

Information Paper mandating new screening requirements

WHO: Personnel Affected All US Army DA Security Guards 0085, DA Police Officers 0083, unaccompanied access personal to Arms Ammunitions & Explosives, Unaccompanied access to controlled medical substances and Physical Security Inspectors. This screening will affect all new personnel that currently was not in the positions stated above prior to 27 July 2019.

WHAT: Office of the Provost Marshal General / Headquarters Department of the Army releases updates to AR 190-13(The Army Physical Security Program) mandating new screening requirements DA Form 7708 Personnel Reliability Screening and Evaluation.

WHEN: As of 27 July 2019, AR 190-13 dated 27 June 2019

WHERE: US. Army Wide

WHY: New AR 190-13 The Army Physical Security Program dated 27 June 2019 requirements.

Summary: Office of the Provost Marshal General / Headquarters Department of the Army releases updates to AR 190-13(The Army Physical Security Program) mandating new screening requirements the form(DA Form 7708) can be found on <https://armypubs.army.mil> and Appendix E in AR 190-13, 27 June 2019 gives details step by step to filling out the DA Form 7708. This screening will affect all new personnel that currently was not in the positions stated above prior to 27 July 2019.

Appendix E

Instructions for Completing the DA Form 7708

E-1. Purpose

This regulation provides instruction to use the DA Form 7708 (Personnel Reliability Screening and Evaluation). The purpose of the form is to help review records to determine the suitability of a person to perform a certain duty assignment or gain access to certain materials. Examples of duty assignments include, but are not limited to physical security inspectors and DA civilian police and security guards. Examples of access to certain materials include, but are not limited to, unaccompanied access to arms, ammunition, explosives, and controlled medical substances. The DA Form 7708 is available for any Army policy proponent having duty assignments that warrant a greater degree of suitability determination than provided for civilian employees upon entry and Soldiers upon accession to the U.S. Army.

E-2. General

- a. The DA Form 7708 is designed for electronic signatures, and is also intended to be transmitted and stored as an electronic document.
- b. Emails that electronically transmit the DA Form 7708 will include an electronic signature to verify the sender, and also digital encryption to protect personally identifiable information. (****** note USAG-Humphreys will take d. Paper Only with wet signatures due to the size of the Installations users******)
- c. The Social Security number is used to retrieve correct medical and law enforcement records.
- d. A paper copy of the DA Form 7708 is authorized, if necessary. The form will be protected at all times while in use or being hand-carried to protect personally identifiable information.
- e. The DA Form 7708 provides for eight personnel roles.
 - (1) The individual.
 - (2) The supervisor of the individual.
 - (3) The certifying official.
 - (4) The reviewing official.
 - (5) A supporting personnel official.
 - (6) A supporting security officer.
 - (7) A supporting competent medical authority.
 - (8) A supporting law enforcement authority.
- f. The DA Form 7708 will be retained for record until such time the individual is no longer associated with the command.

E-3. Potentially disqualifying information

Information that is adverse to the individual may be revealed during checks of required records. Information that could potentially disqualify a person from a specific duty will vary. An example is medical information that could indicate a condition that poses a safety risk for one duty but is suitable for another duty. Records reviewing officials will consider the nature and elements of the duty for which the individual is being considered, and provide a professional assessment to the interviewer. The interviewer will consider all information as a whole and make an informed decision. The DA Form 7708 is marked For Official Use Only, due to the presence of personally identifiable information.

E-4. Completing the DA Form 7708

The DA Form 7708 will be used to screen and evaluate personnel reliability of physical security inspectors, per paragraph 2-21. The interview must complete part I prior to parts II through VI. Part VII will only be completed once parts II through VI are completed as required.

a. Part I: Immediate supervisor, commander, or director interview.

- (1) Block 1. Enter the name of the interviewed individual.
- (2) Block 2. Enter the organization.
- (3) Block 3. Enter position title.
- (4) Block 4. Enter the person's Social Security number.
- (5) Block 5. The person will check one of the two blocks. The interview process will be terminated if the person indicates objection to the screening requirements. The certifying official will record the objection in blocks 49 and 50.
- (6) Block 6. Check the applicable block for the pending duty. If the duty is not listed, use the "other" block and specify the duty.
- (7) Block 7. The person will electronically sign the form in this block.

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(8) Block 8. The date is automatically applied when Block 7 is signed.

(9) Block 9. Enter the name of the interviewer.

