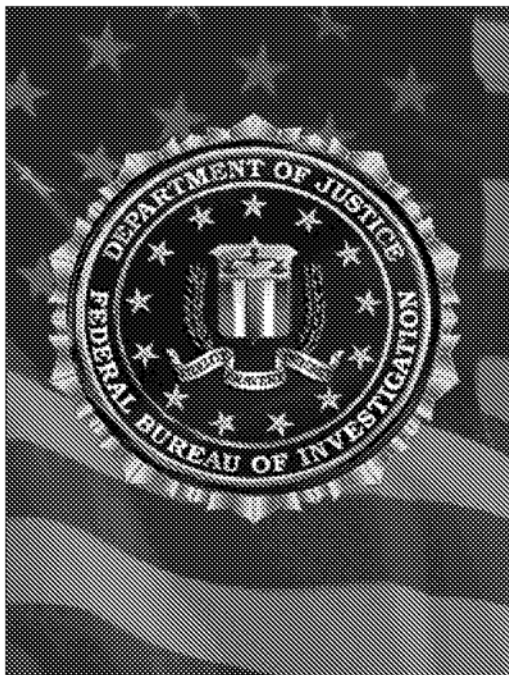


UNCLASSIFIED//~~FOUO~~
(U) Personnel Security Clearance and Access Policy Guide

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(U) Federal Bureau of Investigation

(U) Security Division

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(U) Personnel Security Clearance and Access Policy Guide

(U) General Information

(U) Questions or comments pertaining to this policy guide can be directed to:

(U) Federal Bureau of Investigation Headquarters, Security Division

(U) Division point of contact: Initial Clearance and Internal Security Sections

(U) Supersession Information

(U) This document supersedes the Security Policy Manual (SPM), Sections 2.1 through 2.6 and 2.17, and Policy Notice 0089N, *Access to Facility Security System for Chief Security Officers*

(U) This document is a new publication; no previous versions are available.

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1. (U) Introduction

1.1. (U) Purpose

(U) The purpose of this policy is to ensure that all FBI and non-FBI personnel requiring a security clearance and access to classified information, facilities and/or information technology (IT) systems are properly vetted in the interest of national security.

1.2. (U) Background

(U) All individuals requiring a security clearance and access to FBI information, facilities, and IT systems will undergo a background investigation to establish eligibility as set forth in the Intelligence Community Directive (ICD) 704. Clearances will not be issued for the purpose of convenience or ease of movement.

(U) Access to classified and sensitive information must only be granted to individuals with an appropriate security clearance, access approval, clearly identified need to know, and appropriate indoctrination.

- (U) Security requirements for government employment is set forth in Executive Order (EO) 10450.
- (U) Suitability requirements for national security positions is set forth in Title V, Code of Federal Regulations, Section 732.
- (U) Eligibility for access to classified information is granted according to the standards established in EO 12968, Section 3.1.
- (U) If it is subsequently determined that an individual no longer meets the standards for eligibility established in EO 12968, Section 3.1, the procedures for denial or revocation of a clearance set forth in EO 12968, Section 5.2 are to be followed.

(U) Security clearances and accesses of Bureau personnel will be maintained in the Bureau Personnel Management System (BPMS) and in the Facility Security System (FSS) for non-Bureau personnel.

1.3. (U) Intended Audience

(U) This policy guide is applicable to all FBI applicants, employees, contractors, consultants, task force members, detailees and others requiring a security clearance and access to FBI information (including, but not limited to national security information), facilities, and IT systems.

2. (U) Roles and Responsibilities

2.1. (U) Assistant Director (or Designee), SecD

(U) The AD of SecD (or designee) must:

- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]

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2.2. (U) Field Office and FBIHQ Division Heads (or Designee)

(U) Field Office and FBIHQ division heads (or designee) must:

- (U//~~FOUO~~) Generate initial requests for a contractor, task force officer, or detailee to obtain a Top Secret or Secret security clearance.
- (U//~~FOUO~~) Certify the retention of security clearances.
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]

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2.3. (U) Chief Security Officers (CSO) (or Designee)

(U) CSOs (or designee) must:

- (U//~~FOUO~~) Conduct security briefings.
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) Conduct exit interviews/debriefings.

