

U.S. Coast Guard



CG SECCEN User Guide

**36554 – Security Clearance,
Technology Refresh Sub-Project**

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Table of Contents

Access to Security Clearance Data via the Portal	3
How to Load Security Clearance Data into Direct Access	4
Possible Error Messages found on the Security Clearance Error Report	13
Sample Security Clearance Error Report	14
Sample Dual Status Member Changed Report	15
How to View Security Clearance Information in Direct Access v9	17
How to View Security Clearance Information in Direct Access v8	21
The “PHS Detailed to CG” Report	23
How to Schedule a Query	23
What User Access to Request for Security Clearance Information	24

Access to Security Clearance Data via the Portal

Purpose The primary purpose of the Portal for Security Clearance Users is quick and easy navigation directly to the Security Clearance Information within Direct Access. With a click on the hyperlink of choice from the Security Clearance Program pagelet, the user can navigate to perform the load, view Security Clearance data in v8 or v9, and view the requested report.

The Security Clearance Program pagelet will be displayed on the Portal page as follows:



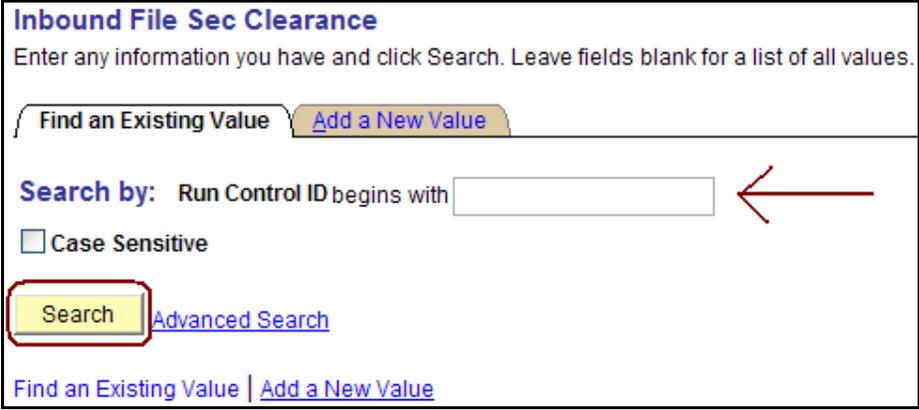
The Portal Link Navigation for the **Security Clearance Program** pagelet for CG is as follows:

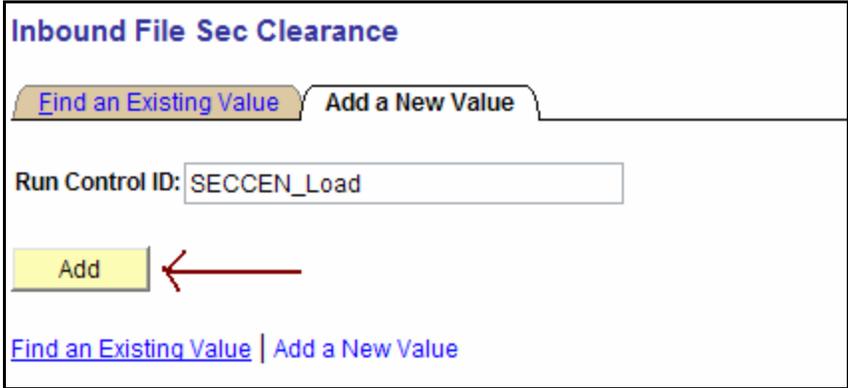
ID	Version	Portal Link Label	Portal Description	Menu Navigation
1	V9.0	Load Security Clearance Data	Run Process to Upload Security Clearance File and Load the Security Clearance information	<u>Path</u> Human Resources, Human Resources Programs, Security Clearance Programs Load Security Clearance Data Execute Process, CGLOADSECCLR
2	V9.0	Security Check Data	Access Security Clearance information for a person	<u>Path</u> Workforce Administration, Personal Information, Security Clearance
3	V9.0	PHS Detailed to CG	Generate listing of PHS officers who are assigned to CG	<u>Path</u> Human Resources, Human Resources Reports, Security Clearance Reports Query Name is: CG_PHS_ROSTER
4	V8.0	Direct Access Security Check	Security Check (View-Only access to Security Clearance information)	<u>Path</u> Administer Workforce, Administer Workforce (GBL), Use Security Check

In Direct Access II (V9) as in Direct Access, there is only one current Security Clearance record for a member.

How to Load Security Clearance Data into Direct Access

- Purpose** To run the process in Direct Access via the Portal which will perform the following tasks:
- Upload the security clearance file from the source system to Direct Access
 - Load the U.S. Coast Guard security clearance information into Direct Access
 - Produce Load Statistics and Exception Reporting

Step	Action
1	<p>To navigate to the Security Clearance Load process, click on the Load Security Clearance Data hyperlink within the Security Clearance Program pagelet from the Portal.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
2	<p>To run the load process for the Coast Guard Security Clearance data, you must have a Run Control set up. If you have not already created a Run Control, please proceed to Step 3. If you have already created a Run Control ID, you may:</p> <ul style="list-style-type: none"> ○ Type the ID in the “Run Control ID begins with” field and click Search. The “Inbound Interface” page will be displayed. ○ OR you may just click Search. <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p>The available Run Control IDs will display. Select your Run Control ID by clicking the hyperlink</p> <p>Go to Step 4.</p>

Step	Action
3	<p data-bbox="228 174 1398 239">If you have not already created a Run Control ID, you will need to do so before proceeding. Click on the Add a New Value tab:</p> <div data-bbox="428 279 1268 657" data-label="Form">  <p>The screenshot shows the 'Inbound File Sec Clearance' interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Underneath, there is a 'Search by:' field with the text 'Run Control ID begins with' and an empty input box. There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are 'Search' and 'Advanced Search' buttons, and a footer with 'Find an Existing Value Add a New Value' links.</p> </div> <p data-bbox="228 695 1419 760">Enter an ID (for example, “SECCEN_Load”) in the Run Control ID field. Click on the Add button.</p> <div data-bbox="423 802 1271 1190" data-label="Form">  <p>The screenshot shows the 'Inbound File Sec Clearance' interface with the 'Add a New Value' tab selected. The 'Run Control ID:' field now contains the text 'SECCEN_Load'. Below the field is an 'Add' button, which is highlighted with a yellow background and a red arrow pointing to it from the right. At the bottom, there are 'Find an Existing Value Add a New Value' links.</p> </div> <p data-bbox="228 1232 1430 1264">The new Run Control ID will be created and the "Inbound Interface" screen will be displayed.</p> <p data-bbox="228 1306 1419 1444">Once you have created a Run Control ID for the Load, you may re-use this ID for subsequent loads. Just enter your Run Control ID (SECCEN_Load, as in the previous example) in the “Run Control ID” begins with” field located on the Find an Existing Value tab and click Search.</p>

