



SECURITY CLEARANCE PROCESS FOR NEW HIRES

Mr. G2 person giving brief
CECOM G2 Security Branch



WHAT IS A SECURITY CLEARANCE?

A security clearance is a determination by the United States Government that a person or company is eligible for access to classified information.

A clearance determination is conducted after a review of a security clearance investigation is based off a “Whole Person Concept”.

Maintaining your security clearance is based on a continuous evaluation program that validates your trustworthiness, and protects national security.

Is an individual responsibility.

Vital to maintaining your position.

CLASSIFIED INFORMATION TYPES

National security information or classified information is classified at three levels:

- TOP SECRET: unauthorized disclosure could be expected to cause exceptionally grave damage to national security
- SECRET: unauthorized disclosure reasonably could be expected to cause serious damage to national security
- CONFIDENTIAL: unauthorized disclosure could be expected to cause damage to national security

Requires your signature on an SF312, Non-Disclosure Agreement, prior to receiving SECRET or TOP SECRET access

Once granted a security clearance, you will be placed in the DCSA Continuous Evaluation (CE) Program, which consists of automated records checks (financial, criminal, etc.). After you have been granted a clearance, it is your obligation to report any derogatory information to your security manager PRIOR to it being uncovered by the CE program.

ONCE SELECTED AS A CANDIDATE

There will be a security review whether to see if the applicant has a current background investigation that meets or exceeds the minimum investigative requirement for the position they are applying for.

If you do not have a security clearance (or if it's not based off a T3 or higher investigation), the CPAC/HR will initiate the investigation type required for your position with the PSIP Center of Excellence.

IF YOU CURRENTLY HAVE A SECURITY CLEARANCE

If the applicant has a current clearance eligibility based off a T3 or higher investigation, **the security review process is considered complete**. If you are unsure of what investigation your clearance was based off of, check with your security manager or Facility Security Officer (FSO).

Prior to 2017, there were 2 types of Secret investigations; one if you were in the military and/or contractor (NACLC), and one if you were a civilian (ANACI). After 2017, the DoD standardized the secret investigation to a “T3” for all military, contractors and civilians.

If your secret clearance was based off a “NACLC”, **a new T3 investigation will need to be initiated prior to appointment approval.**

IF YOU DO NOT HAVE A SECURITY CLEARANCE

Only U.S. Citizens can be granted a security clearance

After formally accepting the TJO, you will need to be fingerprinted.

After you've been fingerprinted (or have a pending fingerprint appointment), the CPAC/HR will initiate the investigation request with the PSIP CoE. You will then be directed to complete the security questionnaire online via eAPP. Once you submit your questionnaire, the PSIP CoE will review it for completeness. If all is good, your investigation opens with the Defense Counterintelligence and Security Agency (DCSA)

Once open with DCSA, your security questionnaire (eAPP), fingerprints, and any additional investigative information will be reviewed for an interim security clearance determination.

WHAT IS EAPP?

- The Electronic Application (eAPP) has replaced the Electronic Questionnaire Investigation Processing (eQIP), previously used within the Department of Defense (DoD) as the automated request for personnel security investigations.
- All Security Questionnaires (SF-86 - Questionnaire for National Security Positions and SF-85 Questionnaire for Non-Sensitive Positions) are now processed by the National Background Investigation Service (NBIS) thru eApp.
- eAPP allows applicants to electronically enter, update, and transmit their personal investigative data over a secure Internet connection to their employing agency or security management office for review and approval of the personnel security investigation request. The approved investigation form is then transmitted to DCSA for processing.
- The eAPP is accessible from a secure website at <https://eapp.nbis.mil/> that is designed to hold all personnel security investigative forms.

COMMON EQIP REJECTIONS

Going back too far, or not going far enough (make sure you answer the question they're asking).

Entering no or partial information. If you're unable to retrieve certain information that they're requesting, you must at least enter something (at the end of every page there is a comment section where you can enter why the information being requested cannot be obtained).

Use Google to find addresses of previous education/employment.