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2.4. (U) Contracting Officer Technical Representative

(U) Contracting officer technical representative must:

- (U//~~FOUO~~) Generate requests for contractors needing access to FBI facilities.
- (U//~~FOUO~~) Generate requests for contractors needing access to Secret or Top Secret FBI information.

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- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]

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2.5. (U) Field Office Applicant Coordinators

(U) Field office applicant coordinators must:

- (U//~~FOUO~~) Coordinate the preliminary processing of external applicants for special agent and professional staff positions in sufficient time to meet the FBI's hiring goals.
- (U//~~FOUO~~) Make appropriate modifications to the BPMS for tracking Bureau applicants.
- (U//~~FOUO~~) [Redacted]

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2.6. (U) Special Agent Clearance Unit (SACU), ICS, SecD

(U) SACU must:

- (U//~~FOUO~~) Manage processing of special agent cases from initiation of the background investigation to adjudication.
- (U//~~FOUO~~) Conduct background investigations and adjudications for security and suitability determinations on all special agent applicants.
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]

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2.7. (U) Professional Staff Clearance Unit (PSCU), ICS, SecD

(U) PSCU must:

- (U//~~FOUO~~) Manage professional staff applicant cases from the initiation of the background investigation to adjudication.
- (U//~~FOUO~~) Conduct background investigations and adjudications for security and suitability determinations on all professional staff applicants.
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]

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2.8. (U) Special Inquiry and General Background Investigation Unit (SIGBIU), ICS, SecD

(U) SIGBIU must:

- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]

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2.9. (U) Contractor Clearance Unit (CCU), ICS, SecD

(U) CCU must:

- (U//~~FOUO~~) Manage the background investigation and adjudication for issuance of security clearances and access to individuals who seek employment or to continue their employment under a contractual agreement.
- (U//~~FOUO~~) Conduct background investigations and adjudications for suitability determinations on contract personnel.
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]

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2.10. (U) Law Enforcement Clearance Unit (LECU), ICS, SecD

(U) LECU must:

- (U//~~FOUO~~) Conduct background investigations and adjudications of Joint Task Force (JTF) and Joint Terrorism Task Force (JTTF) members, Foreign Intelligence Surveillance Act (FISA) personnel, for Classified Information Procedures Act (CIPA) access, Law Enforcement Executives/Elected Officials (LEO), and others to include, but not limited to, chaplains, special consultants, etc.

2.11. (U) Applicant Processing Services Unit (APSU), ICS, SecD

(U) APSU must:

(U) Personnel Security Clearance and Access Policy Guide

- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) Monitor and track field office applicant processing.
- (U//~~FOUO~~) [Redacted]

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2.12. (U) Reinvestigations Unit (RU), ISS, SecD

(U) RU must:

- (U//~~FOUO~~) Process and adjudicate periodic reinvestigations for Bureau and non-Bureau employees to maintain their security clearance and access to FBI information, information systems, and physical space.

2.13. (U) Clearance Passage and Subprograms Unit (CPSU), ISS, SecD

(U) CPSU must:

- (U//~~FOUO~~) Certify clearances and accesses to other government agencies, organizations and or Legat offices, as required for official business.
- (U//~~FOUO~~) Manage all clearance passage and receipt matters.
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]
- (U//~~FOUO~~) [Redacted]

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2.14. (U) Analysis and Investigation Unit (AIU), ISS, SecD

(U) AIU must:

- (U//~~FOUO~~) [Redacted]

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2.15. (U) Background Investigation Contract Services Unit (BICS), ISS, SecD

(U) BICS must:

- (U//~~FOUO~~) Facilitate background investigation lead coverage set by the Units of the Initial Clearance and Internal Security Sections and FBI Field Offices to assist them in determining suitability and/or trustworthiness.

2.16. (U) Polygraph Unit, ISS, SecD

(U) Polygraph Unit must:

- (U//~~FOUO~~) Conduct quality control of all polygraph examinations to ensure the polygraph examiner's conclusion is accurate and proper standards and protocols are followed.

