATTN: DOH, 1300 E Avenue, Fort Lee, VA 23801-1800 or FAX (804) 734-8339, DSN 687-8339:

(a) DeCA Form 30-55, Determination of Need for Clearance/Position Sensitivity Change, signed by the appropriate supervisor/manager.

(b) Copy of the local files check documented on DeCA Form 30-54, Request for Personnel Security Action.

(c) Copy of the individual's SF-86, Questionnaire for National Security Positions.

(d) Copy of the individual's latest SF 50, Notification of Personnel Action, reflecting position sensitivity as non-critical sensitive, or critical-sensitive.

(2) Interim TOP SECRET security clearances can be granted only by WHS if the individual has a valid ENTNAC, NAC, NACI, NACLCL, ANACI or PRS, a favorable local files check and the SSBI has been initiated. The requesting activity is responsible for providing the following documentation to HQ DeCA, ATTN: DOH, 1300 E Avenue, Fort Lee, VA 23801-1800 or FAX (804) 734-8339, DSN 687-8339:

(a) DeCA Form 30-55, Determination of Need for Clearance/Position Sensitivity Change, signed by the supervisor/manager.

(b) Copy of the local files check documented on DeCA Form 30-54, Request for Personnel Security Action.

(c) Copy of the individual's SF-86, Questionnaire for National Security Positions.

(d) Copy of the individual's latest SF 50, Notification of Personnel Action, reflecting position sensitivity as critical sensitive.

2-3. REQUESTING PERSONNEL SUITABILITY AND SECURITY INVESTIGATIONS (5 CFR 731, 5 CFR 732 and DoD Regulation 5200.2-R)

a. Authorized Requesters. DeCA Personnel Service Providers and store points of contact are authorized requesters to initiate personnel suitability investigations (NACI, ANACI or SSBI) to OPM. Headquarters DeCA and region/area security offices are authorized requesters to initiate personnel security investigations (ANACI, NACLCL, SSBI, SBPR, PRS, or SII) to OPM and DSS within their organization for DeCA civilian employees requiring upgraded investigations, periodic reinvestigations, or

issue resolution. ISSOs are authorized to initiate personnel security investigations (NACLC, SSBI or SII) to DSS for contractor employee personnel with ADP-I, ADP-II, or ADP-III levels of access. The authorized requester:

(1) Maintains a suspense copy of the personnel security questionnaire and all other paperwork until the appropriate personnel suitability or security investigation is completed.

(2) Forwards the suspense copy of the personnel security questionnaire to the gaining DeCA Security Office when a permanent change of station (PCS) occurs.

b. DSS is the sole DoD repository of DSS personnel security investigative files. To obtain a personal copy, forward a notarized request which includes: name, SSN, date of birth, and place of birth. FOIA/PA requests should be addressed to: Defense Security Service, Privacy Act Office, D0020, PO Box 1211, Baltimore MD 21203-1211.

c. When necessary for suitability determinations HQ DeCA/DOHS may provide DSS or OPM PSI results to Heads of DeCA Activities and supervisors through HQ DeCA/RMH for resolution of issues.

d. Personnel requiring an SSBI or periodic reinvestigation scheduled for a PCS move to an overseas location, including Shemya AFB, AK, fall within the "Catch'Em in continental United States" (CONUS) (CEIC) program. Every attempt will be made to process the required investigation prior to the individual's PCS date.

e. Individuals completing SF 85P/SF 86 must specify any circumstances that would make them unavailable for a subject interview within 30 to 180 calendar days of the date the form is mailed or transmitted electronically to DSS. Detailed information regarding the period in which the individual will be unavailable such as date, location, and duration should be provided in the remarks section of the appropriate form.

f. Local Files Check (LFC). A local files check is conducted on all individuals requiring an initial SSBI or undergoing a PR, NACLC or converting from a non-sensitive to a sensitive position. Use DeCA Form 30-54, Request for Personnel Security Action, to document the LFC.

(1) A local files check includes a check of:

(a) Official Personnel File (OPF).

(b) Verification of citizenship through a review of birth certificate, US Passport, Naturalization Certificate, or other official document.

(c) Verification of education claimed through review of diploma or transcript.

(d) Local police records check.

(e) Local medical records check.

(f) Personnel Security Folder

(2) Results of the local files check will be documented on DeCA Form 30-54. Any derogatory information will be explained in the "Remarks" section. Use additional bond paper if

necessary. Information from the DeCA Form 30-54 may be transcribed onto DD Form 1879 when required.

(3) A local files check and DeCA Form 30-54 are not required for civilian applicants for federal employment when local files are unavailable and a DD Form 1879 is not required.

g. Record briefings for access to special access program information on DeCA Form 30-54 when the governing program directive does not prescribe other procedures.

2-4 ADJUDICATION (DoD Regulation 5200.2-R)

a. WHS CAF is the DeCA consolidated adjudication facility for all DeCA civilian employee security clearances, and eligibility to occupy sensitive positions.

(1) WHS adjudicators apply the policy and criteria set forth in DoD Regulation 5200.2-R, Change 3, paragraph 2-200, 6-102 and Appendix I.

(2) Unfavorable personnel security determinations may result in the denial or revocation of security clearance and eligibility to occupy a sensitive position. Individuals denied a security clearance or eligibility to occupy a sensitive position may utilize their appeal rights contained in Chapter VIII, DoD 5200.2-R and WHS Policy Letters.

b. Initial Personnel Suitability Investigations returned from OPM with suitability issues will be referred to the appropriate Region HQ Offices on OPM Form 79A by HQ DeCA/RMH for adjudication. Adjudication decisions will be documented and returned to RMH for appropriate action. The original OPM Certification of Investigation, annotated to reflect the results of the adjudication, will be maintained in the subject's OPF. All other OPM investigative report material should be properly destroyed once the adjudication is complete.

2-5. ISSUING CLEARANCE AND GRANTING ACCESS (DoD 5200.2-R)

a. Personnel Security Clearance Eligibility Determination. This authority is exercised by WHS for all DeCA civilian employees. The HQ and region/area security office will prepare requests for personnel security determinations and/or periodic reinvestigations in accordance with this directive. If the individual possess the requisite personnel security investigation, a security clearance may be requested from WHS on the individual by the appropriate security office.

(1) Security clearance eligibility is granted to the level required based on the type of personnel security or suitability investigation conducted, recency of the investigation, position sensitivity and the verification of U.S. citizenship of the subject. If a person is not a U.S. citizen, he/she is not eligible for a security clearance, regardless of the personnel investigation conducted, its age, or the position sensitivity.

