

Personnel Security Investigation Request
(ISD is the proponent; the approving authority is AR 380-67)

Privacy Act Statement

Authority: 10 U.S.C. 3013, 50 U.S.C. 4039, and the National Security Act of 1947; E.O. 10450 and 10865; and E.O. 9397 (SSN).

Principle Purpose(s): To obtain or retain a security clearance.


Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Information may be released to federal agencies based on formal accreditation as specified in official directive, regulations, and demonstrated need-to-know; to federal, state, local, and foreign law enforcement, intelligence, or security agencies in connection with a lawful investigation under their jurisdiction; and to commanders/agency heads for adverse personnel actions.

The DoD 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

Disclosure: Disclosure of SSN is voluntary; however, failure to provide SSN may result in access being denied.

PART I - APPLICANT INFORMATION

SSN:	<input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR	GRADE:
LAST NAME:	FIRST:	MIDDLE:
<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MS. Suffix (Sr./Jr./I, II, etc.):	DATE OF BIRTH (MM/DD/YYYY):	
COUNTRY OF BIRTH:	STATE OF BIRTH:	CITY OF BIRTH:
ETS/MRD DATE:	NON-RETAINED BY BOARD ACTION: <input type="checkbox"/> YES <input type="checkbox"/> NO	PROJECTED RET/LOSS DATE:
U.S. CITIZEN: <input type="checkbox"/> YES <input type="checkbox"/> NO	SELECT DOCUMENT SUBMITTED FOR VERIFICATION (ATTACH COPY) 	
UNIT/ORGANIZATION:		
PRIMARY E-MAIL:		
ALTERNATE E-MAIL:		
PRIMARY PHONE#:	SELECT FROM THE LIST	ALTERNATE PHONE#: SELECT FROM THE LIST

PART II - ACTION REQUESTED

CLEARANCE/INVESTIGATION REQUIRED:	POSITION SENSITIVITY (CIVILIAN ONLY):	PERIODIC REINVESTIGATION:	INTERIM REQUIRED:
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- ☐ FINGERPRINT REQUIRED (initial investigations only, please schedule)
☐ Optional Form 306 (Declaration For Federal Employment)
☐ Resume (From USA Jobs)

SUPERVISOR

Rank _____ **Title** _____ **Daytime Phone** _____

Name _____ **Official Email** _____

PART III - JUSTIFICATION/REASON FOR INVESTIGATION

- ☐ **MOS CODE (MILITARY ONLY) (e.g., 35F):**
- ☐ POSITION DESCRIPTION (ATTACH COPY):
- ☐ OTHER (PROVIDE SPECIFIC DETAILS FOR THE REQUIREMENT):

PART IV - SERVICE MEMBER VALIDATION

I hereby certify That I am not within 12 months of retirement IAW AR 380-67:

PART V - BRIGADE SECURITY REPRESENTATIVE VERIFICATION

- ☐ I hereby certify this investigation request is a valid mission requirement for reasons stated above and not intended for ease of access to facilities.

(GRADE)

(NAME OF S2/SECURITY MANAGER)

(SIGNATURE)

(ORGANIZATION)

(DATE YYYYMMDD)

(E-MAIL ADDRESS)

(PHONE NUMBER)

Code 1 - Non-sensitive - Investigation Required (NACI); all other positions not identified below.

Code 2 - Noncritical-sensitive - Investigation Required (ANAC/NACLC)

- a. Access to SECRET or CONFIDENTIAL information.
- b. Security police/provost marshal-type duties involving the enforcement of law and security duties involving the protection and safeguarding of DoD personnel and property.
- c. Category II automated data processing positions (IT-II), for example, operating system administration of common applications or enclaves, back-up operators with limited privileged-level access to control, manage, or configure IS's and devices.
- d. Duties involving education and orientation of DoD personnel.
- e. Duties involving the design, operation, or maintenance of intrusion detection systems deployed to safeguard DoD personnel and property.
- f. Individuals in the Biological or Chemical Personnel Reliability Programs (PRP) or in controlled Nuclear Duty Positions in the Nuclear Weapons PRP.
- g. Any other position so designated by the head of the Component or designee.

Code 3 - Critical-sensitive - Investigation Required (SSBI/SSBI-PR)

- a. Access to TOP SECRET information.
- b. Development or approval of plans, policies, or programs that affect the overall operations of the DoD or of a DoD component.
- c. Development or approval of war plans, plans or particulars of future major or special operations of war, or critical and extremely important items of war.
- d. Investigative and certain investigative support duties, the issuance or adjudication of personnel security clearances or access authorizations, or the making of personnel security determinations.
- e. Fiduciary, public contact, or other duties demanding the highest degree of public trust.
- f. Duties falling under Special Access programs.
- g. Category I automated data processing positions -Information Technology (IT-I), for example, Security Administrators/Network Administrators (SA's/NA's) for infrastructure devices, Intrusion Detection Systems, Virtual Private Network(s), routers; SA's/NA's for classified systems and devices, with privileged-level access to control, manage, or configure Information Assurance tools or devices, individual and networked IS's, networks, devices, and enclaves.
- h. Individuals in critical Nuclear Duty Positions requiring entrance in the Nuclear Weapon Personnel Reliability Program.
- i. Any other position so designated by the head of the Component or designee.

Code 4 - Special-sensitive - Investigation Required (SSBI/SSBI-PR)

- a. Positions that require extraordinary national security implications associated with Sensitive Compartmented Information (SCI) access.
- b. Positions that require access to unique or uniquely productive intelligence sources or methods vital to the United States security.
- c. Positions that could cause grave damage and/or compromise technologies, plans, or procedures vital to the strategic advantage of the United States.