

U.S. Public Health Service



PHS User Guide

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

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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 may navigate to update Security Clearance data in v9, view Security Clearance data in v8, and view the selected report(s).

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



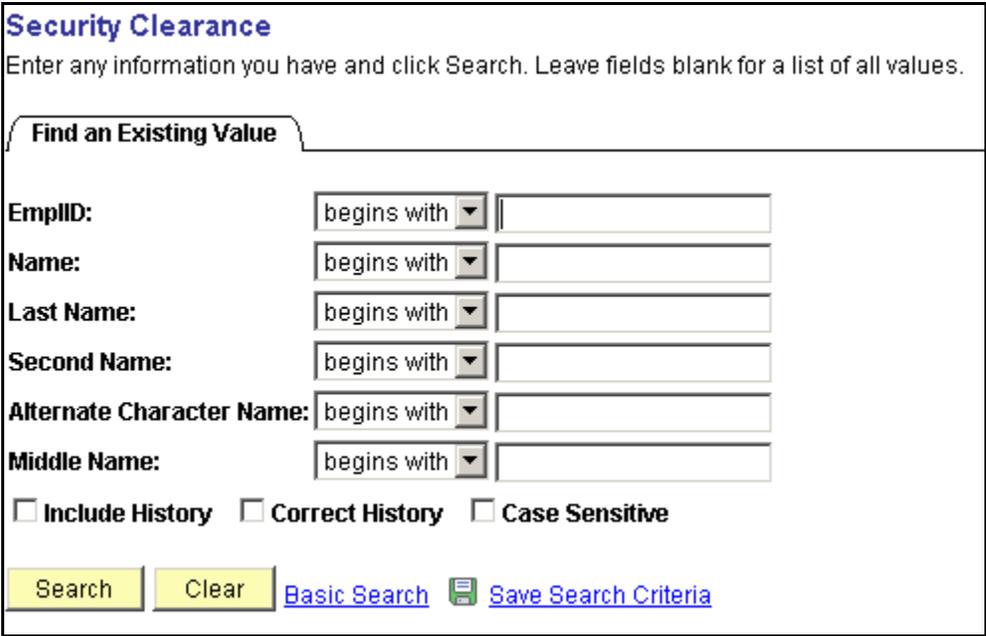
The Portal Link Navigation for the **Security Clearance Program** pagelet for PHS is as follows:

ID	Version	Portal Link	Portal Description	Menu Navigation
1	V9.0	Security Check Data	Enter Security Clearance information for a person	<u>Path</u> Workforce Administration, Personal Information, Security Clearance
2	V9.0	Security Check Report	Produce the Security Check extract for PHS	<u>Path</u> Human Resources, Human Resources Reports, Security Clearance Reports Security Check Report Query Name is: CG_PHS_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 PHS Detailed to CG 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 View/Update Security Clearance Information in Direct Access v9

Purpose To view, enter, or edit a member's Security Clearance information within Direct Access 9.0 via the Portal

Step	Action
1	<p>To access the 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: "Security Check Data" (circled in red), "Security Check Report", "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 the "Security Clearance" search page. It includes a title "Security Clearance", a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values.", and a section titled "Find an Existing Value". This section contains six search criteria, each with a "begins with" dropdown menu and a text input field: "EmplID:", "Name:", "Last Name:", "Second Name:", "Alternate Character Name:", and "Middle Name:". Below these are three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom, there are "Search" and "Clear" buttons, a "Basic Search" link, and a "Save Search Criteria" link with a document icon.</p> <p>To search for an officer, enter the EmplID 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.

Security Clearance

Firstname Lastname EMP EmpID: 1234567

Security Clearance Find | View All First 1 of 1 Last

Security Clearance Type: Primary + -

Clearance Information Find | View All First 1 of 1 Last

*Effective Date: 09/07/2010 *Status: Active + -

*Clearance Nbr:

Expiration Date:

Sponsor:

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

Investigation Status Status Date

+ -

Although the component is designed to be able to have multiple Security Clearances and multiple effective dates, it has been determined that this feature will not be supported or used by PHS or the Coast Guard. Therefore, the plus signs, **+**, next to **Security Clearance Type** and effective date should **never** be used.