Call the PSIP CoE directly if you have any questions as they're the folks that ultimately approve/reject your eQIP requests (410-278-4194).

INTERIM CLEARANCES

Once you've completed your fingerprinting and your eAPP has been submitted to DCSA, it will be reviewed for an interim clearance.

A favorable interim must be determined before your appointment to the position. Common reasons why interims are declined:

- Unresolved **DELINQUENT** debt

- Recent or significant criminal activity

- Recent drug usage with future intent to use

Even though one may have one or more of the derogatory issues above, an interim still can be determined due to the whole person concept (time passed, age of applicant, circumstances surrounding the incident, etc.)

HOW TO SPEED THE SECURITY PORTION OF THE HIRING PROCESS

- Be prepared!! (eAPP checklist provided).
- Run a Tri-Bureau Credit Report to make sure you do not have any outstanding delinquencies you are unaware of.
- Check your spam folder if you're waiting for a PSIP CoE email and it has not been received.
- Use Google to find difficult info you're unable to remember.
- Complete the fingerprinting/eAPP as soon as you can. The faster you can complete these two actions, the faster an interim can be determined and you can be brought onboard.

REFERENCES **NEED TO UPDATE THIS**

POC for general security clearance questions:

usarmy.apg.cecom.list.cecom-g2-security-mailbox@army.mil

eAPP FAQs/Resources: <https://www.dcsa.mil/Personnel-Security/Background-Investigations-for-Applicants/Help-Filling-Out-Forms/>

SF86 Checklist: [G1 page](#)

eAPP Directions: [G1 page](#)

How to obtain/maintain your security clearance: [G1 page](#)

Reporting Responsibilities: [G1 page](#)

FAQ'S

Q: Is there a way I can get a clearance before I'm offered a job that requires one? It'll make me more marketable.

A: No. Having a security clearance is based off a **NEED TO KNOW**. You will first need to be considered for a national security position prior to any clearance investigation being initiated.

Q: Since marijuana is legal in my state, can I consume it if I'm being considered for a national security position?

A: **NO!** Marijuana is still considered a Schedule I substance under the Controlled Substances Act. Regardless of state laws, if you work for the Federal Government, you must adhere to Federal Laws.

FAQ'S (CONTINUED)

Q: Can I use CBD while holding a security clearance?

A: CBD products are made from hemp. Even though CBD products may claim that there is no THC (the psychotropic chemical found in marijuana), these products are not regulated by the FDA and there's no guarantee that you will have a negative urinalysis if using CBD products.

Q: I hear it can take years to get a clearance, do I have to wait for a final clearance before I can be hired?

A: No, all you need is a favorable interim to start, and this is normally determined within 1-3 days AFTER your investigation opens with DCSA. The sooner you get your fingerprints done and submit your eAPP, the faster your investigation will open and an interim determination made.

FAQ'S (CONTINUED)

Q: I've used marijuana recently, can I still be granted a clearance?

A: Yes, a security clearance can be granted on an individual who has recently used marijuana. On the security clearance form, if you indicate that there is no future intent to use marijuana (or any illegal drug), this can mitigate recent drug usage.

Q: I am not a U.S. Citizen, can I be granted a security clearance?

A: No, you must be a U.S. Citizen in order to be granted a national security clearance.

FAQ'S (CONTINUED)

Q: I'm a dual citizen, can I be granted a security clearance?

A: Yes. You can be granted a security clearance as long as the U.S. is one of those citizenships.

Q: I've run into trouble with the law in the past, can I still be granted a security clearance?

A: Yes, we're all human. The DCSA Consolidated Adjudications Services (agency that grants security clearances, or CAS) reviews each issues and uses the Whole Person Concept. They take into consideration the frequency of the issue, the age of when it happened, the likelihood of it happening again, etc.

QUESTIONS

QUESTIONS



Email questions to the G2 Security Branch
GAL Name: USARMY APG CECOM List CECOM G2 Security Mailbox
Email: usarmy.apg.cecom.list.cecom-g2-security-mailbox@army.mil



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