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2.17. (U) Polygraph Examiners

(U) Polygraph Examiners must:

- (U//~~FOUO~~) Conduct polygraph examinations for all potential applicants as dictated by their respective applicant coordinator.
- (U//~~FOUO~~) Conduct personnel security polygraphs (PSP) for all Bureau and non-Bureau personnel as directed by CSOs.

2.18. (U) Access Control Unit (ACU), Security Operations Section, SecD/Field Office Badging Office

(U) ACU/Field Office Badging Office must:

- (U//~~FOUO~~) Issue appropriate FBI Security Access Control System (SACS) badges based on clearance levels and accesses.

2.19. (U) Human Resources Management Section, HRD

(U) Human Resources Management Section must:

- (U//~~FOUO~~) Ensure that applicants approved for access are expeditiously entered on duty.
- (U//~~FOUO~~) Ensure that sufficient Conditional Job Offers (CJO) are submitted

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3. (U) Policies

(U) All individuals requiring a security clearance and access to FBI information, facilities, and information technology systems must undergo a background investigation to establish eligibility as set forth in ICD 704. Clearances will not be issued for the purpose of convenience or ease of movement.

(U) Access to classified and sensitive information must only be granted to those persons with an appropriate security clearance, access approval, clearly identified need-to-know, and appropriate indoctrination. Eligibility for access to classified information is granted in accordance with standards set forth in EO 12968, Section 3.1. If it is subsequently determined that an individual no longer meets the standards for eligibility set forth in EO 12968, Section 3.1, the procedures for denial or revocation of a clearance set forth in EO 12968, Section 5.2, are followed.

(U) Security clearances and accesses of Bureau personnel will be maintained in the Bureau Personnel Management System (BPMS) and non-Bureau personnel will be maintained in the Facility Security System (FSS).

4. (U) Procedures and Processes

4.1. (U) Individuals Requiring a Security Clearance

4.1.1. (U) Applicants/Employees (67E)

(U) FBI applicants will be determined eligible for a security clearance and access to FBI information, facilities, and IT systems as established by EO 10450; EO 12968 and ICD 704.

(U) The forms required for processing security clearances are:

- (U) Electronic Questionnaire Investigations Program (e-QIP) System SF-86.
- (U) Two FD-258s, "Applicant Fingerprint Cards."
- (U) FD-979, "Personnel Consent to Release Information."
- (U) FD-979a, "Non-Personnel Consent to Release Information," if applicable.
- (U) DOJ (Department of Justice) 555, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act."
- (U) DOJ 462, "Customer Consent and Authorization for Access to Financial Records."
- (U) FD-991, "Illegal Drug History Disclosure."
- (U) FD-465, "Disclosure of Protected Health Information Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996," if applicable.
- (U) FD-1052, "Loyalty Agreement."

4.1.1.1. (U) Applicant Process

(U) The following individuals, divisions and units participate in the application and clearance process for new FBI applicants:

1. (U) Processing field office Applicant Coordinators:

1.1.(U//~~FOUO~~) Screen and process all Special Agent (SA) and professional support applicants through the application process, which includes, but is not limited to:

(U) Inviting the applicant into e-QIP, verifying and releasing the SF-86 to the Office of Personnel Management (OPM).

(U) A Personnel Security Interview (PSI).

(U) A polygraph examination, if applicable.

(U) A drug test.

(U) A physical examination, if applicable.

1.2.(U//~~FOUO~~) Ensures applicant tracking systems (i.e. BPMS, Enterprise Process Automation System [EPAS], Clearance Processing System [CPS], etc.) are accurate and up-to-date.

1.3.(U//~~FOUO~~)

(U) Human Resources Management Section (HRMS), HRD:

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2.1.(U//~~FOUO~~) Issues a conditional appointment offer (CAO) for SAs or conditional job offer (CJO) for professional support and any related notifications to [redacted]

2.2.(U//~~FOUO~~) Serves as an intermediary between the hiring components, field office applicant coordinators, [redacted] throughout the hiring process, and addresses other related HR functions.

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2.3.(U//~~FOUO~~) Ensures timely applicant status and appointment notifications to applicants and hiring components.

2.4.(U//~~FOUO~~) Ensures applicant tracking systems (i.e. BPMS, EPAS, CPS, etc.) are accurate and up-to-date.