Security Clearance

Firstname Lastname EMP EmpID: 1234567

Security Clearance Find | View All First 1 of 1 Last

Security Clearance Type: Primary + -

Clearance Information Find | View All First 1 of 1 Last

*Effective Date: 09/07/2010 *Status: Active + -

*Clearance Nbr:

Expiration Date:

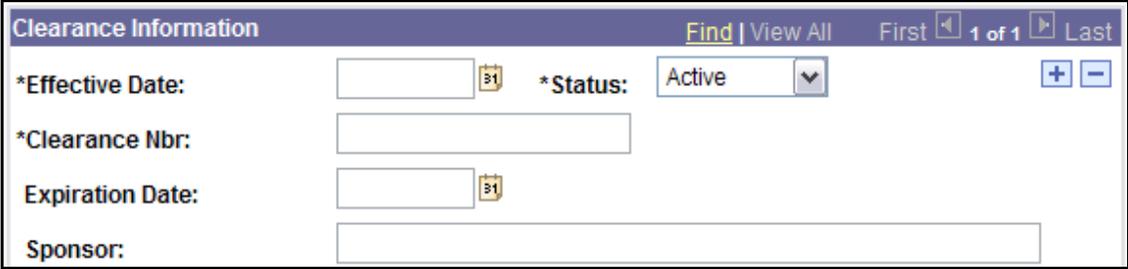
Sponsor:

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

Investigation Status Status Date

+ -

Step	Action														
5	<p>Click on the magnifying glass, , next to Security Clearance Type and select from the list of Security Clearance Type values. Click on the hyperlink for the desired clearance type.</p> <div data-bbox="475 312 1219 924" style="border: 1px solid black; padding: 10px;"> <h3 style="text-align: center;">Look Up Security Clearance Type</h3> <p>Security Clearance Type: <input type="text" value="begins with"/> ▼</p> <p>Description: <input type="text" value="begins with"/> ▼</p> <p style="text-align: center;"> <input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup </p> <p>Search Results</p> <p style="font-size: small;">View All First ◀ 1-8 of 8 ▶ Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="text-decoration: underline;">Security Clearance Type</th> <th style="text-decoration: underline;">Description</th> </tr> </thead> <tbody> <tr><td>DN</td><td>DENIED</td></tr> <tr><td>NO</td><td>NONE</td></tr> <tr><td>RE</td><td>REVOKED</td></tr> <tr><td>SE</td><td>SECRET</td></tr> <tr><td>SU</td><td>SUSPENDED</td></tr> <tr><td>TS</td><td>TOP SECRET</td></tr> </tbody> </table> </div> <p><i>Note: If the results of a search or lookup contain underlined headers, click on the header label (in this example, Security Clearance Type or Description) to sort of the list of values in ascending or descending order. This is a new feature within V9.0.</i></p>	Security Clearance Type	Description	DN	DENIED	NO	NONE	RE	REVOKED	SE	SECRET	SU	SUSPENDED	TS	TOP SECRET
Security Clearance Type	Description														
DN	DENIED														
NO	NONE														
RE	REVOKED														
SE	SECRET														
SU	SUSPENDED														
TS	TOP SECRET														
6	<p>Make sure the Primary check box is always selected. In Direct Access II as in Direct Access, there is only one current clearance for a member. The Primary checkbox is the indicator that the Security Clearance record needs to be messaged back to Direct Access v8.</p> <div data-bbox="272 1270 1424 1386" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4a7ebb; color: white; padding: 2px;"> Security Clearance Find View All First ◀ 1 of 1 ▶ Last </div> <p>Security Clearance Type: <input type="text" value="NO"/>  NONE <input checked="" type="checkbox"/> Primary + -</p> </div>														