Step**Action**

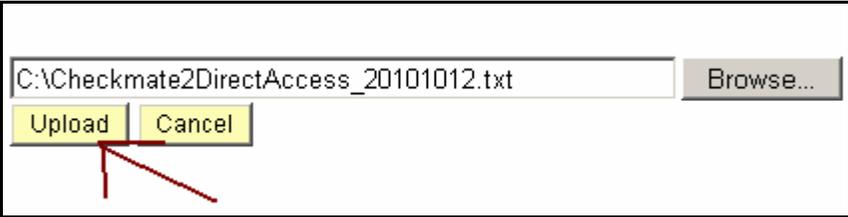
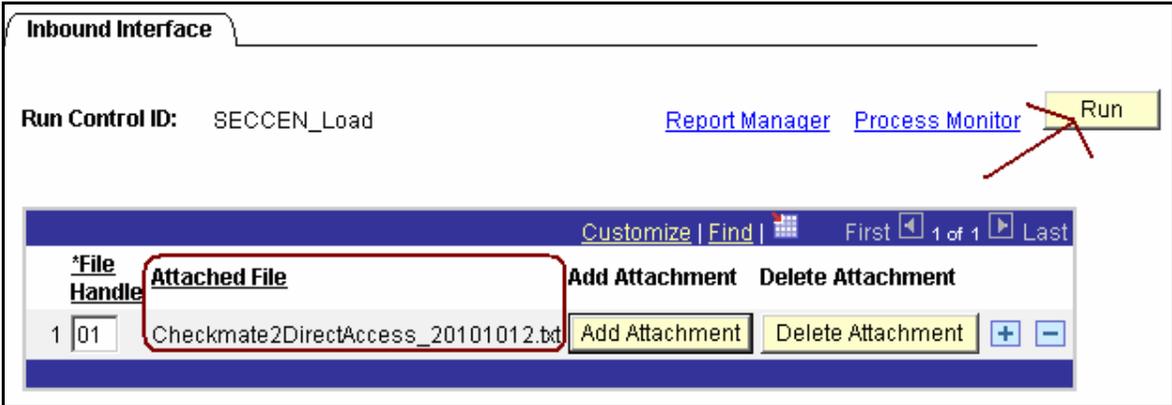
4 The "Inbound Interface" screen will be displayed.

The screenshot shows the "Inbound Interface" screen. At the top, it displays "Run Control ID: SECCEN_Load" and navigation links for "Report Manager" and "Process Monitor", along with a "Run" button. Below this is a table with columns: "*File Handle", "Attached File", "Add Attachment", and "Delete Attachment". The first row has the number "1" in the "File Handle" column and is currently empty. Buttons for "Add Attachment" and "Delete Attachment" are visible for this row.

Note: If a file is already attached (the file name will be listed under the **Attached File** heading), you will have to delete it first by clicking on the **Delete Attachment** button **before** attaching a new weekly file.

Type "01" in Line 1 of the **File Handle** field. The **File Handle** field must have a value in order for the upload to work. Click on the **Add Attachment** button.

This screenshot shows the same "Inbound Interface" screen as above, but with the "File Handle" field in the first row now containing the value "01". A red box highlights the "File Handle" column header and the "01" entry. A red arrow points from the "01" entry to the "Add Attachment" button for that row.

Step	Action
5	<p>The Upload Screen will be displayed. Click on the Browse button and navigate through your files to select the text file you wish to upload to Direct Access. Click Open.</p>  <p>Once the file has been located, click on the Upload button. This will upload the file to Direct Access in preparation for the Security Clearance Data Load process.</p> 
6	<p>When the file upload has completed, the Inbound Interface screen will be displayed and the file name will appear under Attached File.</p>  <p>Click on the Run button to continue to the Load process.</p>

Step**Action**

7

The Process Scheduler Request page will be displayed.

Process Scheduler Request

User ID: JDOE Run Control ID: SECCEN_Load

Server Name: Run Date: 10/12/2010

Recurrence: Run Time: 2:23:20PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Load Security Clearance	CGLOADSECCLR	Application Engine	Web	TXT	Distribution

Click on the checkbox below the blue bar, labeled **Process List**, to select the Load Security Clearance process. Then click **OK**. This submits the Load Security Clearance process request to the Process Scheduler.

Process Scheduler Request

User ID: JDOE Run Control ID: SECCEN_Load

Server Name: Run Date: 10/12/2010

Recurrence: Run Time: 2:23:20PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Load Security Clearance	CGLOADSECCLR	Application Engine	Web	TXT	Distribution

Note:

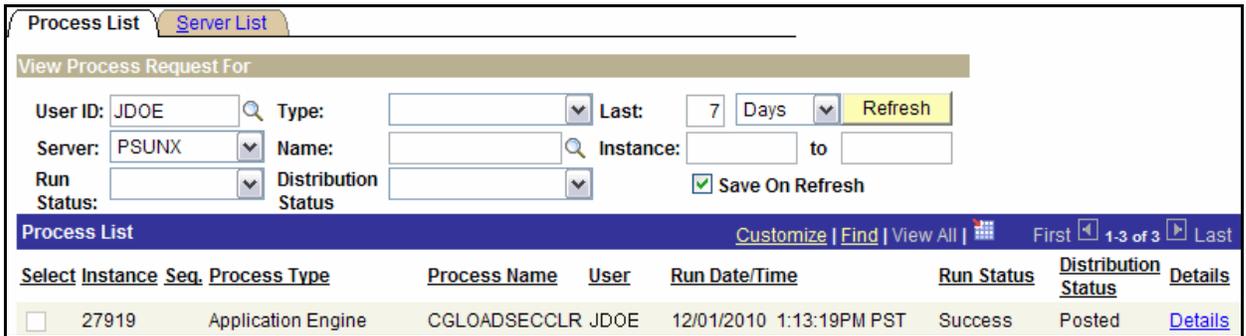
- If a **Server Name** is not selected, select “PSUNX” from the drop-down list.
- From the Process List, Note the Process Name, CGLOADSECCLR.

Step	Action
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8 You will be redirected to the Inbound Interface page. Under the **Run** button, a Process Instance number will be displayed. You can make note of the number, in case you are running more than one process at a time.



Clicking on the **Process Monitor** link will take you to a listing of the processes that have been run from your account. This page allows you to monitor the progress of the current Load process and view loads that have been run in the past. You can change how far back in time the listing goes by typing the number of days' worth of reports you wish to see in the **Last:** field followed by clicking on the **Refresh** button.



The Run Status could be “Queued”, “Initiated”, “Processing”, or “Success”. Click on the **Refresh** button periodically to update the load’s status.

The load process is complete when the Run Status is “Success” and the Distribution Status is “Posted.”

