

PERSONNEL SECURITY ACTION REQUEST

Part I - Subject Information

Items 1 thru 11 MUST be completed.

1. Name (Last, First, Middle)	2. Social Security No.	3. Grade/Rank	4. Status
5. Former/Maiden Names/Aliases	6. Date of Birth (YY/MM/DD)	7. Place of Birth (State/Country)	
8. Return Results to: (Complete Mailing Address)		9. Citizenship	
		a. United States	
		<input type="checkbox"/> By Birth <input type="checkbox"/> Naturalized <input type="checkbox"/> Born of U.S. citizens outside of the U.S. b. Other: _____	
		10. UIC (Submitting Unit):	
		11. UIC (Results to):	

Part II - Request for Security Clearance/Eligibility Determination

If you are requesting a clearance, items 12 thru 15 and 17 thru 19 MUST be completed. Please attach OPNAV 5520/20 if available.

12. Local Records Certification <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable (See remarks below) <i>I certify completion of checks of local personnel, legal, medical, base/military police, security and other command records about the subject as noted above.</i>	13. Continuous Federal Service Certification <i>I certify that subject has been in continuous federal service without a break exceeding 12 months since _____</i> _____
14. Interim _____ clearance granted based on _____ to expire on _____	
15. Action Requested Regarding Subject: <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> Non-Critical Sensitive (Civilian) <input type="checkbox"/> Critical Sensitive (Civilian) <input type="checkbox"/> Other: _____	

16. REMARKS/ENCLOSURES (Attach pages as necessary)

17. Date	18. Name, Grade/Rank, Title and Autovon No./Commercial No.	19. Signature
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Part III - Change in Status Report

*Complete EITHER 20a, 20b, OR 20c. You must complete 21 thru 23.
If item b is marked or if item c involves significant unfavorable information, you MUST attach ALL available documentation.*

20. Action Taken		
a. Subject's clearance was lowered without prejudice to <input type="checkbox"/> NO CLEARANCE <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET		
b. Subject's access to classified information suspended for cause (Report attached)		
c. Other: _____		
21. Date	22. Name, Grade/Rank, Title and Autovon No./Commercial No.	23. Signature

INSTRUCTIONS FOR COMPLETING OPNAV 5510/413

1. **NAME:** Last name in all CAPS. Omit commas, hyphens, periods, apostrophes or blanks within the name.
Examples: DE LA MADRID = DELAMADRID; O'BRIEN = OBRIEN; JONES-SMITH = JONESSMITH

2. **SOCIAL SECURITY NO.** Use hyphens after 3rd and 5th digits.

3. **GRADE/RANK.** Self-explanatory.

4. **STATUS.** Use one of the following codes:

B - Active Duty Enlisted	I - NAF Employee	Q - NATO	V - Consultant
C - Active Duty Officer	J - Civilian Educator	R - Civilian Temporary/Seasonal Co-op	W - Non-DOD Affiliated
D - Reserve Enlisted	L - General/Flag Officer	S - Delayed Entry Program	X - Officer Candidate
E - Reserve Officer	M - ROTC-Cadet	T - Retired General/Flag Officer	Z - Unknown
H - Civilian Employee	N - Academy-Cadet	U - Foreign National Employee	5 - Warrant Officer Active
			6 - Warrant Officer Reserve

5. **FORMER MAIDEN NAMES/ALIASES.** If no other names enter "none."

6. **DATE OF BIRTH.** Last two digits of the year, month and day throughout this form.
Example: August 1, 1944 = 440801,

7. **PLACE OF BIRTH.** Enter state if US born; city and country if foreign born; specify part of country if politically-divided (e.g., North or South Korea).

8. **RETURN RESULT TO:** When results are to be returned to the Submitting Command/Unit, provide the complete mailing address of the Submitting Command/Unit, also enter UIC in Item 11. When the Submitting Command/Unit is requesting a clearance for a Gaining Command/Unit, provide the complete mailing address of the Gaining Command/Unit, also enter UIC in item 11, if known.

9. **CITIZENSHIP.** CMD must verify citizenship before granting interim clearance and/or requesting final clearance. Add other country in remarks for dual citizenship; certificate, number and date, date of entry into US for naturalized citizen; or unknown.

10. **UNIT IDENTIFICATION CODE.** UIC for the requesting command.

11. **UIC (Results to).** UIC of Submitting Command/Unit or Gaining Command/Unit, if known. (See Item 8 above)

12. **LOCAL RECORDS CERTIFICATION.** Enter "No unfavorable" or "See remarks." Supporting unfavorable information should be entered into remarks and/or attached.

13. **CONTINUOUS FEDERAL SERVICE CERTIFICATION.** Enter date the federal service commenced without a break of more than 12 months (see OPNAVINST 5510.1H for definition).

14. **INTERIM CLEARANCE GRANTED.** Enter level of interim clearance granted, investigative basis and date the interim clearance will expire using 180 days from the date it is granted.

15. **ACTION REQUESTED REGARDING SUBJECT.** Check appropriate block if for clearance. Non-Critical Sensitive and Critical Sensitive are for civilians. If other than clearance, check "other" and identify in "REMARKS/ENCLOSURE."

16. **REMARKS/ENCLOSURE.** Use to elaborate on other information. Prior investigations should be cited by type, date completed and investigative agency. Cite and attach copy of supporting documentation.

17. **DATE.** Self-explanatory.

18. **NAME, GRADE, TITLE AND AUTOVON NO.** Information regarding the official authorized to request DON CAF action and to certify local records check and federal service.

19. **SIGNATURE.** Self-explanatory.

20. **ACTION TAKEN.** (a) Clearance lowered administratively - check appropriate block; (b) self-explanatory; (c) any other change such as name, or SIGNIFICANT unfavorable information regarding the subject who does not have a security clearance.

21. **DATE.** Self-explanatory.

22. **NAME, GRADE, TITLE AND AUTOVON NO.** Security manager or other official authorized to report this information.

23. **SIGNATURE.** Self-explanatory.