(2) Request for a security clearance will be originated by the individual's supervisor or Security Manager on a DeCA Form 30-55, Determination of Need for Clearance/Position Sensitivity Change, and be forwarded through channels for signature by the appropriate manager. After signing the DeCA Form 30-55 will be forwarded to HQ DeCA, ATTN: DOHS, 1300 E Avenue, Fort Lee, VA 23801-1800, FAX (804) 734-8339, DSN 687-8339, for inclusion in the individual's security folder.

(3) The individual's security manager will document a local files check, as required by DoD 5200.2-R, on DeCA Form 30-54, Request for Personnel Security Action. These forms will be

forwarded to the appropriate region/area security office, or HQ DeCA, ATTN: DOHS, for HQ and Business Area personnel.

(4) The security office will review the DeCA Form 30-54 and 30-55 for completeness. Region/area security offices will verify security clearance eligibility through the Defense Clearance and Investigations Index (DCII), the WHS Adjudication Facility Tracking System (AFTS) or by contacting HQ DeCA/DOH, WHS or DSS. If the individual requires a reinvestigation for issuance of a security clearance, the DeCA Forms 30-54 and 30-55, will be returned to the submitting office with guidance as to what actions must be taken to obtain the requested security clearance.

(5) Region security offices, (HQ DeCA/DOHS for Headquarters and Business Areas), will then complete a "Request for Personnel Security Determination and/or Security Clearance" by WHS and forward the request to WHS.

(6) WHS grants the requested clearance if the individual is eligible, and updates the Defense Clearance and Investigations Index (DCII). After granting the security clearance, WHS returns the SD Form 176, Certificate of Clearance, or other appropriate official document to HQ DeCA, ATTN: DOHS, 1300 E Avenue, Fort Lee, VA 23801-1800.

(7) DOHS validates the security clearance and updates the DeCA personnel security roster database. A copy of the SD Form 176 is placed in the individual's security folder at DOH and the original SD Form 176 or other official document is forwarded to the appropriate region security office.

(8) The region security office forwards the original SD Form 176 or other official document to the appropriate PSP for filing in the employee's OPF.

b. Interim Security Clearance. Interim security clearances are granted as follows:

(1) An interim SECRET security clearance may be granted based on a favorable review of a completed SF 86, Questionnaire for Sensitive Positions, and the DCII, DOHS. Interim SECRET security clearances may only be granted by designated security personnel who are in a CS position and have favorably undergone the prerequisite.

(2) Request for an interim SECRET clearance will be made to the appropriate headquarters or region security office, with a completed SF 86. The region security office (or DOHS for HQ and Business Areas only) reviews the request, and if favorable, will forward the request to DOH. DOHS will validate the request against information contained in the DCII and security folder, and if all information is favorable, will grant the interim clearance up to SECRET, and forward a request to WHS to update the DCII. The appropriate personnel security or suitability investigation must be initiated prior to granting of interim clearance.

(3) Interim TOP SECRET security clearances may be granted only by WHS. Interim TOP SECRET clearances are submitted in the same manner as for SECRET, but are forwarded to WHS. WHS grants an interim TOP SECRET clearance if the subject has a favorable ENTNAC, NAC, NACI, ANACI, NACLIC, or PRS and is otherwise eligible based on current criteria and an SSBI has been initiated. If the subject does not have a prior favorable NACI or higher-level investigation, then the NAC portion of the SSBI must be completed prior to the interim TOP SECRET clearance being granted.

(4) In an emergency, the DeCA Security Officer (DOHS) may grant interim clearances, up to SECRET, by telephone. The appropriate region/area security office (or DOHS for HQ and Business Areas) will then forward a request for issuance of the interim clearance to DOHS. Use a

memorandum for record (MFR) to document approval until a copy of the Certificate of Clearance, SD Form 176, or other official document is received with a final or interim security clearance eligibility.

c. Adverse Personnel Security Actions on Civilian Employees. WHS adjudicates DeCA employees for eligibility to occupy sensitive positions and access to classified national defense information. WHS will follow the appropriate procedures prescribed in 5 CFR 732 and DoD 5200.2-R when adverse national security disqualification actions are being taken (based on the results of an OPM or DSS investigation) against an applicant eligible for appointment in, or an applicant or employee in, the Federal service.

d. Adverse Personnel Suitability Action on Civilian Employees. HQ and Region personnel offices will follow the appropriate procedures prescribed in 5 CFR 731, 5 CFR 315, 5 CFR 752, and DoD 5200.2-R when adverse suitability disqualification actions are being taken (based on the results of an OPM investigation) against an applicant seeking appointment in, or an applicant or employee in, the federal service.

e. Adverse Personnel Security Actions on Contractor Employees with Security Clearances. DISCO adjudicates DeCA contractor employees' eligibility for access to classified national defense information. DISCO adjudicators will follow the appropriate procedures prescribed in DoD 5200.2-R when adverse security disqualification actions are being taken (based on the results of a DSS investigation) against a contractor employee

f. Adverse Personnel Security Actions on Contractors for ADP Access Only. The systems administrator adjudicates DeCA contractor employees for eligibility to access to government information systems at the ADP-I, ADP-II, and ADP-III levels of risk. System administrators, in consultation with the ISSO, GC and appropriate Security Programs Manager, will follow the appropriate procedures prescribed in DoD 5200.2-R when adverse security disqualification actions are being taken (based on the results of an DSS investigation) against a contractor employee.

g. Obtaining Information from HQ DeCA/DOHS, WHS and OPM. DeCA Directors, Staff Office Chiefs, and FOA Managers as well as region security personnel are authorized to verify security clearance status of their personnel through DOHS. DOHS will provide DSS, WHS and OPM/FIPC a list of DeCA personnel authorized to call and obtain information concerning personnel security/suitability investigations and access the DCII.

(1) In situations where no clearance eligibility data are available at the DeCA activity and DOHS has valid security clearance eligibility information on file, a record of the call may be used as evidence of valid security clearance data pending receipt of the SD Form 176, or updated DeCA security clearance roster. The authorized requester prepares an MFR showing:

- (a) Name, grade, and organization of the individual calling DOH;
- (b) Name, grade, organization, and SSN of the subject;
- (c) Name of person at DOHS providing clearance data, and
- (d) Type and date of investigation and, if granted, level and date of clearance eligibility.

(2) The authorized requester forwards a copy of the MFR to the individual's security manager.