(U) Applicant Processing Services Unit, Initial Clearance Section (ICS), SecD:

3.1.(U//~~FOUO~~) [redacted]

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3.2.(U//~~FOUO~~) Monitors and tracks field office applicant processing.

3.3.(U//~~FOUO~~) [redacted]

3.4.(U//~~FOUO~~) Ensures applicant tracking systems (i.e. BPMS, EPAS, CPS, etc.) are accurate and up-to-date.

(U) Special Agent Clearance Unit and Professional Support Clearance Unit, ICS, SecD:

4.1.(U//~~FOUO~~) Manages background investigations and adjudications of all SA and professional support applicants.

4.2.(U//~~FOUO~~) [redacted]

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4.3.(U//~~FOUO~~) Reviews all background investigation information to identify suitability and security concerns and apply any pertinent mitigators to make an adjudicative determination of favorable or unfavorable.

- 4.3.1.(U//~~FOUO~~) If a favorable determination is made and suitability or security concerns are still present, the case is referred to the [redacted] Internal Security Section (ISS), SecD, to make a determination as to the applicant's eligibility to be placed in the Post-Adjudication Risk Management (PARM) Program.

b7E

4.4.(U//~~FOUO~~) Notifies HRD of approval to hire.

4.5.(U//~~FOUO~~) Ensures applicant tracking systems (i.e. BPMS, EPAS, CPS, etc.) are accurate and up-to-date.

5. (U) [redacted] ISS, SecD:

- 5.1. (U//~~FOUO~~) As applicable, determines if an applicant is to be placed in the post-review process known as the PARM Program (See sec. 4.3.1 above).

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4.1.2. (U) Contractors (260A-E)

(U) FBI contractors will meet all personnel security standards established by EO 12968 and ICD 704, if applicable, for access to FBI information (including, but not limited to national security information), facilities, and IT systems required to accomplish the terms of their contracts.

(U) The forms required for processing contractor security clearances are:

- (U) e-QIP system SF-86.
- (U) Two FD-258s, "Applicant Fingerprint Cards."
- (U) FD-979, "Personnel Consent to Release Information."
- (U) FD-979a, "Non-Personnel Consent to Release Information," if applicable.
- (U) DOJ (Department of Justice) 555, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act."
- (U) DOJ 462, "Customer Consent and Authorization for Access to Financial Records," if applicable.
- (U) FD-1052, "Loyalty Agreement," if applicable.

(U) The following individuals and units participate in the application and clearance process for contractors:

1. (U) CSO (or designee):

(U//~~FOUO~~) [Redacted]

(U) Inviting the applicant into e-QIP, verifying and releasing the SF-86 to the OPM.

(U) A Personnel Security Interview.

(U) A polygraph examination, if applicable.

Note: (U//~~FOUO~~) [Redacted]

1.2.(U//~~FOUO~~) [Redacted]

(U//~~FOUO~~) [Redacted]

1.2.2.(U//~~FOUO~~) [Redacted]

1.2.3.(U//~~FOUO~~) [Redacted]

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1.2.4.(U//~~FOUO~~) [Redacted]

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Note: (U//~~FOUO~~) [Redacted]

1.3.(U//~~FOUO~~) Upon clearance/access approval, briefs contractors accordingly (See sec. 4.2, Indoctrination for Access/Security Briefing).

1.4.(U//~~FOUO~~) When clearance/access is no longer needed, debriefs contractors accordingly (See sec. 4.3, Security Debriefing/Exit Interview).

2. (U) CCU, ICS, SecD:

2.1. (U//~~FOUO~~) Conducts background investigations and determines the suitability, as well as eligibility, for access to FBI information (including, but not limited to national security information), facilities, and IT systems for contract personnel by ensuring:

2.1.1. (U//~~FOUO~~) Contractors seeking a **Top Secret** security clearance with unescorted access to FBI space undergo an SSBI, requiring a ten-year scope of investigation.

2.1.2. (U//~~FOUO~~) Contractors seeking a **Secret** security clearance with unescorted access to FBI space undergo the investigative requirements of an SSBI, requiring a ten-year scope of investigation.

2.1.3. (U//~~FOUO~~) [Redacted]

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2.2. (U//~~FOUO~~) Reviews all background investigation information to identify security concerns and apply any pertinent mitigators to make an adjudicative determination of favorable or unfavorable.