Step	Action
7	<p data-bbox="228 201 1463 268">Once the Security Clearance Type has been selected, the Clearance Information will need to be entered. A screenshot and description of each field within this section is located below.</p> <div data-bbox="284 308 1412 577" style="border: 1px solid black; padding: 5px;">  </div> <p data-bbox="228 617 1446 684">*Effective Date Effective Date can have different meanings depending on where the officer is within the security clearance process:</p> <ul data-bbox="532 690 1414 798" style="list-style-type: none"> ○ If only the investigation date is known, use the investigation date. ○ Once the adjudication date is known, use the adjudication date. ○ When a clearance is granted, use the clearance granted date. <p data-bbox="228 837 1446 871">*Status Displays Active or Inactive. Please leave the default value, which is <u>Active</u>.</p> <p data-bbox="228 911 1273 945">*Clearance Nbr If the clearance number is unknown, enter “N/A” in this field.</p> <p data-bbox="228 984 1422 1052">Expiration Date If known, select the expiration date of the security clearance. This field is not being mapped back to Direct Access v8, but may be utilized in v9.</p> <p data-bbox="228 1092 1005 1125">Sponsor Enter the Agency granting the clearance.</p>

Step	Action
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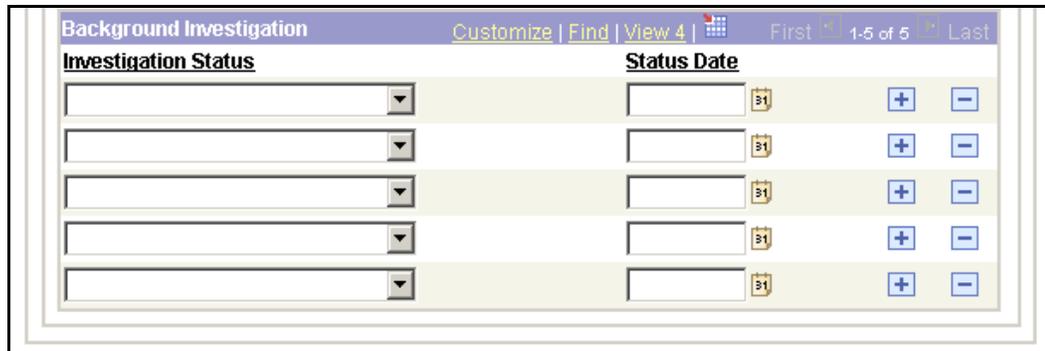
8

The **Investigation Status** and **Status Date** fields are being used to contain other security clearance information. Such as:

- Investigating Agency
- Investigation Type and Date
- Adjudication Status and Date
- SF312 Date
- SCI Eligible Date
- Interim Clearance and Date
- The indicator to Call SECTEAM



By clicking the + multiple times, the area is expanded to accommodate the necessary fields. If a line is inserted and not used, clicking the - will remove the unused fields.



A table of all of the possible values that may be selected from the Investigation Status drop down box, ▼, is located in Appendix A.

Step

Action

9 Below is an example of a member's completed Security Clearance information.

The screenshot shows a web interface for a Security Clearance record. At the top, it displays the member's name 'KEVIN SHEEHAN', job title 'EMP', and 'EmpID: 1234567'. Below this is a 'Security Clearance' section with a search bar containing 'TS' and 'TOP SECRET', and a 'Primary' checkbox checked. The 'Clearance Information' section includes fields for 'Effective Date' (10/03/2008), 'Status' (Active), 'Clearance Nbr' (N/A), 'Expiration Date', and 'Sponsor' (HHS). At the bottom is a 'Background Investigation' table with three rows of data.

Investigation Status	Status Date
Adjudication Stat -Favorable 3	10/03/2008
Single Scope Bkgnd Investigat	04/04/2007
Office of Personnel Management	

Click on the **Save** button when you have finished entering the member's security clearance information.