(3) The requester and the security manager keep the MFR until a copy of the SD Form 176 or other official document is received, and shows a final security clearance eligibility.

h. When an individual no longer has a need for a security clearance due to retirement, change in position/position sensitivity, or no longer requires access to classified information, the security clearance will be administratively withdrawn. The individual will be required to execute a Security Termination Statement, DeCA Form 30-60, which is forwarded through channels to HQ DeCA, ATTN: DOHS, 1300 E Avenue, Fort Lee, VA 23801-1800. The responsible region or HQ DeCA security office will document the administrative withdrawal of the security clearance and forward a Request for Personnel Security Determination and/or Security Clearance to WHS. The Security Manager will administer a debriefing to individuals with a national security clearance when any of the following events occur:

- (1) Termination of employment.
- (2) Transfer to a position where access is no longer required.
- (3) Access authorization is administratively withdrawn.
- (4) Departure on leave in excess of three months.
- (5) Transfer to another agency.
- (6) Access to classified information is no longer required.

2-6. UNFAVORABLE ADMINISTRATIVE ACTIONS (DoD Regulation 5200.2-R)

a. **Special Security Folders.** A Special Security Folder (SSF) is a documented history of information that tends to show that granting security clearance eligibility to an individual or continuing an individual's existing security clearance eligibility or suitability to occupy a sensitive position, may not be consistent with the requirements or interests of national security and/or mission of DeCA. It also serves as a repository for information that must be resolved by further investigative, administrative, or adjudicative actions. The SSF may be established as the direct result of a PSI conducted by DSS, OPM or similar agencies, or it may be based upon unfavorable information concerning an individual's activities, conduct or behavior, or an individual's failure to comply with security program requirements. DeCA Managers may establish SSFs when:

(1) An individual's loyalty, reliability, or trustworthiness comes into question. Such questions commonly arise when information or allegations develop concerning an individual's activities, conduct or behavior, or failure to comply with security program requirements in relation to the security standards criteria as outlined in DoD 5200.2-R, Chapter II. When such questions arise, an SSF must be established regardless of whether an individual currently has access to classified information.

(2) An individual refuses to sign a required Standard Form 312, Classified Information Nondisclosure Agreement (NDA) or other nondisclosure agreement.

(3) DOHS or region security offices receive unfavorable information from other government agencies, information summary reports provided by DSS, reports of investigation, and notification of special access denial from various access granting authorities.

b. DeCA Directors, Staff Office Chiefs and FOA Managers establish SSFs on individuals within their area of responsibility including:

- (1) Personnel of geographically separated activities, and
- (2) TDY personnel when unfavorable information develops locally, which directly impacts an individual's security clearance eligibility.

c. As a general rule, SSFs are established upon receipt of any information as outlined above and or concerning actual or alleged:

- (1) Repeated statements of pro-terrorist or anti-government nature.
- (2) Financial irresponsibility or unexplained affluence.
- (3) Arrest by civil or military authorities. For example, incidents of theft; embezzlement; bad checks, sexual misconduct, sexual misconduct with a minor; child or spouse abuse; illegal activity such as sale, transfer or distribution of marijuana, narcotics, or controlled substances; assault; unlawful use of firearms, explosives, dangerous weapons, or the unauthorized sale of weapons; and misuse or improper disposition of government property.
- (4) Mental or emotional illness if a psychiatrist or clinical psychologist states the illness may cause a significant defect in the person's judgment or reliability, or if a previous condition may occur.
- (5) Alcohol abuse that results in impairment of an individual's ability to perform assigned duties or to adequately safeguard classified information.
- (6) Falsification or deception on employment application and related official documents, or personal history forms.
- (7) Refusal or intentional failure by individuals who require a PSI to provide the PSQ documentation, release statements for review of medical, financial, or employment records; or refusal to be interviewed in connection with a PSI regardless of whether the information is requested by an investigative agency, WHS, DOHS, or DeCA Region Security Office.
- (8) Conscientious objector status, if there is any indication of disloyalty.
- (9) Two serious security violations within a 1-month period.

d. Restrictions on SSF Establishment. Do not establish an SSF for:

- (1) Any reasons other than those listed above unless the circumstances clearly indicate that security clearance eligibility may be affected.
- (2) A one-time alcohol related incident; or unless there is evidence of an ongoing alcohol problem. DeCA Directors must assess all factors involved and exercise discretion in establishing SSFs in such cases. If the individual occupies a sensitive position and/or has a security clearance or occupies a position of trust, DOH needs to be notified so they, in-turn, can notify the WHS CAF if an individual has a second alcohol related incident within a year. This usually denotes a serious problem with alcohol. WHS must be apprised of this whether or not an SSF is established.

(3) A disciplinary problem, such as poor duty performance and any single, isolated incident of poor judgment based on immaturity or extenuating circumstances which does not impact on the individual's ability to safeguard classified information.

(4) A federal civilian employee occupying a non-sensitive position.

(5) Incidents where DOHS has established an SSF based on potentially unfavorable information.

e. Access Suspension. DeCA Directors must suspend an individual's access to classified information and unescorted entry to limited access, restricted or controlled areas when an SSF is established.

f. SSF Processing. DeCA managers, supervisors, or security personnel refer allegations indicating possible criminal conduct, including those arising during a PSI, to the appropriate criminal investigative agency. If there is sufficient reason to doubt the validity of unfavorable information or allegations, the establishment and processing of the SSF may be delayed for 45 calendar days. The weight and seriousness of the incident; whether it appears to be an isolated incident or was intentional; the individual's motivation for the act; whether it was out of character for the individual; formal reports that might be or become available, or whether undesirable conduct or behavior is likely to continue will be considered. If, after all the facts have been considered and the security staff disagrees with the establishment and processing of an SSF, the DeCA Director or his designee will make the final determination.

(1) DeCA managers provide a recommendation on whether to grant, deny, or revoke the individual's security clearance eligibility. The documented facts must fully support the recommendation.

(2) DOHS will forward the completed SSF to WHS for a final security determination.

(3) DeCA managers may contact HQ DeCA/DOH via priority message, FAX or e-mail to request immediate favorable closure of an SSF.

g. SSF Evaluations. Request evaluation of the SSF from the following activities when the issue Involved indicates coordination is appropriate:

(1) Director of Human Resources and Workforce Management reviews the individual's Personnel actions required as a result of the SSF behavior.

(2) Security evaluates for criminal activities or other pertinent data regarding the subject's police record, involvement in previous compromises or security incidents.

(3) General Counsel or appropriate Judge Advocate determines if any court proceedings or non-judicial action is justified by nature of individual's actions.

(4) The servicing medical activity conducts an evaluation of any physical, mental, or emotional state that may affect the subject's ability to protect classified information.