(U//~~FOUO~~) If a favorable determination is made and security concerns are still present, the case is referred to [Redacted] ISS, SecD, for them to determine if the contractor is eligible to be placed in the PARM Program (See sec. 4.1.1.1, sub 4.3.1 above).

2.3. (U//~~FOUO~~) [Redacted]

b7E

2.4. (U//~~FOUO~~) Ensures appropriate tracking systems (such as the Facility Security System) are accurate and up-to-date.

3. (U) [Redacted] ISS, SecD:

3.1.(U//~~FOUO~~) As applicable, determines if a contractor is to be placed in the post-review process known as the PARM Program.

4.1.3. (U) Contractor Linguists (260F)

(U) Contract linguists will meet personnel security standards established by EO 12968 and ICD 704, if applicable for access to FBI information (including, but not limited to national security information), facilities, and IT systems required to accomplish the terms of their contract or assigned duties.

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(U) The forms required for processing contract linguists security clearances are:

- (U) e-QIP System SF-86.
- (U) Two FD-258s, "Applicant Fingerprint Cards."
- (U) FD-979, "Personnel Consent to Release Information."
- (U) FD-979a, "Non-Personnel Consent to Release Information," if applicable.
- (U) DOJ (Department of Justice) 555, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act."
- (U) DOJ 462, "Customer Consent and Authorization for Access to Financial Records," if applicable.
- (U) FD-1052, "Loyalty Agreement," if applicable.

(U) The following individuals and units participate in the application and clearance process for contract linguists:

1. (U) CSO (or designee):

1.1.(U//~~FOUO~~)

[Redacted]

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1.1.1. (U) Inviting the applicant into e-QIP, verifying and releasing the SF-86 to the OPM.

1.1.2. (U) A Personnel Security Interview.

1.1.3. (U) A polygraph examination, if applicable.

1.2.(U//~~FOUO~~) Upon clearance/access approval, briefs contract linguists accordingly (See sec. 4.2, Indoctrination for Access/Security Briefing).

1.3.(U//~~FOUO~~) When clearance/access is no longer needed, debriefs contract linguists accordingly (See sec. 4.3, Security Debriefing/Exit Interview).

2. (U) CCU, ICS, SecD:

2.1. (U//~~FOUO~~) Conducts the background investigations and adjudications for suitability, as well as eligibility, for access to FBI information (including, but not limited to national security information), facilities, and IT systems for contract linguists by ensuring:

2.1.1.

(U//~~FOUO~~)

[Redacted]

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2.1.2.

(U//~~FOUO~~)

[Redacted] obtain a **Secret** security clearance based on an SSBI, requiring a ten-year scope of investigation; and

2.1.3.

(U//~~FOUO~~)

[Redacted] obtain a **Top Secret** security

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clearance and pass a [redacted] polygraph examination.

- 2.2. (U//~~FOUO~~) Reviews all background investigation information to identify security concerns and apply any pertinent mitigators to make an adjudicative determination of favorable or unfavorable.

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Note: (U//~~FOUO~~) [redacted]

- 2.3. (U//~~FOUO~~) [redacted]

- 2.4. (U//~~FOUO~~) Ensures appropriate tracking systems are accurate and up-to-date.

- 3. (U [redacted] ISS, SecD:

3.1.(U//~~FOUO~~) Determines if a contract linguist is to be placed in the post-review process known as the PARM Program (See sec. 4.1.1.1, sub 4.1.3 above).

4.1.4. (U) Contract Physicians (260C)

(U) Contract physicians assigned to FBIHQ, Quantico, and the Criminal Justice Information Services (CJIS) Division will meet personnel security standards established by EO 12968 and ICD 704, if applicable for access to FBI information (including, but not limited to national security information), facilities, and IT systems required to accomplish the terms of their contract or assigned duties.

(U) The forms required for processing contract physicians security clearances are:

- (U) e-QIP System SF-86.
- (U) Two FD-258s, "Applicant Fingerprint Cards."
- (U) FD-979, "Personnel Consent to Release Information."
- (U) FD-979a, "Non-Personnel Consent to Release Information," if applicable.
- (U) DOJ (Department of Justice) 555, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act."
- (U) DOJ 462, "Customer Consent and Authorization for Access to Financial Records," if applicable.
- (U) FD-1052, "Loyalty Agreement," if applicable.