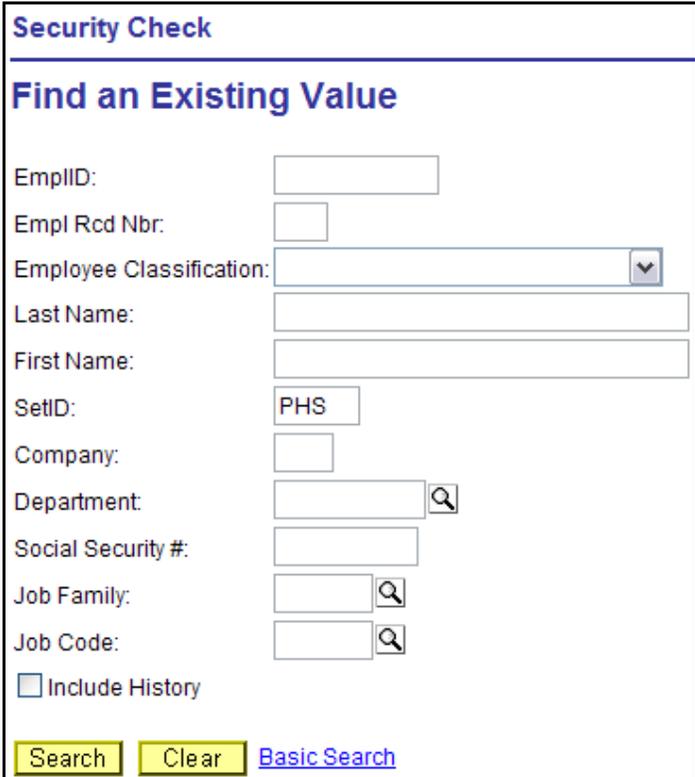
The Security Clearance Information entered or updated in Direct Access II (v9) will be automatically messaged to Direct Access (v8). Refer to the **Security Clearance Data Mapping** User Guide for specifics.

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



How to View Security Clearance Information in Direct Access v8

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

Step	Action
1	<p>To view members' Security Clearance information in the Direct Access v8 environment, click on the Direct Access Security Check hyperlink.</p>  <p>The screenshot shows a window titled "Security Clearance Program" with a minus sign in the top right corner. Inside the window, there are four links: "Security Check Data", "Security Check Report", "PHS Detailed to CG", and "Direct Access Security Check". The "Direct Access Security Check" link is highlighted with a red rectangular box.</p>
2	<p>The Search page will be displayed as follows:</p>  <p>The screenshot shows a "Security Check" page with the heading "Find an Existing Value". It contains several search fields: EmplID, Empl Rcd Nbr, Employee Classification (a dropdown menu), Last Name, First Name, SetID (with "PHS" selected), Company, Department, Social Security #, Job Family, and Job Code. Each of the last five fields has a magnifying glass icon to its right. There is also an "Include History" checkbox. At the bottom, there are three buttons: "Search" (yellow), "Clear" (yellow), and "Basic Search" (blue).</p> <p>Enter the EmplID or use any of the name search options to select an officer's Security Clearance information. Click on the Search button.</p> <p>If more than one record meets the search criteria, the Search Results will be displayed.</p> <p>Select the member you would like to view from the list of Search Results.</p>

Step

Action

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

The screenshot shows a web interface with several tabs: 'Clearance Data', 'Background Info', 'Security Jacket Loc', and '633 Data'. The 'Clearance Data' tab is active. At the top, the user's name is 'FINK, RICHARD E.', with other identifiers like 'Empl Rcd#: 1', 'EmplID: 1234567', and 'SERNO: 24680'. There are buttons for 'Docs' and 'SPO IPDR'. Below this is a 'Personal Information' section containing fields for Job Code, Rank, Status, DeptID, Location, Position, Birth Location, Ad Base Dt, Rotation Dt, Exp Loss Dt, Birth, Mar Status, Citizenship, Country, Sex, JobFamily Entry Dt, Exp AD Term Dt, Points Start Date (PSD), and Ethnic Category. A 'Reserve Info' link is also present. The 'Clearance Information' section, highlighted with a red border, includes Agency, Investigate Type, Investigate Date, Clearance, Clearance Granted, SF312 Date, SCI Eligible, Interim, Interim Date, Last Updt, and a 'Call SECTEAM' checkbox. The 'Adjudication Information' section at the bottom shows Agency Granting, Clearance, Adjudication Status, and Adjudication 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

Security Clearance Program ☐

[Security Check Data](#)
[Security Check Report](#)

[PHS Detailed to CG](#)
[Direct Access Security Check](#)