Step	Action										
9	<p>Once complete, the system will place a link titled, CGLOADSECCLR (the process name), in the “My Reports” pagelet located on the home screen. Clicking on the link for the load you wish to view will take you to the load’s Process Output.</p> <p>The reports will be listed with the most recently run report on top.</p> <div data-bbox="492 394 1208 768" data-label="Image"> <table border="1"> <thead> <tr> <th>Report</th> <th>Folder</th> </tr> </thead> <tbody> <tr> <td>CGLOADSECCLR</td> <td>General</td> </tr> <tr> <td></td> <td>2010-11-08-10.57.2</td> </tr> <tr> <td>CGLOADSECCLR</td> <td>General</td> </tr> <tr> <td></td> <td>2010-11-08-12.48.2</td> </tr> </tbody> </table> <p style="text-align: center;">Report Manager</p> </div> <p>If you do not see the report output in the My Reports pagelet, click on the refresh button for the pagelet.</p> <div data-bbox="516 909 1162 1003" data-label="Image"> </div> <p>Note: Your processes and reports output will remain in the My Reports pagelet for 7 days.</p>	Report	Folder	CGLOADSECCLR	General		2010-11-08-10.57.2	CGLOADSECCLR	General		2010-11-08-12.48.2
Report	Folder										
CGLOADSECCLR	General										
	2010-11-08-10.57.2										
CGLOADSECCLR	General										
	2010-11-08-12.48.2										

Step	Action																			
10	<p data-bbox="228 174 1445 241">Once the Process Output has opened, validate the Process Instance number is the one you want in case there are multiple loads run in a single day.</p> <div data-bbox="240 279 1451 999" style="border: 1px solid black; padding: 5px;"> <p data-bbox="248 289 326 317">Report</p> <p data-bbox="248 342 1299 369">Report ID: 25493 Process Instance: 24708 Message Log</p> <p data-bbox="248 390 1055 417">Name: CGLOADSECCLR Process Type: Application Engine</p> <p data-bbox="248 438 503 466">Run Status: Success</p> <p data-bbox="248 495 532 522">Load Security Clearance</p> <p data-bbox="248 533 470 560">Distribution Details</p> <p data-bbox="264 581 1084 609">Distribution Node: RPTNODE Expiration Date: 11/13/2010</p> <p data-bbox="248 646 341 674">File List</p> <table border="1" data-bbox="248 684 1442 867"> <thead> <tr> <th data-bbox="248 684 316 711">Name</th> <th data-bbox="760 684 935 711">File Size (bytes)</th> <th data-bbox="987 684 1182 711">Datetime Created</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 722 651 749">AE_CGLOADSECCLR_24708.stdout</td> <td data-bbox="760 722 818 749">1,615</td> <td data-bbox="987 722 1390 749">11/06/2010 12:48:28.000000PM PDT</td> </tr> <tr> <td data-bbox="248 760 613 787">Dual Status Member Changed.txt</td> <td data-bbox="760 760 818 787">1,436</td> <td data-bbox="987 760 1390 787">11/06/2010 12:48:28.000000PM PDT</td> </tr> <tr> <td data-bbox="248 798 521 825">Security_Clearanc_CI.txt</td> <td data-bbox="760 798 802 825">592</td> <td data-bbox="987 798 1390 825">11/06/2010 12:48:28.000000PM PDT</td> </tr> <tr> <td data-bbox="248 835 565 863">Security Clearance Error.txt</td> <td data-bbox="760 835 818 863">1,258</td> <td data-bbox="987 835 1390 863">11/06/2010 12:48:28.000000PM PDT</td> </tr> </tbody> </table> <p data-bbox="248 884 397 911">Distribute To</p> <table border="1" data-bbox="248 921 1305 989"> <thead> <tr> <th data-bbox="248 921 467 949">Distribution ID Type</th> <th data-bbox="764 921 935 949">*Distribution ID</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 959 305 987">User</td> <td data-bbox="764 959 841 987">JDOE</td> </tr> </tbody> </table> </div> <p data-bbox="228 1041 1445 1108">The links under the File List blue bar contain the output files from the Security Clearance Load process.</p> <p data-bbox="228 1129 760 1157">You should see the following hyperlinks:</p> <ul data-bbox="277 1167 1445 1497" style="list-style-type: none"> <li data-bbox="277 1167 1445 1234">• Security_Clearanc_CI.txt: If this report contains any errors, it is because bad data has been loaded. <i>Please contact Lynnae Tyler to resolve the data issue(s).</i> <li data-bbox="277 1245 1445 1346">• Security_Clearance_Error.txt: Lists the rows that were not loaded into Direct Access due to errors found in the Checkmate data file. An error message will be displayed for each row. <li data-bbox="277 1356 1445 1497">• Dual Status Member Changed.txt: Reports all Dual Status members that were on the Checkmate data file uploaded to Direct Access. This report contains the old <u>and</u> new information for the Dual Status member and MUST be sent to the PHS Security Team’s designee. <p data-bbox="228 1539 1445 1606">The data output can ONLY be viewed by the user that ran the load. The files will need to be saved on a local shared drive for them to be viewed by other SECCEN users.</p>	Name	File Size (bytes)	Datetime Created	AE_CGLOADSECCLR_24708.stdout	1,615	11/06/2010 12:48:28.000000PM PDT	Dual Status Member Changed.txt	1,436	11/06/2010 12:48:28.000000PM PDT	Security_Clearanc_CI.txt	592	11/06/2010 12:48:28.000000PM PDT	Security Clearance Error.txt	1,258	11/06/2010 12:48:28.000000PM PDT	Distribution ID Type	*Distribution ID	User	JDOE
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Security Clearance Error.txt	1,258	11/06/2010 12:48:28.000000PM PDT																		
Distribution ID Type	*Distribution ID																			
User	JDOE																			

Step	Action																																
11	<p data-bbox="228 170 1425 275">Right-mouse click on each of these hyperlinks, select option “Save Target As”, and save each file as a text file in your Security Clearance workspace. These files can also be opened with Microsoft Excel.</p> <div data-bbox="472 317 1222 968" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="2" data-bbox="480 323 1214 359">File List</th> </tr> <tr> <th data-bbox="480 365 805 396">Name</th> <th data-bbox="805 365 1214 396">File Size (bytes)</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 401 805 432">AE_CGLOADSECCLR_24708.stdout</td> <td data-bbox="805 401 1214 432">1,615</td> </tr> <tr> <td data-bbox="480 436 805 468">Dual Status Member Change</td> <td data-bbox="805 436 1214 468">Open</td> </tr> <tr> <td data-bbox="480 472 805 504">Security Clearanc CI.txt</td> <td data-bbox="805 472 1214 504">Open in New Tab</td> </tr> <tr> <td data-bbox="480 508 805 539">Security Clearance Error.txt</td> <td data-bbox="805 508 1214 539">Open in New Window</td> </tr> <tr> <td data-bbox="480 543 805 575">Distribute To</td> <td data-bbox="805 543 1214 575">Save Target As...</td> </tr> <tr> <td data-bbox="480 579 805 611">Distribution ID Type</td> <td data-bbox="805 579 1214 611">Print Target</td> </tr> <tr> <td data-bbox="480 615 805 646">User</td> <td data-bbox="805 615 1214 646">Cut</td> </tr> <tr> <td></td> <td data-bbox="805 651 1214 682">Copy</td> </tr> <tr> <td></td> <td data-bbox="805 686 1214 718">Copy Shortcut</td> </tr> <tr> <td></td> <td data-bbox="805 722 1214 753">Paste</td> </tr> <tr> <td></td> <td data-bbox="805 758 1214 789">Add to Favorites...</td> </tr> <tr> <td></td> <td data-bbox="805 793 1214 825">Convert link target to Adobe PDF</td> </tr> <tr> <td></td> <td data-bbox="805 829 1214 861">Convert link target to existing PDF</td> </tr> <tr> <td></td> <td data-bbox="805 865 1214 896">Properties</td> </tr> </tbody> </table> </div>	File List		Name	File Size (bytes)	AE_CGLOADSECCLR_24708.stdout	1,615	Dual Status Member Change	Open	Security Clearanc CI.txt	Open in New Tab	Security Clearance Error.txt	Open in New Window	Distribute To	Save Target As...	Distribution ID Type	Print Target	User	Cut		Copy		Copy Shortcut		Paste		Add to Favorites...		Convert link target to Adobe PDF		Convert link target to existing PDF		Properties
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	Copy																																
	Copy Shortcut																																
	Paste																																
	Add to Favorites...																																
	Convert link target to Adobe PDF																																
	Convert link target to existing PDF																																
	Properties																																
12	<p data-bbox="228 1024 1458 1098">To return to the home menu, click on the Home hyperlink located in the upper right hand corner of the page.</p> <div data-bbox="237 1136 1458 1293" style="border: 1px solid black; padding: 5px;">  <p data-bbox="436 1157 724 1199">United States Coast Guard U.S. Department of Homeland Security</p> <div data-bbox="1187 1142 1458 1192" style="border: 1px solid black; padding: 2px;"> Home Add to My Links </div> <p data-bbox="1216 1203 1458 1224">My Links Select One:</p> <p data-bbox="1078 1262 1458 1283">New Window Help Customize Page </p> </div>																																