(10) Block 10. The interviewer will electronically sign the form in this block.

(11) Block 11. The date is automatically applied when Block 10 is signed.

b. Part II: Check of personnel records.

(1) Block 12. The reviewing personnel official will check one of the two blocks, indicating whether potentially disqualifying information was or was not found.

(2) Block 13. The reviewing personnel official will enter their name.

(3) Block 14. The reviewing personnel official will electronically sign the form in this block.

(4) Block 15. The date is automatically applied when Block 14 is signed.

c. Part III: Check of security records.

(1) Block 16. The reviewing security official will check one of the two blocks, indicating whether potentially disqualifying information was or was not found.

(2) Block 17. The reviewing security official will enter the date of the personnel security adjudication, the type of investigation, if the adjudication was favorable, or if the dossier requires a review.

(3) Block 18. The reviewing security official will enter the date and type of investigation, if a personnel security investigation or reinvestigation was requested.

(4) Block 19. The reviewing security official will indicate the level of security clearance.

(5) Block 20. The reviewing security official will enter their name in this block.

(6) Block 21. The reviewing security official will electronically sign the form in this block.

(7) Block 22. The date is automatically applied when Block 21 is signed.

d. Part IV: Check of medical records.

(1) Block 23. The reviewing medical official will check one of the two blocks, indicating whether potentially disqualifying information was or was not found.

(2) Block 24. The reviewing medical official will enter their name.

(3) Block 25. The reviewing medical official will electronically sign the form in this block.

(4) Block 26. The date is automatically applied when Block 25 is signed.

e. Part V: Check of law enforcement records.

(1) Block 27. The reviewing law enforcement official will check one of the two blocks, indicating whether potentially disqualifying information was or was not found.

(2) Block 28. The reviewing law enforcement official will enter their name.

(3) Block 29. The reviewing law enforcement official will electronically sign the form in this block.

(4) Block 30. The date is automatically applied when Block 29 is signed.

f. Part VI: Results of random or directed drug testing.

(1) Block 31. The reviewing drug-testing official will check one of the two blocks, indicating whether potentially dis-qualifying information was or was not found.

(2) Block 32. The reviewing drug-testing official will enter their name.

(3) Block 33. The reviewing drug-testing official will electronically sign the form in this block.

(4) Block 34. The date is automatically applied when Block 33 is signed.

g. Part VII: Immediate supervisor, commander, or director's evaluation or briefing.

(1) Block 35. After reviewing all provided records, the certifying official making the informed decision that the individual is suitable for the duty will check one of the two blocks. The certifying official will brief the individual on the duties and standards.

(2) Block 36. The person will read this statement.

(3) Block 37. The person will affirm an understanding of the duties and standards by electronically signing the form in this block.

(4) Block 38. The date is automatically applied when Block 37 is signed.

(5) Block 39. Enter the name of the certifying official (interviewer).

(6) Block 40. The certifying officer will electronically sign in this block.

(7) Block 41. The date is automatically applied when Block 40 is signed.

h. Part VIII: Continuing periodic evaluation.

(1) Block 42. The person will electronically sign the form in this block.

(2) Block 43. The certifying official will electronically sign the form in this block.

(3) Block 44. The certifying official will enter relevant comments in this block.

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i. Part IX: Suspension or temporary disqualification. Block 45. The certifying official will enter the date in this block. The certifying official will annotate information about the suspension or disqualification in Part VIII.

j. Part X: Administrative termination. Block 46. The certifying official will enter the date in this block. The certifying official will annotate information about the administrative termination in Part VIII.

k. Part XI: Disqualification.

(1) Block 47. The certifying official will annotate the status of the individual at the time of the disqualification in this block.

(2) Block 48. The certifying official will annotate the reason for the disqualification in this block, and use Block 50 as the reason, if other than the listed reasons.

(3) Block 49. The certifying official will check this block to indicate the individual is disqualified.

(4) Block 50. The certifying official will annotate the rationale for disqualifying the individual in this block.

(5) Block 51. The certifying official will annotate the date the person was notified of the disqualification and the means of notification in this block.

(6) Block 52. Enter the name of the certifying official.

(7) Block 53. The certifying official will electronically sign the form in this block.

(8) Block 54. The date is automatically applied when Block 53 is signed.

(9) Block 55. Enter the name of the reviewing official.

(10) Block 56. The reviewing official electronically signs the form in this block.

(11) Block 57. The date is automatically applied when Block 56 is signed.