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 US 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	Emplid	Empl Rcd#	Last Name	First Name	Empl Deptid	Empl Dept Name	Empl Job Code	Empl Rank	Empl Grade	Posn Job Code	Posn Rank	Grade	Posn Deptid	Posn Dept Name	ATU	OPFAC	City	State
1	00059689	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	65100	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	65100	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	65100	MOBILE	AL
4	00058988	UNBUDGETED POSITION	1000004	0	WADE	THERESA	010096	HSWL WORK LIFE	000093	SN	O6	UNBUDGETED	415096	E3	002803	MLCFAC QA BR (KQA)	33	75180	ALAMEDA	CA
5	00058989	UNBUDGETED POSITION	1000005	0	BAJPAYEE	SHIB	003333	PSC AT HOME SEP MBR	000094	SN	O5	UNBUDGETED	415096	E3	002804	MLCFAC S/ENV HLTH(KSE)	33	75180	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 can export the report to an Excel Spreadsheet or a CSV file by clicking on the desired hyperlink as displayed below:

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

The “Security Check Report”



Security Team Users will have access to run the [Security Check Report](#) query.

The purpose of this report is to satisfy the following reporting requirement needs:

- Create the following Pending Expiration Reports including all PHS Security Clearance Data:
 - Investigations
 - Clearances
 - Interim Clearances
- Report all PHS Active Officers and Inactive Reserve Officers and their Security Clearance Level.

The user has the option to enter the terms of expiration as data prompts as shown below:

Investigation Exp in Months:	<input type="text" value="0"/>
Clearance Exp in Months:	<input type="text" value="0"/>
Interim Exp in Days:	<input type="text" value="0"/>
<input type="button" value="View Results"/>	

Empl Id	Name	PHS Serial Number	Rank	Category Discipline	Business Email	Business Phone	Empl Class	Reg Region	Employee Category	Agency Name	Investigate Type Descr	Investigate Type Date	Derived Investigate Expiration	# of Days till Expiration	Clearance Descr	Clearance Date
---------	------	-------------------	------	---------------------	----------------	----------------	------------	------------	-------------------	-------------	------------------------	-----------------------	--------------------------------	---------------------------	-----------------	----------------

The expiration dates will be derived for the Investigation, Clearance, and Interim Clearance and are based on the entered prompts and the calculation rules* below.

The data for this report will be selected based on the following criteria:

- 1) Select every Active PHS Officer or Inactive Reserve Officer.
- 2) Include Security Clearance data, if present.
- 3) Derive the expiration dates for Investigation, Clearance and Interim Clearance as follows:

***Calculation Rules:**

- a. For the Derived Expiration Dates:
 - Investigation Expiration Date is equal to:
The Investigation Date + Number of Months prompt for Investigation
 - Clearance Expiration Date is equal to:
The Clearance Granted Date + Number of Months prompt for Clearance
 - Interim Clearance Expiration Date is equal to:
The Interim Date + Number of Days prompt for Interim Clearance

- b. For # Days to Expire:
- o # Days to Expire for Investigation is equal to:
The Derived Investigation Expiration Date minus the System Date **
 - o # Days to Expire for Clearance is equal to:
The Derived Clearance Granted Expiration Date minus the System Date**
 - o # Days to Expire for Interim is equal to:
The Derived Interim Expiration Date minus the System Date**
- The # Days to Expire will be set to zero if the calculation results in a negative number.