Possible Error Messages found on the Security Clearance Error Report

Error Messages

SSN Not Found

Fields to Include: SSN from source file

Emplid is Missing

Fields to Include: SSN from source file, Emplid(s) from Direct Access

Emplid does not Match

Fields to Include: SSN from source file, emplid from source file, emplid from Direct Access

Missing Clearance Type

Fields to Include: SSN from source file, Clearance Date from Source File, Special Handling field from source file.

Missing Clearance Date

Fields to Include: SSN from source file, Clearance Type from Source File, Special Handling field from source file.

Invalid Clearance Type

Fields to Include: SSN from source file, Clearance Type from Source File, Special Handling field from source file.

Invalid Special Handling Flag

Fields to Include: SSN from source file, Clearance Type from Source File, Special Handling field from source file.

Missing Investigation Type

Fields to Include: SSN from source file, Investigation Date from Source File

Missing Investigation Date

Fields to Include: SSN from source file, Investigation Type from Source File

Invalid Investigation Type

Fields to Include: SSN from source file, Investigation Type from Source File

Missing Interim Type

Fields to Include: SSN from source file, Interim Date from Source File

Missing Interim Date

Fields to Include: SSN from source file, Interim Type from Source File

Invalid Interim Type

Fields to Include: SSN from source file, Interim Type from Source File

Invalid Agency Type

Fields to Include: SSN from source file, Agency Type from Source File

Other Information

Date Run

Summary Statistics

Sample Security Clearance Error Report

Date file created - 2010-11-07

The Investigation Type value of ADV is not defined as a valid value. Value assigned to SSN - 123456789

CI error on Emplid - 1111111

CI error on Emplid - 2222222

SSN Not Found - 123456789

Emplid not provided - SSN = 987654321 - Direct Access Emplid = 2222222

Emplid does not match - SSN = 333333333 - Emplid = 3333333 - Direct Access Emplid = 1234567

Emplid does not match - SSN = 444444444 - Emplid = 7654321 - Direct Access Emplid = 4444444

Missing Clearance - SSN = 555555555 - Clearance Dt = 9/26/2006

Missing Clearance Dt - SSN = 666666666 - Clearance = SECRET

The Clearance value of TS is not defined as a valid value. Value assigned to SSN - 123456789

The Clearance value of 5 is not defined as a valid value. Value assigned to SSN - 987654321

Missing Investigation - SSN = 777777777 - Investigation Dt = 10/1/2010

Missing Investigation Dt - SSN = 888888888 - Investigation = SSBI-PR

The Investigation Type value of SSBI-PR2 is not defined as a valid value. Value assigned to SSN - 999999999

Missing Interim - SSN = 111111111 - Interim Dt = 10/1/2010

Missing Interim Dt - SSN = 222222222 - Interim = SECRET

The Agency Type value of XXY is not defined as a valid value. Value assigned to SSN - 123123123

Rows read = 71

Rows loaded = 56

Rows with errors = 15

Sample Dual Status Member Changed Report

This report displays ALL dual status members that were on the uploaded Checkmate file. Although the Checkmate file should be changes only, it is possible for members that did not have any changes in the uploaded file to appear in this report. Two examples are located below.

The following EMPLIDs have been updated by SECCEN

----- Old Values for EMPLID: 1234567 -----

Clearance - TOP SECRET

Clearance Granted Date - 2009-09-11

SCI Eligible Date -

Interim -

Interim Date -

Investigation Type - SSBI-PR

Investigation Date - 2009-08-25

SF312 Date -

Agency - OPM

----- New Values for EMPLID: 1234567 -----

Clearance - TOP SECRET

Clearance Granted Date - 2009-09-11

SCI Eligible Date -

Interim -

Interim Date -

Investigation Type - SSBI-PR

Investigation Date - 2009-08-25

SF312 Date -

Agency - OPM

The example to the left is for a member that had data in the Checkmate file that was the same as the data already in Direct Access. Therefore, no changes were made.

----- Old Values for EMPLID: 7654321 -----

Clearance - SECRET

Clearance Granted Date - 2007-09-06

SCI Eligible Date -

Interim -

Interim Date -

Investigation Type - NACLC

Investigation Date - 2007-01-06

SCI Eligible Date -

SF312 Date -

Agency - OPM

The example to the left is for a member that had changes made in Checkmate and uploaded into Direct Access.

----- New Values for EMPLID: 7654321 -----

Clearance - REVOKED

Clearance Granted Date - 1901-01-01

SCI Eligible Date -

Interim -

Interim Date -

Investigation Type - NACLC

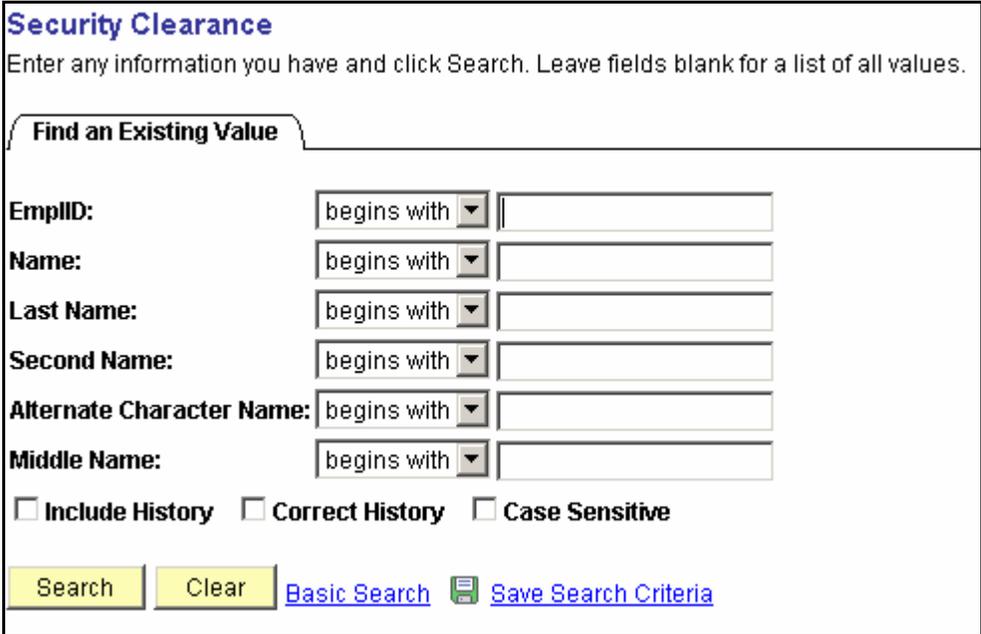
Investigation Date - 2007-01-06

SF312 Date -

Agency - OPM

How to View Security Clearance Information in Direct Access v9

Purpose To view Security Clearance information in Direct Access 9.0 via the Portal