(U) The following individuals and units participate in the application and clearance process for contract physicians:

- 1. (U) CSO (or designee):

1.1.(U//~~FOUO~~) [redacted]

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- 1.1.1. (U) Inviting the applicant into e-QIP, verifying and releasing the SF-86 to the OPM.
- 1.1.2. (U) A Personnel Security Interview.
- 1.1.3. (U) A polygraph examination, if applicable.
- 1.2.(U//~~FOUO~~) Upon clearance/access approval, briefs contract physicians accordingly (See sec. 4.2, Indoctrination for Access/Security Briefing).
- 1.3.(U//~~FOUO~~) When clearance/access is no longer needed, debriefs contract physicians accordingly (See sec. 4.3, Security Debriefing/Exit Interview).
- 2. (U) CCU, ISS, SecD:
 - 2.1. (U//~~FOUO~~) Conducts background investigations and adjudications for suitability, as well as eligibility, for access to FBI information (including, but not limited to national security information), facilities, and IT systems for contract physicians by ensuring:
 - 2.1.1. (U//~~FOUO~~) **Top Secret** security clearances, based on an SSBI, requiring a ten-year scope of investigation. [Redacted]
 - 2.1.2. (U//~~FOUO~~) [Redacted]
 - 2.2. (U//~~FOUO~~) Reviews all background investigation information to identify security concerns and apply any pertinent mitigators to make an adjudicative determination of favorable or unfavorable. b7E
 - 2.2.1. (U//~~FOUO~~) Conducts record checks to include credit checks [Redacted]
[Redacted]
[Redacted] Record checks should be conducted at the following:
 - 2.2.1.1. (U) State Licensing Board.
 - 2.2.1.2. (U) American Medical Association.
 - 2.2.2. (U//~~FOUO~~) If a favorable determination is made and security concerns are still present, the case is referred to [Redacted] ISS, SecD, for them to determine if the contract physician is eligible to be placed in the PARM Program (See sec. 4.1.1.1, sub 4.1.3 above).
 - 2.3. (U//~~FOUO~~) Ensures appropriate tracking systems are accurate and up-to-date.
- 3. (U) [Redacted] ISS, SecD:
 - 3.1.(U//~~FOUO~~) If applicable, determines if a contract physician is to be placed in the post-review process known as the PARM Program. b7E
- 4. (U) Health Care Programs Unit, Office of Medical Services, HRD:
 - 4.1.(U//~~FOUO~~) [Redacted]
[Redacted]

(U) Personnel Security Clearance and Access Policy Guide

4.1.5. (U) Joint Task Force (JTF)/Joint Terrorism Task Force (JTTF) Members (259C)

(U) Individuals assigned to JTF/JTTFs (hereinafter referred to collectively as JTF) will meet personnel security standards established by EO 12968 for the level of classified information and/or FBI facility access required to accomplish their assigned duties. JTF members whose duties do not require access to classified information will undergo a limited background investigation consisting of a National Agency Check with Local Agency Checks and Credit Check (NACLCC) with neighborhood investigation and reference interviews.

(U) The forms required for processing JTF participants security clearances are:

- (U) Electronic Questionnaire Investigations Program (e-QIP) System SF-86.
- (U) Two FD-258s, "Applicant Fingerprint Cards."
- (U) FD-979, "Personnel Consent to Release Information."
- (U) FD-979a, "Non-Personnel Consent to Release Information," if applicable.
- (U) DOJ (Department of Justice) 555, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act."
- (U) DOJ 462, "Customer Consent and Authorization for Access to Financial Records."
- (U) FD-465, "Disclosure of Protected Health Information Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996," if applicable.
- (U) FD-1052, "Loyalty Agreement."

(U) The following individuals, divisions, and units participate in the application and clearance process for JTF members:

(U) CSO (or designee):

1.1.(U//~~FOUO~~) [Redacted]

1.1.1. (U) Inviting the applicant into e-QIP, verifying and releasing the SF-86 to the OPM.