(5) The employee assistance program reviews for any involvement, previous or present, with alcohol or dangerous drugs that may indicate a security weakness.

h. SSF Maintenance/DOHS maintains a copy of all SSFs. Region security offices maintain a copy of the SSFs for personnel assigned to their region. When a change of assignment occurs, the region security office will forward the SSF to the gaining region or headquarters security office by the most expeditious means available. Forward an information copy of the transmittal letter or message to DOHS.

i. DOHS Notification. Notify DOHS via FAX, e-mail or message when:

(1) Unfavorable information results in a discharge, termination, retirement, or other separation. Forward a copy of the Standard Form 50, Notification of Personnel Action, plus any additional background information used in these actions to DOH. If the individual occupies a sensitive position and/or has a security clearance or occupies a position of trust, WHS CAF will be notified if the unfavorable information/SSF results in discharge, termination, retirement, or separation or if the individual is placed in a non-sensitive position so the AFTS and DCII can be updated accordingly and the case closed.

(2) An adverse termination is overturned and the individual returns to employment.

(3) Anticipated completion of an SSF will require more than 12 months.

(4) An SSF has remained open for 180 days and every 180 days thereafter. Provide a brief summary of actions taken or contemplated.

(5) Any significant information is developed on SSFs established by DOHS. DOHS will provide the region security office with any subsequent information developed.

j. SSF Contents. Retain only information and documentation relating to the processing of the SSF in the file. The SSF may contain, but is not limited to:

(1) Copy of the PSI conducted by DSS, OPM, or similar agencies. This file must be destroyed once WHS and/or DeCA have reached decision.

(2) All copies of reports of investigation, civil police or child advocacy reports, etc., pertaining to the issue.

(3) A copy of all pertinent police incident/complaint reports.

(4) A summary of facts to substantiate any unfavorable information not covered by one of the investigative sources above. Include a complete reference to the source of the information.

(5) A copy of all pertinent medical or mental health evaluations that indicate significant impairment of the individual's judgment or reliability. The report of evaluation must contain a diagnosis, its affect on the individual's judgment or reliability, prognosis and the likelihood of recurrence. The appropriate medical authority must state whether release of the information will harm the individual's physical or mental health.

(6) All pertinent information concerning actions taken by social actions, such as when the individual was enrolled in the program; why they enrolled; and how the program personnel classified the individual.

(7) The date of successful completion or the date termed a rehabilitation failure. Provide interim progress reports when applicable. If the diagnosis is alcoholism, the SSF must contain a copy of the Intervention Committee's prognosis and recommendations regarding clearance eligibility.

(8) All copies of administrative or disciplinary actions to include records of counseling, letter of reprimand, Article 15 and court-martial orders, copies of letters of indebtedness, and bad checks.

(9) All correspondence or forms relating to the withdrawal of access.

(10) All comeback copies of transactions relating to the establishment of SSF and status reports.

(11) All copies of available orders or other written notifications to DOHS or WHS advising them of the status and location of persons placed in retraining, on appellate leave, or rehabilitation or confinement status.

(12) All copies of correspondence from staff agencies relating to SSF reviews once all local actions have been taken.

k. Investigations required for SSF Resolution. The DeCA Security Officer requests or directs an investigation when:

(1) The unfavorable information involves alleged activities that fall under the security standards criteria in DoD Regulation 5200.2-R, Chapter II, or

(2) The allegations indicate possible criminal conduct, including allegations arising during the course of a PSI.

(a) Overseas regions must coordinate requests for DSS investigations involving allegations of subversive affiliations, derogatory suitability information, and hostage situations with the local servicing Military Criminal Investigative Organization (MCIO).

(b) DSS personnel investigate personnel security issues based on a request from the WHS for a special investigative inquiry (SII). The WHS determines whether an SII is necessary and verifies full coverage of all areas requiring investigation. Send a SF 86 and two FD 258s, FBI Fingerprint Card, to DOHS for forwarding to the WHS when requesting an SII. If an SSF has been established pending resolution of allegations through this investigation, state it in the request. Unfavorable suitability information must be resolved to determine whether an individual remains eligible for access to classified information.

l. Administrative Due Process Procedures. The WHS will only make final personnel security determination resulting in an unfavorable administrative action on DeCA personnel when the individual concerned is granted procedural due process described in this section and designated by law. A final unfavorable administrative determination will only be made after the individual concerned is given:

(1) A written statement of reasons to revoke or deny occupancy of a sensitive position and/or security clearance, or eligibility to occupy a position of trust, citing the reasons for the action. The notice will be as comprehensive and detailed as the protection of sources afforded confidentially under the provisions of the Privacy Act of 1974 (U.S.C. 552a) and national security permit. Prior to issuing a statement of reasons to a civilian employee for suspension or removal action, the WHS must comply with the provisions of 5 CFR Part 731.

(2) An opportunity to acknowledge receipt and understanding of the intended action and to indicate whether he or she intends to submit any statements or documents to refute, correct, or to mitigate the intended actions. The WHS must receive rebuttal documentation within 30 calendar days from the date of the written statement of reasons, unless an extension has been granted.

m. Statement of Reasons. Upon receipt of the individual's response or rebuttal to the statement of reasons, the WHS personnel:

(1) Review the complete case file, including any statements or documents provided by the individual on their behalf and determine whether eligibility to occupy a sensitive position and have access to classified information should be reinstated, revoked, or denied. WHS personnel will update the DCII accordingly.

(2) Provide the individual written notification of the revocation or denial action. The letter of notification states the final reasons for the action and advises the individual the decision may be appealed to WHS.

(3) In appeal cases the individual concerned has two options, provide a written appeal to the Clearance Appeal Board (CAB) or request a personal appearance before the Defense Office of Hearing and Appeals (DOHA). DOHA will only make a recommendation based on the information in the case file and information presented by the individual concerned. The CAB will make the final decision on all appeal cases based either on the information provided to the CAB by the individual and a review of the case file, or the recommendation provided by the DOHA and the information contained in the case file.

(4) Upon receipt of an appeal, WHS may close the case favorably in the event the individual has provided clear and convincing evidence to refute or mitigate the information as stated in the letter of denial or revocation.

(5) Notify the individual and the Director of the decision by WHS CAB in writing. The decision by WHS CAB is final. The individual has no further appeal rights through DeCA or WHS.

(6) In some instances the individual may be granted a conditional clearance, e.g., there will be certain conditions the individual will have to agree to and follow to retain the clearance.

n. Reinstatement. Send requests for reinstatement of security clearance eligibility to HQ DeCA, ATTN: DOHS, 1300 E Avenue, Fort Lee, VA 23801-1800, for transmittal to WHS. Requests are not considered for at least 12 months from the effective date of clearance revocation or denial. Include a recommendation from the head of the individual's activity specifying how the individual's behavior has changed. Additionally, the individual's head of activity or Staff Office Chief must provide appropriate documentation to support the request. Required documentation would depend upon the reasons for the initial denial or revocation, but could include a current mental health evaluation if mental or emotional issues were involved; social actions evaluation if drug or alcohol abuse were involved; a current financial statement if financial problems were involved; etc.