Step	Action
1	<p>To view members' Security Clearance information in the v9 environment, click on the Security Check Data hyperlink.</p>  <p>The screenshot shows a window titled "Security Clearance Program" with a close button in the top right. Inside the window, there are four hyperlinks: "Load Security Clearance Data", "Security Check Data" (which is circled in red), "PHS Detailed to CG", and "Direct Access Security Check".</p>
2	<p>The Search page will be displayed as follows:</p>  <p>The screenshot shows a search page titled "Security Clearance". Below the title is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a tab labeled "Find an Existing Value". Below this are several search fields, each with a "begins with" dropdown menu and a text input box: "EmpID:", "Name:", "Last Name:", "Second Name:", "Alternate Character Name:", and "Middle Name:". At the bottom of the search area are three checkboxes: "Include History", "Correct History", and "Case Sensitive". Below the checkboxes are two buttons: "Search" and "Clear". At the very bottom are two hyperlinks: "Basic Search" and "Save Search Criteria".</p> <p>To search for a member, enter the EmpID or use any of the name search options.</p> <p>Click on the Search button.</p>

Step**Action**

3

If more than one record meets the search criteria, the **Search Results** will be displayed.

Security Clearance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with ▼

Name: begins with ▼

Last Name: begins with ▼

Second Name: begins with ▼

Alternate Character Name: begins with ▼

Middle Name: begins with ▼

Include History **Correct History** **Case Sensitive**

Search
Clear
[Basic Search](#)
 [Save Search Criteria](#)

Search Results

View All First ◀ 1-8 of 8 ▶ Last

EmplID	Name	Last Name	Second Name	Alternate Character Name	Middle Name
1000001	Robert Gray	GRAY	(blank)	(blank)	I
1000002	Robert Gray	GRAY	(blank)	(blank)	J
1000003	Robert Gray	GRAY	(blank)	(blank)	M
1000004	Robert Gray	GRAY	(blank)	(blank)	O
1000005	Robert Gray	GRAY	(blank)	(blank)	H
1000006	Robert Gray	GRAY	(blank)	(blank)	G
1000007	Robert Gray	GRAY	(blank)	(blank)	M
1000008	Robert Gray	GRAY	(blank)	(blank)	S

Select the member you would like to view from the list of **Search Results**.

If your search is by name and there are several members with the same name, refer to the User Guide – **Find an Employee**. You can use the output from **Find an Employee** to determine which specific EmplID matches the member you seek. Then you can select the Credit Card Data for that specific EmplID.

Step

Action

4 The **Security Clearance** page will be displayed for the selected member. Users have VIEW-ONLY access to the clearance data located in Direct Access v9.

Security Clearance

John Doe EMP EmplID: 1234567

Security Clearance Find | View All First 1 of 1 Last

Security Clearance Type: TS TOP SECRET Primary

Clearance Information Find | View All First 1 of 1 Last

Effective Date: 10/20/2009 Status: Active

Clearance Nbr: N/A

Expiration Date:

Sponsor:

Background Investigation Customize | Find | View All First 1-2 of 2 Last

<u>Investigation Status</u>	<u>Status Date</u>
SCI Eligible	01/28/2010
Access Natl Agcy Chk w/Inq	10/10/2010

Save Return to Search Notify

Step	Action																		
	<p>Refer to the table below for descriptions of the data fields.</p> <table border="1" data-bbox="232 239 1414 1209"> <thead> <tr> <th data-bbox="232 239 586 285">Field</th> <th data-bbox="586 239 1414 285">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="232 285 586 352">Security Clearance Type</td> <td data-bbox="586 285 1414 352">The clearance granted as a result of the investigation</td> </tr> <tr> <td data-bbox="232 352 586 449">Primary</td> <td data-bbox="586 352 1414 449">This checkbox indicates that the data is being messaged back to the V8.0 Direct Access environment.</td> </tr> <tr> <td data-bbox="232 449 586 615">Effective Date</td> <td data-bbox="586 449 1414 615">This is the date the Security Clearance went into Effect. If there is no Security Clearance, I.E. “NONE” or “REVOKED”, the date will default to 01/01/1901.</td> </tr> <tr> <td data-bbox="232 615 586 678">Status</td> <td data-bbox="586 615 1414 678">Indicates whether the member is Active or Inactive</td> </tr> <tr> <td data-bbox="232 678 586 741">Clearance Nbr</td> <td data-bbox="586 678 1414 741">This field will always be “N/A”</td> </tr> <tr> <td colspan="2" data-bbox="232 741 1414 783">Background Investigations</td> </tr> <tr> <td data-bbox="232 783 586 1136">Investigation Status</td> <td data-bbox="586 783 1414 1136"> This can be one of many things. Such as: <ul style="list-style-type: none"> ○ The Agency sponsoring the investigation ○ The type of investigation ○ “Call SECCEN” ○ A placeholder for SCI ○ The type of Interim Clearance ○ Adjudication Status and Date for PHS assigned to CG members Refer to the USCG and PHS Security Clearance Data mapping User Guide (Value Mapping section) for all possible values. </td> </tr> <tr> <td data-bbox="232 1136 586 1209">Status Date</td> <td data-bbox="586 1136 1414 1209">The date associated with the value located in Investigation Status, if applicable.</td> </tr> </tbody> </table>	Field	Description	Security Clearance Type	The clearance granted as a result of the investigation	Primary	This checkbox indicates that the data is being messaged back to the V8.0 Direct Access environment.	Effective Date	This is the date the Security Clearance went into Effect. If there is no Security Clearance, I.E. “NONE” or “REVOKED”, the date will default to 01/01/1901.	Status	Indicates whether the member is Active or Inactive	Clearance Nbr	This field will always be “N/A”	Background Investigations		Investigation Status	This can be one of many things. Such as: <ul style="list-style-type: none"> ○ The Agency sponsoring the investigation ○ The type of investigation ○ “Call SECCEN” ○ A placeholder for SCI ○ The type of Interim Clearance ○ Adjudication Status and Date for PHS assigned to CG members Refer to the USCG and PHS Security Clearance Data mapping User Guide (Value Mapping section) for all possible values.	Status Date	The date associated with the value located in Investigation Status, if applicable.
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Status Date	The date associated with the value located in Investigation Status, if applicable.																		
5	<p>To return to the home menu, click on the Home hyperlink located in the upper right hand corner of the page.</p>  <p>The screenshot shows the top navigation bar of the United States Coast Guard website. On the left is the Coast Guard logo. In the center, it says 'United States Coast Guard' and 'U.S. Department of Homeland Security'. On the right, there are two buttons: 'Home' and 'Add to My Links'. The 'Home' button is circled in red. Below these buttons is a 'My Links' dropdown menu with a 'Select One:' label. At the bottom right of the header, there are links for 'New Window', 'Help', and 'Customize Page'.</p>																		

How to View Security Clearance Information in Direct Access v8

Purpose To view Security Clearance information in Direct Access 8.0 via the Portal.