**The System Date is the day the report is actually run.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Security	Clearance Report		10351												
Empl Id	Name	PHS Serial Number	Rank	Category Discipline	Business Email	Business Phone	Empl Class	Reg Region	Employee Category	Agency Name	Investigate Type Descr	Investigate Type Date	Derived Investigate Expiration	# of Days till Expir	Clearance Descr
1000001	KUKLIS,KIMBERLY A.	68488	LT	Nurse	sknowgoose@hotmail.com	907 7291850	Reserve Component	PHS	IRR						
1000002	HALL Jr.,JAMES D.	68842	LCDR	Masters in Public Health	james.hall@fda.hhs.gov	206 6152593	Active Component	PHS	Comm Off						
1000003	HEMBERGER,ROBERT L.	70920	CDR	Engineer	robert_hemberger@partner.nps.gov	202 513 7022	Reserve Component	PHS	Sel Rez	OPM	NACLCL	3/11/2005	03/10/2005	0	NONE
1000004	GADSBY,WHITNEY H.	70486	LT	HSA-General	whitney.gadsby@HHS.gov	240/453-6077	Reserve Component	PHS	Sel Rez	OPM	NACLCL	3/14/2003	03/14/2003	0	SECR
1000005	DREWELow,ROBERT P.	63750	LT	Medical Officer	olowrew@yahoo.com	319 2390390	Active Component	PHS	Comm Off						
1000006	PITTS,MATTHEW H.	67978	CDR	Engineer	matthew.pitts@fda.hhs.gov	614 2275780	Reserve Component	PHS	Sel Rez	OPM	NACI	8/27/2002	08/27/2002	0	NONE
1000007	MITCHELL,PETER J.	71507	LT	Engineer		928 7376275	Reserve Component	PHS	Sel Rez	OPM	ANACI	5/19/2008	05/19/2008	0	NONE
1000008	ROMERO,PATRICK L.	65933	CDR	Pharmacist	Patrick.L.Romero@uscg.mil	727 5351437 1610	Active Component	PHS	Comm Off	OPM	NACLCL	2/10/2010	02/10/2010	0	SECR
1000009	GRAY,MARK ANTHONY	71457	LTJG	Masters in Public Health	MARK.GRAY2@FDA.HHS.GOV	310 9712372 372	Reserve Component	PHS	Sel Rez	OPM	ANACI	3/10/2008	03/10/2008	0	NONE
1000010	ADESS,MICHAEL L.	50256	CAPT	Environmental Health Scientist	Michael.Adess@uscg.mil	202 4755211	Active Component	PHS	Comm Off	USCG	NACLCL	3/28/2002	03/28/2002	0	SECR
1000011	ANDERSON,KATHLEEN M.	65398	CDR	Dentist	k3anderson@bop.gov	8045047200x5110	Reserve Component	PHS	Sel Rez		NACI	8/9/1996	08/09/1996	0	NONE
1000012	SIMONEAU,MARGARET A.	58312	CAPT	Pharmacist	margaret.simoneau@fda.hhs.gov	301 7961295	Active Component	PHS	Comm Off	OPM	ANACI	12/10/2008	12/10/2008	0	NONE
1000013	BONNEAU,EILEEN D.	58567	CAPT	Nurse	eileen.bonneau@hhs.gov	520 3837224	Active Component	PHS	Comm Off	OPM	ANACI	5/4/2009	05/04/2009	0	NONE
1000014	CABREDO,QUIRICO C.	64244	CAPT	Medical Officer	QUIRICO.C.CABREDO@USCG.MIL	215 2714920	Reserve Component	PHS	Sel Rez	OPM	NACLCL	3/30/2010	03/30/2010	0	SECR

The following fields are included on the Security Clearance Report:

- o EmplID
- o Name
- o PHS Serial Number
- o Rank
- o Category Discipline
- o Business Email
- o Business Phone
- o Empl Class
- o Reg Region
- o Employee Category
- o Agency Name
- o Investigate Type Descr
- o Investigate Type Date
- o Derived Investigate Expiration Date
- o # Days till Investigate Expiration
- o Clearance Descr
- o Clearance Date
- o Derived Clearance Expiration Date
- o # Days till Clearance to Expiration
- o Interim Descr
- o Interim Date
- o Derived Interim Expiration Date
- o # Days till Interim to Expiration

- SF312 Date
- SCI Eligible Date
- Call Sec Team Ind
- Adjudication Status
- Adjudication Date
- Agency Granting Clearance Desc

Users can export the report to an Excel Spreadsheet or a CSV file by clicking on the desired hyperlink as displayed below. Once exported to an Excel Spreadsheet, users can sort, filter, organize and/or utilize the data as they see fit.

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

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 queries may be scheduled:

Report Name	Query Name	Description
Security Check Report	CG_PHS_SECURITY_CLEARANCE	Generate Listing of all PHS Officers, including security clearance information if available.
PHS Detailed to CG	CG_PHS_ROSTER	Generates Listing of PHS Officers who are assigned to the USCG.

Appendix A: Possible Values for Investigation Status Drop-Down box

The following table contains all the possible values that may be selected from the Investigation Status drop down box, , for entering the security clearance data into Direct Access v9.

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
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

Value Type	V9.0 Value	V8.0 Value	SECCEN Feed Value	Long Description	Short Description
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

Whether entering an officer's clearance data for the first time or updating the existing clearance data, the above values in the Long Description column will be used for entering clearance data into the Background Investigation grid.