2-7. CONTINUOUS RESPONSIBILITIES FOR SECURITY (DoD Regulation 5200.2-R)

Evaluating Continued Security Clearance Eligibility and Eligibility to Occupy a Sensitive Position. Indoctrination training must advise supervisory personnel of their responsibility for continuing observation of subordinates for conduct or conditions listed in the criteria for application of security standards. Supervisory personnel must also understand the necessity for immediately reporting to the appropriate area, region or headquarters security staff when such conditions come to their attention.

FORMS FOR INITIATION OF PERSONNEL SUITABILITY/SECURITY INVESTIGATIONS						
Type of Position	Type of Investigation	Agency Conducting Investigation	Form Used for Investigation	CAF Determination	DCII Entry	Due Process Provided
Non-sensitive and Public Trust Positions						
Non-sensitive (NS)	NACI	OPM	SF 85	N/A	N/A	N/A
Non-critical sensitive (NCS) (Public Trust – No Access)	NACI	OPM	SF 85P	Favorable Denial Revocation	5/5 D/D R/R	N/A Yes Yes
Critical-Sensitive (CS) (Public Trust – No Access)	SSBI	OPM	SF 85P	Favorable Denial Revocation	5/5 D/D R/R	N/A Yes Yes
Critical-Sensitive (CS) (Public Trust – No Access) Periodic Reinvestigation (5 year intervals)	PR	OPM	SF 85P	Favorable Denial Revocation	5/5 D/D R/R	N/A Yes Yes
Sensitive (Access) Positions						
Non-critical sensitive (NCS) (With Access)	ANACI	OPM	SF 86	Favorable Denial Revocation	S/S D/D R/R	N/A Yes Yes
Non-critical sensitive (NCS) (With Access) Periodic Reinvestigation (10 year intervals)	NACLCLC	OPM	SF 86	Favorable Denial Revocation	S/S D/D R/R	N/A Yes Yes
Critical-Sensitive (CS) (With Access)	SSBI	OPM	SF 86	Favorable Denial Revocation	T/T or T/S D/D R/R	N/A Yes Yes
Critical Sensitive (CS) (With Access) Periodic Reinvestigation (5 year intervals)	PR	OPM	SF 86	Favorable Denial Revocation	T/T or T/S D/D R/R	N/A Yes Yes
Table 2						

Movement of Personnel/Change of Position Sensitivity					
FROM: (Position Type)	Access Required	TO: (Position Type)	Access Required	Form(s) Required	DeCA Action
Non-sensitive ¹	N/A	Non-critical sensitive	No	Updated SF 85 ² , + SF 85P page 7 only	Submit forms and prior NACI ³ to WHS Adjudication Facility
Non-sensitive	N/A	Non-critical sensitive	Yes	Updated SF 85, + SF 86 Part II only	Submit forms and prior NACI ³ to WHS Adjudication Facility
Non-sensitive	N/A	Critical Sensitive	No	SF 85P	Initiate SSBI returning results to WHS Adjudication Facility
Non-sensitive	N/A	Critical Sensitive	Yes	SF 86	Initiate SSBI returning results to WHS Adjudication Facility
Non-critical sensitive	No	Non-critical sensitive	Yes	Updated SF 85P ⁴ , + SF 86 Part II only	Submit forms ³ to WHS Adjudication Facility
Non-critical sensitive	No	Critical Sensitive	No	SF 85P	Initiate SSBI returning results to WHS Adjudication Facility
Non-critical sensitive	No	Critical Sensitive	Yes	SF 86	Initiate SSBI returning results to WHS Adjudication Facility
Non-critical sensitive	Yes	Critical Sensitive	Yes	SF 86	Initiate SSBI returning results to WHS Adjudication Facility
Critical Sensitive	No	Critical Sensitive	Yes	Updated SF 85P ⁵ , + SF 86 Part II only	Submit forms ³ to WHS Adjudication Facility

Table 3

1 - No forms required if prior investigation was adjudicated favorably and Subject had no break in service to exceed 24 months. Submit a Request for Personnel Security Determination and/or Security Clearance to the WHS CAF specifying reciprocal acceptance of prior adjudication or requesting a determination for the level of eligibility/access required.

2 - If prior SF 85 not available, submit fully completed SF 85P.

3 - Submit with a Request for Personnel Security Determination and/or Security Clearance to the WHS CAF specifying reciprocal acceptance of prior adjudication or requesting a determination for the level of eligibility/access required.

4 - If prior SF 85P not available, submit fully completed SF 86.

5 - If prior SF 85P not available, submit fully completed SF 86.

Chapter 3

Instructions for Completing Forms

3-1. Instructions for completing DeCA Form 40-158 (aka 30-54), Request for Personnel Security Action

<u>Block</u>	<u>Information Requested</u>	<u>Explanation</u>
1.	NAME (Last, First, Middle, Maiden)	Self-explanatory
2.	ORGANIZATION OR FIRM SPONSOR	Location Employed or Contract Company Name and address.
3.	GRADE	Civil Service or Military Pay Grade
4.	SSN	Social Security Number
5.	CITIZENSHIP	Self-explanatory
6.	DATE OF BIRTH	(YYYY/MM/DD) Format
7.	PLACE OF BIRTH	Self-explanatory
8.	INVESTIGATION REQUIRED	NATIONAL AGENCY CHECK – N/A, Military only NATIONAL AGENCY CHECK-WRITTEN INQUIRIES-Mark this block for National Agency Check with Law and Credit Check (NACLC); Access National Agency Check with Inquiries (ANACI); and National Agency Check with Law and Credit (NACLC). SINGLE SCOPE BACKGROUND INVESTIGATION-Mark this block for the initial SSBI for individuals in Critical Sensitive positions. BI PERIODIC REINVESTIGATION-Mark this block for the 5-year periodic reinvestigation (PR) for individuals in Critical Sensitive positions.
9.	CLEARANCE, ENTRY OR ACCESS REQUIREMENTS	ONE-TIME ACCESS-Mark if the individual is expected to have access to classified information on only one occasion such as classified meeting attendance. INTERIM CLEARANCE-Mark if the individual requires an interim security clearance pending completion of a full personnel security investigation. FINAL CLEARANCE-Mark if the individual will require a security clearance in the continuous performance of their duties, even if access is

occasional.
TOP SECRET-Mark if individual requires a TOP SECRET security clearance.