- 1 To view members' Security Clearance information in the Direct Access v8 environment, click on the [Direct Access Security Check](#) hyperlink.



- 2 The **Search** page will be displayed as follows:

A screenshot of the "Security Check" search page. The page has a blue header with the title "Security Check". Below the header, there is a sub-header "Find an Existing Value". The page contains several search fields: "EmplID:" (text input), "Empl Rcd Nbr:" (text input), "Employee Classification:" (dropdown menu), "Last Name:" (text input), "First Name:" (text input), "SetID:" (text input), "Company:" (text input), "Department:" (text input with a magnifying glass icon), "Social Security#:" (text input), "Job Family:" (text input with a magnifying glass icon), and "Job Code:" (text input with a magnifying glass icon). At the bottom of the form, there are three buttons: "Search" (yellow), "Clear" (yellow), and "Basic Search" (blue).

To search for a member, enter the EmplID or use any of the name search options.

Click on the **Search** button. If more than one record meets the search criteria, the **Search Results** will be displayed.

Select the member you would like to view from the list of **Search Results**.

- 3 The **Clearance Data** tab will be displayed for the selected member. Users have VIEW-ONLY access to the Clearance Data information located in Direct Access v8.

Clearance Data Background Info Security Jacket Loc 633 Data

Name: Doe, John Empl Rcd#: 0 EmplID: 1234567 Docs SPO IPDR

Personal Information

Job Code: 420592 Rank: OSC Status: Ret w/Pay
 DeptID: 003333 PSC AT HOME RET MBRS Location:
 Position: Birth Location: SC
 Ad Base Dt: Rotation Dt: 07/01/2008 Exp Loss Dt: Birth:
 Mar Status: Citizenship: Country: USA
 Sex: JobFamily Entry Dt: 10/01/1994 Exp AD Term Dt:
 Points Start Date (PSD):
 Ethnic Category: Not Hispanic or Latino Ethnic Grp: [Reserve Info](#) Mbr Career Info

Clearance Information

Agency: SCI Eligible: 01/28/2010
 Investigate Type: ANACI Interim:
 Investigate Date: 10/10/2010 Interim Date:
 Clearance: Top Secret Last Updt: 11/08/2010
 Clearance Granted: 10/20/2009 Call SECCEN
 SF312 Date:

For an explanation of the data mapping used to message the information back to the 8.0 environment, please refer to the **Security Clearance Data Mapping** user guide.

- 4 To return to the home menu, click on the [Home](#) hyperlink located in the upper right hand corner of the page.



The “PHS Detailed to CG” Report



Users will have access to run the [PHS Detailed to CG](#) report. This report will return a list containing member information of all of the PHS officers currently detailed to the U.S. Coast Guard.

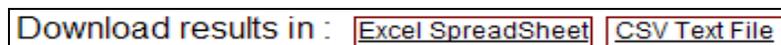
CG_PHS_ROSTER- PHS mbrs attached to CG Units

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (22 kb)

[View All](#)

	Position	Posn Title	Empl Id	Empl Rcd#	Last Name	First Name	Empl Dept Id	Empl Dept Name	Empl Job Code	Empl Rank	Empl Grade	Posn Job Code	Posn Rank	Grade	Posn Dept Id	Posn Dept Name	ATU	OPFAC	City	State
1	00059889	UNBUDGETED POSITION	1000001	0	STEWART-KUHN	PAMELA	003304	ATC MOBILE HLTH SVCS D	000093	SN	O6	UNBUDGETED	415096	E3	003304	ATC MOBILE HLTH SVCS D	76	85100	MOBILE	AL
2	00058808	UNBUDGETED POSITION	1000002	0	STRICKLIN	RICHARD	002423	ATC MOB DENTAL CLINIC	000093	SN	O6	UNBUDGETED	415096	E3	002423	ATC MOB DENTAL CLINIC	76	85100	MOBILE	AL
3	00058808	UNBUDGETED POSITION	1000003	0	ROBINSON	TANYA	002423	ATC MOB DENTAL CLINIC	000094	SN	O5	UNBUDGETED	415096	E3	002423	ATC MOB DENTAL CLINIC	76	85100	MOBILE	AL
4	00058988	UNBUDGETED POSITION	1000004	0	WADE	THERESA	010096	HSWL WORK LIFE	000093	SN	O6	UNBUDGETED	415096	E3	002803	MILCFAC QA BR (KQA)	33	75160	ALAMEDA	CA
5	00058989	UNBUDGETED POSITION	1000005	0	BAJPAYEE	SHIB	003333	PSC AT HOME SEP MBR	000094	SN	O5	UNBUDGETED	415096	E3	002804	MILCFAC S/ENV HLTH(KSE)	33	75160	ALAMEDA	CA
6	00092591	UNBUDGETED POSITION	1000006	0	HARRIS	ROGER	009275	DVA MCCLELLAN CA	000096	SN	O3	UNBUDGETED	415096	E3	009275	DVA MCCLELLAN CA	11	20290	MCCLELLAN	CA

Users may also export the reports to an Excel Spreadsheet or a CSV file by clicking on the desired hyperlink as displayed below:



How to Schedule a Query

You can schedule a query to run via the process scheduler instead of running the query from the portal link. The results of scheduled queries are routed to the Report Manager and available in the “My Reports” pagelet. Refer to the User Guide – **How to Schedule a Query** for details.

The following query may be scheduled:

Report Name	Query Name	Description
PHS Detailed to CG	CG_PHS_ROSTER	Generates Listing of PHS Officers who are assigned to the USCG.

