

PERSONNEL SECURITY ACTION

PART I - SUBJECT INFORMATION
(ITEMS 1 THROUGH 8 MUST BE COMPLETED FOR ALL ACTIONS)

1. Name (Last First Middle)	2. SSN	3. Pay Grade/Civ. Series & Grade	4. Rank/Rate(Military)
5. Status	6. Former Maiden Name/Aliases	7. Date of Birth (YYYYMMDD)	8. Place of Birth

(Items 9 through 11 required only when requesting SCI eligibility determination)

9. Date and Place of Current Marriage (YYYYMMDD)	10. Date and Place of Divorce (YYYYMMDD)
11. Citizenship of: a. Parents: _____ b. Brothers: _____ c. Sisters: _____ d. Spouse/Cohabitant: _____ e. Children: _____	

PART II - LOCAL SECURITY REQUIREMENTS/CLEARANCE REAPPROVAL

12. U.S. Citizenship verified: Yes No By whom _____

13. Local Records Check Completed: (MIL) PDR HEALTH (CIV) OPF
RESULTS: Favorable Unfavorable Conducted by: _____

14. Subject has continuous service with no break greater than 24 months: Yes No

15. Subject has a _____ (type of investigation) Completed on (YYYYMMDD) _____ completed by _____

Clearance eligibility: _____ Method of verification: _____ Reapproved at (level) _____ Reapproval Signature: _____

Date SF-312 executed (YYYYMMDD): _____

PART III - INTERIM CLEARANCE

16. Interim Top Secret granted (MIL ONLY) (YYYYMMDD) _____ Type of previous investigation and date: _____
SSBI paperwork submitted via District Security manager to G-O-CGIS (YYYYMMDD) _____

17. (MIL & CIV) Interim granted (YYYYMMDD) _____
NACLC paperwork submitted (YYYYMMDD): _____

Ensure items 12 - 14 are completed for interim clearance

PART IV - ACCESS INFORMATION

18. Subject granted access at (level): Top Secret Secret Confidential SCI Authority for SCI: _____
Date access granted (YYYYMMDD): _____ Appropriate briefing conducted: Yes No
Date access terminated (YYYYMMDD): _____ Reason: _____

19. Suspended subjects access to all Classified information on (YYYYMMDD): _____
Reason for suspension: _____

PART V - ACTION REQUESTED

20. Investigation Requested: SSBI PR-SSBI NACLC NACLC UPDATE LI

21. CAF determination requested: TOP SECRET SECRET CONFIDENTIAL SCI

22. OTHER: _____

PART VI - CAF ACTION

23. Investigation requested (YYYYMMDD) _____ Investigation completed (YYYYMMDD) _____
Case Number _____ Investigation received (YYYYMMDD) _____ Clearance Authorized: _____
Authorized by: _____ Date (YYYYMMDD) _____

PART VII - ADMINISTRATIVE

24. Remarks/Enclosures (include reason for investigation/clearance requested)	26. Complete Mailing Address of Requester:
25. Military billet Control Number (BCN): _____ Civilian position control number: _____ Security Manager Approval: _____	

ITEM 25 REQUIRED FOR SSBI AND PR-SSBI REQUESTS