SECRET- Mark if the individual requires a SECRET security clearance.

CONFIDENTIAL – Mark if the individual requires a one-time access to confidential information.

LIMITED ACCESS – Not Used

SPECIAL ACCESS – Used for a one time access to information in a Special Access Program (SAP).

UNESCORTED ENTRY – Used to document checks done on employees for unescorted entry into “Limited Access” areas. Used only for a local files check (LFC) with no further investigation.

10. TO

Appropriate HQ DeCA, Region or Area Security Office Address:

DEFENSE COMMISSARY AGENCY
ATTN: DOH (SECURITY)
1300 E AVENUE
FORT LEE, VA 23801-1800

DECA EASTERN REGION
ATTN: SECURITY OFFICE
5151 BONNEY ROAD, SUITE 201
VIRGINIA BEACH, VA. 23462-4314

DECA EUROPEAN REGION
ATTN SECURITY OFFICE
PSC 3, BOX 867
APO AE 09094

DECA MIDWEST REGION
ATTN SECURITY OFFICE
300 AFCOMS WAY
SAN ANTONIO, TX 78226-1330

DECA WESTERN/PACIFIC REGION
ATTN SECURITY OFFICE
3401 ARCACIA STREET SUITE 115
MCCLELLAN AFB, CA. 95652-1002

11. FROM

Mailing address of DeCA activity submitting request.

12. DATE

Date form signed.

13. TYPED NAME, GRADE, AND TITLE

Type the name and title of Security Manager

- | | | |
|---------|--|---|
| | OF REQUESTER | submitting the request. |
| 14. | SIGNATURE | Signature of requester. |
| 15. | CERTIFICATION | No entry required. |
| 16. | DATE | Date medical records review completed. |
| 17. | TYPED NAME, GRADE, AND TITLE OF REVIEWER | Name and title of individual reviewing medical records. Normally a medical records clerk. |
| 18. | SIGNATURE | Signature of person conducting medical records review. |
| 19. | CERTIFICATION | No entry required. |
| 20. | DATE | Date installation police/security records review completed. |
| 21. | TYPED NAME, GRADE, AND TITLE OF REVIEWER | Name and title of individual reviewing police records. Normally a police records clerk. |
| 22. | SIGNATURE | Signature of person conducting police records review. |
| 23.-29. | SPECIAL ACCESS AUTHORIZATION FOR OTHER AGENCY/SERVICE SPECIAL ACCESS PROGRAM | |
| 30. | REMARKS | Any information that may have a bearing on an individuals eligibility for a security clearance. |

3-2. Instructions for completing DeCA Form 40-159 (aka 30-55), Determination of Need for Clearance/Position Sensitivity Change

<u>Information Requested</u>	<u>Explanation</u>
DATE ENTERED ON DUTY	Date the individual entered into Government service (including military or as a cleared contractor) with no more than a 24-month break in service.
TO (Office Symbol of Security Office)	Office symbol of responsible DeCA Security Office. For HQ DeCA and FOAs the Office Symbol is "SA"
FROM (Employing Activity)	Office symbol of the DeCA activity where the individual is employed.
NAME OF INDIVIDUAL (Last, First, MI)	Self-explanatory
SOCIAL SECURITY NUMBER	Self-explanatory

SECTION I – DETERMINATION OF ELIGIBILITY REQUIREMENTS FOR SENSITIVE DUTIES

DETERMINATION OF ELIGABILITY REQUIREMENTS FOR SENSITIVE DUTIES	Follow instructions on form by filling in appropriate blanks and checking appropriate boxes. Coordinate any required changes in position sensitivity with personnel service provider (PSP).
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SECTION II – DETERMINATION OF CURRENT CLEARANCE REQUIREMENTS

DETERMINATION OF CURRENT CLEARANCE REQUIREMENTS.	Follow instructions on form by filling in appropriate blanks and checking appropriate boxes. Temporary upgrade of clearance may be approved for individuals that are otherwise eligible for the purpose of attending courses, meetings, etc.
REMARKS	List individuals' civil service classification series and grade. Provide a brief justification of need for security clearance. List any previous security clearance held (if known) by date and type of investigation, investigative agency and level of security clearance.
TYPED NAME AND TITLE OF AUTHORIZING OFFICIAL	Individual authorized to request security clearances as identified in paragraph 1-10a.
SIGNATURE	Signature of Authorizing Official.
DATE:	Date the DeCA Form 40-159 (aka 30-55) is signed.

SECTION III VALIDATION OF REQUEST

TO	Requesting Security Office (completed by HQ DeCA/DOH)
FROM	HQ DeCA/DOH
Requested determination has been validated and will appear on the next record activity/eligibility listing (RACEL)	Individual was found to be eligible for the requested level of security clearance and/or position sensitivity and will be documented on the DeCA Security Roster.
Prior to granting access to classified	Last step to activating a security clearance is for the individual

information, ensure that the appropriate security briefing has been accomplished and that an SF 312, Classified Information Non-Disclosure Agreement, has been completed.

to accomplish the Classified Information Non-Disclosure Agreement, SF 312. Forward the original to HQ DeCA/SA for filing in the individuals Personnel Security Folder. For TOP SECRET security clearances a personal attestation must be accomplished before the DeCA Director or the appropriate Executive/Region Director.

DeCA SECURITY OFFICIAL

Signature of the DeCA Security Officer or designee.

DATE

Date the security clearance eligibility was verified and DeCA Security Roster updated.

3-3. Instructions for Completing the SF 85, SF 85P and SF 86 “Agency Use” Block For Submissions to OPM Only

These instructions are a summary of the items that require completion on blocks A-P of the "Agency Use" portion of the SF 85, SF 85P and SF 86. It represents a brief description only. Any specific questions can be addressed by calling OPM-FIPC at (724) 794-5612.

A (Type of Investigation): Enter the appropriate 3-character code from the chart below representing the type of investigation and service requested. The first two digits represent the investigation type, and the third digit represents the investigation service.

TYPE OF INVESTIGATION	75 DAY SERVICE	120 DAY SERVICE	REOPEN SERVICE	180 DAY SERVICE
SSBI	30B	30C	30D	
PR			18D	18F
ANACI	09B		09D	
NACLCLC	08B		08D	
NACI	02B		02D	

*NOTE: Any variation to the service noted above should be made by special request to OPM.

B (Extra Coverage): Enter the appropriate number of the numeric (1-6) and/or alphabetic (A-Z) codes from the chart below that represents the type of extra investigative coverage desired. Place the appropriate code(s) in block B for the appropriate coverage.