What User Access to Request for Security Clearance Information

User access to Security Clearance information is based upon the type of user as follows:

Type of User	Type of Access	System Version	User Access
CG SECCEN	Load Security Clearance Data	V9	CG_SECURITY_CLEARANCE_LOAD
CG SECCEN	View Security Clearance Data	V9	CG_SECURITY_CLEARANCE_V
CG SECCEN	View Security Clearance Data	V8 Direct Access	CGSECU

U.S. Coast Guard and U.S. Public Health Service



USCG and PHS Security Clearance Data Mapping User Guide

**SCP# 36554 – Security Clearance Tracking
Technology Refresh Sub-Project**

Prepared by
**Commandant (CG-631)
U.S. Coast Guard
1900 Half Street, SW
Washington, DC 20593-0001**

Table of Contents

Understanding the V9.0 PeopleSoft Security Clearance Page.....	3
Special Rules for Dual Status Officers (PHS Assigned to CG).....	4
Integration of Data from V9.0 to V8.0 Direct Access	5
Data Mapping from V9.0 to V8.0.....	5
Special Integration Rules	7
Value Mapping - Combined Possible Values for Security Clearance Data.....	8

Understanding the V9.0 PeopleSoft Security Clearance Page

Security Clearance

George Washington EMP EmpID: 1234567

Security Clearance Find | View All First 1 of 1 Last

Security Clearance Type: 3 SE Primary + -

Clearance Information Find | View All First 1 of 1 Last

*Effective Date: 4 11/23/2002 *Status: Active + -

*Clearance Nbr: N/A

Expiration Date: + -

Sponsor: B HHS

Background Investigation Customize | Find | View 4 | First 1-6 of 6 Last

Investigation Status		Status Date		
C	Adjudication Stat -Favorable 2	D 04/28/2009	+ -	
9	Office of Personnel Management		+ -	
1	Access Natl Agcy Chk w/Inq	2 04/09/2009	+ -	
	SF312 Date	10 08/30/2004	+ -	
	SCI Eligible	5 08/30/2004	+ -	
6	Interim - Secret	7 08/23/2002	+ -	
A	Call SECTEAM		+ -	
8	Call SECCEN		+ -	

Save Return to Search Notify Update/Display Include History Correct History

Numbers = Shared Fields		Letters = PHS Only fields	
1	Investigation Type	8	Call SECCEN
2	Investigation Date	9	Investigating Agency
3	Clearance Type	10	SF312 Date
4	Clearance Granted Date	A	Call SECTEAM
5	SCI Eligible Date	B	Agency Granting Clearance
6	Interim Clearance Type	C	Adjudication Status
7	Interim Date	D	Adjudication Date

Data Mapping Legend / Key

Special Rules for Dual Status Officers (PHS Assigned to CG)

A Dual Status Officer is a PHS Officer currently detailed to the U.S. Coast Guard. Most fields will be updated by the inbound interface from Checkmate (SECCEN) if a change exists in the CG system. If a change is made by the inbound interface for a Dual Status Officer, a change report will be generated as part of the CG Security Clearance Load process. CG will email the Dual Status Change report to the PHS designee.

The following fields will reflect CG data, if the officer exists in the CG environment:

- Clearance Type
- Clearance Granted Date
- SCI Eligible Date
- Interim Clearance Type
- Interim Date

The following fields will be shared:

- Investigation Type – May have more than one Investigation Type
- Investigation Date – CG date is used if an investigation type is shared
- SF312 Date – CG Data if the CG has a date; PHS data if the CG date is null
- Investigating Agency – May have more than one Investigating Agency
- Call SECTEAM, Call SECCEN – if either value exists in V9.0, the box will be checked in V8.0

The following fields will be used by PHS only:

- Agency Granting Clearance
- Adjudication Status
- Adjudication Date

Integration of Data from V9.0 to V8.0 Direct Access

Data Mapping from V9.0 to V8.0

The following grid summarizes the mapping of PHS fields between Version 8 and Version 9.

V9 Box Label	V9 Fields	V8 Box Label	V8 Fields
Security Clearance	Security Clearance Type	Clearance Information	Clearance
Clearance Information	Effective Date (only if Clear Type in TS, S)	Clearance Information	Clearance Granted
Clearance Information	Sponsor	Adjudication Information	Agency Granting Clearance
Background Investigation	Agency Type Investigation Status	Clearance Information	Agency
Background Investigation	Investigation Type Investigation Status	Clearance Information	Investigate Type
Background Investigation	Status Date for Investigation Type Investigation Status	Clearance Information	Investigate Date
Background Investigation	Adjudication Type Investigation Status	Adjudication Information	Adjudication Status
Background Investigation	Status Date for Adjudication Type Investigation Status	Adjudication Information	Adjudication Date
Background Investigation	Status Date for SF 312 Investigation Status	Clearance Information	SF312 Date
Background Investigation	Status Date for SCI Eligible Type Investigation Status	Clearance Information	SCI Eligible
Background Investigation	Interim Type Investigation Status	Clearance Information	Interim
Background Investigation	Status Date for Interim Type Investigation Status	Clearance Information	Interim Date
Background Investigation	Investigation Status = Call SECTEAM or Call SECCEN	Clearance Information	Call SECTEAM
Clearance Information	Primary (Checkbox is checked)	Used as indicator. Only primary row is sent back	
Clearance Information	Status (Set to Active)	Not sent back	
Clearance Information	Clearance Nbr (Set to N/A)	Not sent back	
Clearance Information	Expiration Date (Leave blank)	Not sent back	

Data Mapping Legend / Key

Numbers = Shared Fields		Letters = PHS Only fields	
1	Investigation Type	8	Call SECCEN
2	Investigation Date	9	Investigating Agency
3	Clearance Type	10	SF312 Date
4	Clearance Granted Date	A	Call SECTEAM
5	SCI Eligible Date	B	Agency Granting Clearance
6	Interim Clearance Type	C	Adjudication Status
7	Interim Date	D	Adjudication Date

Security Clearance

George Washington EMP EmpID: 1234567

Security Clearance Find | View All First 1 of 1 Last

Security Clearance Type: **3** SE SECRET Primary

Clearance Information Find | View All First 1 of 1 Last

*Effective Date: **4** 08/17/2010 *Status: Active

*Clearance Nbr: N/A

Expiration Date:

Sponsor: **B** HHS

Background Investigation Customize | Find | View 4 First 1-5 of 5 Last

Investigation Status	Status Date
C Adjudication Stat -Favorable 2	D 06/24/2009
9 Office of Personnel Management	
1 Access Natl Agcy Chk w/Inq	2 06/16/2009
A Call SECTEAM	
SF312 Date	10 08/25/2010

Clearance Information

Agency: **9** OPM **5** SCI Eligible:

Investigate Type: **1** ANACI **6** Interim:

Investigate Date: **2** 06/16/2009 **7** Interim Date:

Clearance: **3** Secret Last Updt: 08/27/2010

Clearance Granted: 08/17/2010 **4** Call SECTEAM **8 A**

SF312 Date: 08/25/2010 **10**

Adjudication Information

Agency Granting: HHS **B**

Clearance:

*Adjudication Status: Favorable 2 **C** Adjudication Date: 06/24/2009 **D**

Special Integration Rules

Clearance Granted Date

- If Security Clearance = 'SE' or 'TS' then Clearance Granted Date = Effective Date
- If Security Clearance <> 'SE' or 'TS' then Clearance Granted Date = Null

Call SECTEAM

- If there is a row in the Background investigation grid where the Investigation Status is 'Call SECTEAM' or 'Call SECCEN' then checkbox = Yes
- If there is not a row in the Background investigation grid where the Investigation Status is 'Call SECTEAM' or 'Call SECCEN' then checkbox = Yes

SF 312 Date

- If there is a row in the Background investigation grid where the Investigation Status is 'SF 312 Date' then SF 312 Date = the Status Date on that row
- If there is not a row in the Background investigation grid where the Investigation Status is 'SF 312 Date' then SF 312 Date = null

SCI Eligible Date

- If there is a row in the Background investigation grid where the Investigation Status is 'SCI Eligible' then SCI Eligible = the Status Date on that row
- If there is not a row in the Background investigation grid where the Investigation Status is 'SCI Eligible' then SCI Eligible = null

Data Entry Errors causing multiple rows

- It is possible to enter more than one security clearance type for an officer.
 - The security clearance type with the primary security clearance will be sent back.
- It is possible to enter more than one effective dated row for a security clearance type
 - The maximum effective dated row for the primary security clearance will be sent to 8.0
- Because of the grid, it is possible to accidentally enter more than one value for certain fields e.g. Agency or Adjudication Status. Only one value can map back to 8.0
 - If the value entered has an associated date, the maximum date will be sent back with its associated value.
 - If two or more values with the same date or with no date exist, the value that comes first will be sent back.
 - If a value should have a date, and it does not exist, nothing will be sent back.