Chart Codes: O = Optional Coverage
S = Standard Coverage
N/A = Not Available

TYPE OF INVESTIGATION	EXTRA COVERAGE CODES									
	1 Overseas	2 Credit	3 Advance NAC	4 Manager Spvyr	5 Public Contact	7 Attachments	H INS	I Spouse INS	L BVS	R Reinvestigation
SSBI	N/A	S	O	O	O	O	S	S	O	O
PR	N/A	S	O	O	O	O	S	S	O	O
ANACI	N/A	S	O	N/A	N/A	O	O	N/A	O	O
NACLCLC	N/A	S	O	N/A	N/A	O	O	N/A	O	O
NACI	N/A	S	O	N/A	N/A	O	O	N/A	O	O

Code 1 (Overseas—Subject and Spouse): Not Available

Code 2 (Credit): Automated scheduling of Credit happens automatically with these case types. No code is necessary.

Code 3 (Advance NAC): The advance on the National Agency Check (NAC) consists of an itemized list of the NAC results and or search status. This is notification of item results only, no hardcopy furnished.

The advance NAC report is sent to the SOI and is available for all case types. If after 30 days from the scheduling date, the NAC(s) are not complete, a NAC Status Report will be generated to provide more information and sample copies of the reports. Contact OPM-FIPC for additional information.

Code 4 (Managerial and Supervisory): Used to identify managerial and supervisory positions.

Code 5 (Public Contact): Used to identify positions with public contact.

Code 6 (Law Enforcement): Used to identify Law Enforcement Personnel – Not used within DeCA.

Code 7 (Attachments): Used when information is attached to the investigative requests, such as:

- Requests for license or certificate verification.
- Issue(s) information.
- Personnel or Security folder information.
- Special handling instructions.
- Any other information pertinent to the investigation.

Code H (INS): Automated scheduling of the Immigration and Naturalization Search.

Code I (Spouse INS): Automated scheduling of the Immigration and naturalization Search for the subject of investigations' spouse.

Code L (BVS): Automated scheduling of the Birth Verification at State Bureau of Vital Statistics.

Code R (Reinvestigation): This code bypasses the administrative edits resident in the OPM automated system that requires the appropriate level of case type/sensitivity/access.

C Sensitivity Level: In the first space, enter "1" for Non-sensitive; "2" for Non-critical Sensitive; or "3" for Critical Sensitive positions. Enter "C" in the second space for an ADP-Computer position (ADP-II or ADP-I as identified in DoD 5200.2-R, Appendix K). If not an ADP-Computer position, leave the second space blank.

D Access Level: Enter the appropriate code from the chart below to show the type of security clearance/access the position requires:

<u>CODE</u>	<u>LEVEL</u>
0	Not Required
1	Confidential (Not used in DeCA)
2	Secret Security Clearance
3	Top Secret Security Clearance
4	Sensitive Compartmented Information (DCID 1/14) (Not used in DeCA)
5	Q-Sensitive (Atomic Energy Act) (Not used in DeCA)
6	Q-Non-sensitive (Atomic Energy Act) (Not used in DeCA)
7	L-(Atomic Energy Act) (Not used in DeCA)
8	Other (specify other security clearance under extra coverage Item B, Code 7)

E Nature of Action: If the person being investigated is a federal employee or applicant, enter the three digit code showing the nature of action taken or to be taken for the position requiring the investigation (the same action code as used on the SF-52) if known, otherwise leave blank. If the person being investigated is a contract employee, enter "CON."

F Date of Action: Enter the effective date (Month/Day/Year) of the action requiring investigation. If the action has not been taken, leave the block blank.

G Geographic Location: Enter the 9-digit “Worldwide Geographic Location Code,” showing the actual location of the duty station of the position. The Geographic Location Code is an OPM Central Personnel Data File (CPDF) requirement that must be entered on the SF-52 and SF-50 for certain personnel actions. This is a GSA Publication (4/87). If unknown, leave the block blank.

H Position Code: Enter the appropriate alphabetic code from the chart below. If none of the codes apply, leave the block blank.

<u>CODE</u>	<u>POSITION</u>	<u>CODE</u>	<u>POSITION</u>
A	Congressional Staff	E	White House
B	Investigator	F	SES/GS-15 (or equivalent)
C	Astronaut	G	Special/Confidential Assistants
D	Fellow Programs	H	Child Care Provider

I Position: Enter the title of the position for which the investigation is being requested. If the person being investigated is a contractor employee, enter the person’s position with the contractor company, or “CON.”

J SON: Enter the four character Submitting Office Number (SON), for DeCA use 910A; if the Security Office is the Submitting Office, enter the Security Office Identifier (SOI) Number. This will be where incomplete investigations will be returned.

<u>SOI NUMBER</u>	<u>SOI LOCATION</u>
DD13	HQ DeCA/DOH – Security Office
DD28	DeCA Eastern Region Security Office
DD53	DeCA European Region Security Office
DD60	DeCA Midwest Region Security Office
DD61	DeCA Western/Pacific Region Security Office

K Location of Official Personnel Folder: Check the correct box that gives OPM the location of the OPF.

- NONE:** If the person has never been a Federal employee
- NPRC:** If the OPF is at the National Personnel Records Center
- AT SON:** If the OPF is at the DeCA HROD
- OTHER ADDRESS:** If the OPF is at any other location (for example, the SOI), furnish the address.

L SOI: Enter the 4 character Security Office Identifier (SOI). This is the location the results of completed investigations will be returned to for adjudication.

<u>SOI NUMBER</u>	<u>SOI LOCATION</u>	<u>USE FOR</u>
DD02	Washington Headquarters Service	All sensitive DeCA Employee Cases
DD96	HQ DeCA/RMWH	All CONUS non-sensitive DeCA employee cases (OPF maintained at HROD)
Local SOI/SON	Personnel Service Provider/Service Civilian Personnel Office	All OCONUS non-sensitive DeCA employee cases (PSP maintained at SCPO)

M Location of Security Folder: Check the correct box that identifies the location of the individual’s security folder.

- NONE:** If there is no security folder at DeCA

AT SOI: If there is a security folder at DeCA, and it should be reviewed.
NPI: If there is a security folder at DeCA, but it contains no pertinent information.
OTHER ADDRESS: If the individual's security folder should be reviewed and it is not at the SOI, furnish the address.

N OPAC-ALC Number (On-Line Payment and Collection Agency Location Code): Enter the DeCA OPAC-ALC Number (DOD-DECA).

O Accounting Data: Use this block to record the location the individual under investigation is employed (e.g. Fort Lee, Langley AFB, Oceana NAS, etc.)

P Requesting Official: Enter the name, title, and signature of the official requesting the investigation; the date; and the commercial telephone number, including area code. This is the person OPM will contact concerning specific case related submission problems.

Chapter 4

Minimum Position Sensitivity Levels

OPM requires that every competitive service position be designated as high, moderate, or low risks level as determined by the position's potential for adverse impact. DoD has implemented the OPM guidance by requiring each civilian position to be categorized as either critical sensitive (high risk), non-critical sensitive (moderate risk), or non-sensitive (low risk).

Designation of position sensitivity depends on several factors. The factors that must be considered in determining position sensitivity include:

- a. Critical Sensitive (CS) (high risk):
 - Access to Top Secret information, or
 - Development or approval of plans, policies, or programs that affect the overall operations of DeCA, or
 - Investigative and certain investigative support duties, or
 - Issuance of personnel security clearances or access authorizations, or
 - Making personnel security determinations, or
 - Fiduciary, public contact, or other duties demanding the highest degree of public trust, or
 - Category I, automated data processing (ADP) positions, or
 - Other positions determined as providing a relatively high risk for grave damage or significant personal gain.
- b. Non-Critical Sensitive (NCS) (moderate risk):
 - Access to Secret or Confidential information, or
 - Security duties involving the protection and safeguarding of DeCA personnel and property, or
 - Category II automated data processing positions, or
 - Duties involving education and orientation of DeCA personnel, or
 - Duties involving the design, operation, or maintenance of intrusion detection systems deployed to protect DeCA personnel and property, or
 - Other positions determined to have a relatively moderate risk for damage or personal gain.
- c. Non-Sensitive (NS) (low risk): All other positions.

To simplify the task of determining the appropriate level of position sensitivity the following matrix has been prepared. It combines both the requirements and intent of the OPM and DoD guidance to document the minimum levels of position sensitivity within DeCA.

POSITION INFORMATION		SECURITY CLEARANCE REQUIREMENT		
Position Title	Series	No Clearance	Secret	Top Secret
Accounting Technician	0525	NCS	NCS	
Attorney	0905	CS	CS	CS
Auditor	0511	CS	CS	
Automatic Data Processing Category I Positions	Any	CS	CS	CS
Automatic Data Processing Category II Positions	Any	NCS	NCS	CS
Automatic Data Processing Category III Positions	Any	NS	NCS	CS
Budget Analyst	0560	NCS	NCS	
Clerk-Typist	0322	NS	NCS	
Commissary Management Specialist	1144	NCS	NCS	CS
Commissary Officer	1144	NCS	NCS	
Commissary Store Manager	1144	NCS	NCS	
Computer Assistant	0335	NCS	NCS	
Computer Specialist (Region)	0334	NCS	NCS	
Computer Specialist (System Manager)	0334	CS	CS	CS
Computer Specialist (Systems Security)	0334	CS	CS	CS
Contract Specialist	1102	NCS	NCS	
Contracting Officer	1102	CS	CS	
Custodial Worker	3566	NS	NCS	
Data Transcriber	0356	NCS	NCS	
Director of Acquisition Management	1102	CS	CS	
Director of Facilities	0801	CS	CS	
Director of Human Resources	0201	CS	CS	
Director of Information Management	0301	CS	CS	CS
Director of Plans and Policy	1144	CS	CS	CS
Director of Public Affairs	1035	CS	CS	CS
Director of Resource Management	0505	CS	CS	CS
Director, DeCA	1144	CS	CS	CS
Executive Assistant	Any	NCS	NCS	CS
Executive Director for Operations	1144	CS	CS	CS
Executive Director for Support	Any	CS	CS	CS
Facility Manager	1640	NCS	NCS	
File Clerk	0305	NS	NCS	
Financial Manager	0505	NCS	NCS	CS
Fiscal Accounting Clerk	0503	NCS	NCS	
FOA Manager/Chief	Any	NCS	NCS	CS
Fork Lift Operator	5704	NS	NCS	
General Engineer	0801	NCS	NCS	
Grocery Department Manager	1144	NCS	NCS	
Information Management Specialist	0301	NCS	NCS	CS
Instructor	1750	NCS	NCS	
Inventory Management Specialist	2010	NCS	NCS	
Investigations, Assistance & Security Specialist	1801	CS	CS	CS
Laborer	3502	NS	NCS	

POSITION INFORMATION		SECURITY CLEARANCE REQUIREMENT		
Position Title	Series	No Clearance	Secret	Top Secret
Line Item Manager	0301	NCS	NCS	
Materials Handler	6907	NS	NCS	
Meat Cutter	7407	NS	NCS	
Meat Cutter Supervisor	7407	NCS	NCS	
Motor Vehicle Operator	5703	NS	NCS	
Occupational Safety and Health Specialist	0018	NCS	NCS	
Office Automation Clerk	0326	NCS	NCS	
Personnel Management Specialist	0201	NCS	NCS	
Personnel Management Specialist (Adjudicator)	0201	CS	CS	
Produce Department Manager	1144	NCS	NCS	
Public Affairs Specialist	1035	NCS	NCS	
Quality Assurance Evaluator	1101	NCS	NCS	
Quality Contract Monitor	1101	NCS	NCS	
Quality Program Manager	0301	NCS	NCS	
Region Director	1144	CS	CS	CS
Region Director, Deputy	1144	CS	CS	CS
Sales Store Checker	2091	NS	NCS	
Sales Store Checker, Lead	2091	NCS	NCS	
Sales Store Checker, Supervisory	2091	NCS	NCS	
Scanning Coordinator	0303	NCS	NCS	
Secretary (Branch)	0318	NCS	NCS	
Secretary (Command Group)	0318	NCS	NCS	CS
Secretary (Directorate)	0318	NCS	NCS	
Secretary (Division)	0318	NCS	NCS	
Secretary (Staff Office)	0318	NCS	NCS	
Secretary (Store)	0318	NCS	NCS	
Security Manager (Additional Duty)	Any	NCS	NCS	CS
Security Officer (Headquarters)	0080	CS	CS	CS
Security Specialist	0080	CS	CS	CS
Staff Office Chief (Headquarters)	Any	CS	CS	CS
Staff Office Chief (Region)	Any	NCS	NCS	CS
Store Director	1144	NCS	NCS	
Store Worker	6914	NS	NCS	
Store Worker Forman	6914	NCS	NCS	
Suggestion Program Specialist	0301	NCS	NCS	
Supervisory Accounting Technician	0525	NCS	NCS	
Supply Clerk	2005	NCS	NCS	
Teller	2091	NCS	NCS	
Traffic Management Specialist	2130	NCS	NCS	
Voucher Examiner	0540	NCS	NCS	
Warehouse Worker	6907	NS	NCS	
Zone Manager	1144	CS	CS	