Value Mapping - Combined Possible Values for Security Clearance Data

The following table contains a combination of all the possible values for security clearance data within the CG Constants Table and the PHS Translate Table values. The **Long Description** field value is loaded into the appropriate field and is visible online in V9.0.

For CG, the source of the data for CG SECCEN information is provided in the interface file from Checkmate. The Checkmate values (SECCEN Feed Value) are translated to the appropriate V9.0 Value and paired with the **Long Description** in V9.0.

For PHS, the data is manually entered into V9.0 Security Clearance Data using translate values within the dropdown box for **Investigation Status** grid data where the **Long Description** is displayed.

The V9.0 data (whether loaded by SECCEN or entered by SECTEAM) is then automatically messaged back to V8.0 based on the translation of **V9.0 Value** to **V8.0 Value**.

Value Type	V9.0 Value	V8.0 Value	SECCEN Feed Value	Long Description	Short Description
Adjudication Status	(FV2	-----	Adjudication Stat -Favorable 2	Favor 2
Adjudication Status)	FV3	-----	Adjudication Stat -Favorable 3	Favor 3
Adjudication Status	*	FV1	-----	Adjudication Stat -Favorable 1	Favor 1
Adjudication Status	[PEN	-----	Adjudication Stat -Pending	Pending
Adjudication Status]	UNF	-----	Adjudication Stat -Unfavorable	Unfavorabl
Adjudication Status	_	FV5	-----	Adjudication Stat -Favorable 5	Favor 5
Agency	0	0	ATF	Alcohol, Tobacco and Firearms	ATF
Agency	1	1	CIA	Central Intelligence Agency	CIA
Agency	2	2	CUSTOMS	U.S. Customs	CUSTOMS
Agency	3	3	DEA	Drug Enforcement Admin	DEA
Agency	4	4	DIA	Defense Intelligence Agency	DIA
Agency	5	5	DIS	Defense Investigative Service	DIS
Agency	6	6	DISCO	Defense Industrial Sec Clr Ofc	DISCO
Agency	7	7	DOE	Department of Energy	DOE
Agency	8	8	-----	Department of Defense	DOD
Agency	9	9	DOT	Department of Transportation	DOT
Agency	A	A	DSS	Defense Security Service	DSS
Agency	B	B	IRS	Internal Revenue Service	IRS
Agency	C	C	NIS	National Intelligence Service	NIS
Agency	D	D	OPM	Office of Personnel Management	OPM
Agency	E	E	OTHER	Agency - Other	OTHER
Agency	F	F	SECRET SERVICE	U.S. Secret Service	SECRET SERVICE
Agency	G	G	STATE DEPT	U.S. State Department	STATE DEPT
Agency	H	H	TREASURY	U.S. Treasury Department	TREASURY
Agency	I	I	USAF	U.S. Air Force	USAF
Agency	J	J	USAI	U.S. Army Intelligence	USAI
Agency	K	K	USCG	U.S. Coast Guard	USCG

Value Type	V9.0 Value	V8.0 Value	SECCEN Feed Value	Long Description	Short Description
Agency	L	L	USCS	U.S. Civil Service Commission	USCS
Agency	M	M	-----	Health and Human Services	HHS
Agency	N	N	-----	Dept of Homeland Security	DHS
Agency	O	O	DOJ	Department of Justice	DOJ
Agency	{	P	FBI	Federal Bureau of Investigation	FBI
Clearance	DN	DN		DENIED	Denied
Clearance	NO	NO		NONE	None
Clearance	RE	RE		REVOKED	Revoked
Clearance	SE	SE	SECRET	SECRET	Secret
Clearance	SU	SU		SUSPENDED	Suspended
Clearance	TS	TS	TOP SECRET	TOP SECRET	Top Secret
Interim	,	SE	SECRET	Interim - Secret	I-Secret
Interim	.	TS	TOP SECRET	Interim - Top Secret	I-TopSecret
Interim		RE	DENIED	Interim - Denied	I-Denied
Interim	-	DN	REVOKED	Interim - Revoked	I-Revoked
Investigation Type	!	09	NACI	National Agency Chk w/Inquiry	NACI
Investigation Type	#	11	PRI	Periodic Reinvestigation	PRI
Investigation Type	\$	12	SAC	Single Agency Check	SAC
Investigation Type	=	13	SSBI	Single Scope Bkgrnd Investigat	SSBI
Investigation Type	?	16	PPR	Phased PR	PPR
Investigation Type	^	14	SSBI-PR	Single Scope Bkgrnd Inv PerRev	SSBI-PR
Investigation Type	-----	99		Investigation Type - None	No InvType
Investigation Type	P	02	ANACI	Access Natl Agcy Chk w/Inq	ANACI
Investigation Type	Q	01	ADV NAC	Advanced Natl Agcy Chk w/Inq	ADV NACI
Investigation Type	R	03	BI	Background Investigation	BI
Investigation Type	S	04	CNACI	Child Care Natl Agcy Chk w/Inq	CNACI
Investigation Type	T	05	ENTNAC	Entrance National Agcy Check	ENTNAC
Investigation Type	U	15	FFI	Full Field Investigation	Full Field
Investigation Type	V	06	IBI	Interview Oriented Bkgrnd Inv	IBI
Investigation Type	W	07	LBI	Limited Background Investigat	LBI
Investigation Type	X	08	MBI	Minimum Background Investigat	MBI
Investigation Type	Y	10	NACLC	Natl Agcy Chk w/Loc Agcy+CrChk	NACLC
Investigation Type	Z	16	NAC	National Agency Check	NAC
not applicable	/	-----	-----	SCI Eligible	SCI Eligib
not applicable	}	-----	-----	SF312 Date	SF312 Date
not applicable	:	-----	-----	Call SECCEN	SECCEN
not applicable	;	-----	-----	Call SECTEAM	SECTEAM

Value mapping is located in the CG Constants Table for the CG Security Clearance Load process and the PHS security clearance translation table for PHS manual entry. If any new value needs to be added or if any existing value needs to be changed, you must submit a System Change Proposal (SCP) to request the desired changes to the CG Constants Table, Functional Area of Security Clearance or the PHS Translation Table.