1.1.2. (U) A Personnel Security Interview.

1.1.3. (U) A polygraph examination, if applicable.

Note: (U//~~FOUO~~) [Redacted]

1.2.(U//~~FOUO~~) [Redacted]

1.3.(U//~~FOUO~~) Upon clearance/access approval, brief JTF participants accordingly (See sec. 4.2, Indoctrination for Access/Security Briefing).

1.4.(U//~~FOUO~~) When clearance/access is no longer needed, debriefs JTF participants accordingly (See sec. 4.3, Security Debriefing/Exit Interview).

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(U) Personnel Security Clearance and Access Policy Guide

(U) Law Enforcement Clearance Unit (LECU), ICS, SecD:

2.1.(U//~~FOUO~~) Conducts background investigations and adjudications for suitability, as well as eligibility, for access to FBI information (including, but not limited to national security information), facilities, and IT systems for JTF participants.

2.2.(U//~~FOUO~~) [Redacted]

(U//~~FOUO~~) [Redacted]

[Redacted]

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(U//~~FOUO~~) [Redacted]

[Redacted]

(U//~~FOUO~~) [Redacted]

[Redacted]

2.3. (U//~~FOUO~~) Reviews all background investigation information to identify security concerns and apply any pertinent mitigators to make an adjudicative determination of favorable or unfavorable.

2.3.1. (U//~~FOUO~~) If a favorable determination is made and security concerns are still present, the case is referred to [Redacted] ISS, SecD, for them to determine if the JTF participant is eligible to be placed in the PARM Program (See sec. 4.1.1.1, sub 4.1.3 above).

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2.4. (U//~~FOUO~~) Ensures appropriate tracking systems are accurate and up-to-date.

(U) [Redacted] ISS, SecD:

3.1. (U//~~FOUO~~) If applicable, determines if a JTF participant is to be placed in the post-review process known as the PARM Program.

(U) Office of the General Counsel (OGC):

4.1.(U//~~FOUO~~) In conjunction with the JTF, reviews each unsigned Memorandum of Understanding (MOU) draft.

(U//~~FOUO~~) [Redacted]

[Redacted] An MOU is an agreement which is voluntarily entered into between the FBI and a cooperating state or local law enforcement agency which sets out the objectives of a joint investigation, the method of conducting the investigation, and the responsibilities of all parties, including those pertaining to security and clearance requirements.

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4.1.2. (U//~~FOUO~~) [Redacted]

[Redacted]

(U) Personnel Security Clearance and Access Policy Guide

[Redacted]

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4.2. (U//~~FOUO~~)

[Redacted]

4.1.6. (U) Foreign Intelligence Surveillance Act (FISA) Personnel (259B)

(U) Orders issued by the FISA Court are classified because of the nature of the information they contain. The security requirements determined by the Attorney General and the Director of National Intelligence are contained in a document entitled [Redacted]

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[Redacted]

and endorsed by the FBI (see the [LECIU Intranet site](#), under Guidance).

(U) All personnel of communication common carriers or affiliates who will have access to classified information or assist in surveillance activities conducted by the FBI will undergo a background investigation in accordance with [EO 12968](#) and [ICD 704](#).

(U) The forms required for processing FISA security clearances are:

- (U) e-QIP System [SF-86](#).
- (U) Two [FD-258s](#), "Applicant Fingerprint Cards."
- (U) [FD-979](#), "Personnel Consent to Release Information."
- (U) [FD-979a](#), "Non-Personnel Consent to Release Information," if applicable.
- (U) [DOJ \(Department of Justice\) 555](#), "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act."
- (U) [DOJ 462](#), "Customer Consent and Authorization for Access to Financial Records."
- (U) [FD-465](#), "Disclosure of Protected Health Information Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996," if applicable.
- (U) [FD-1052](#), "Loyalty Agreement."

(U) The following individuals and units participate in the application and clearance process for FISA personnel:

(U) CSO (or designee):

1.1.(U//~~FOUO~~) [Redacted]

1.1.1.(U) Inviting the applicant into e-QIP, verifying and releasing the SF-86 to the OPM.

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1.1.2.(U) A Personnel Security Interview.

1.1.3.(U) A polygraph examination, if applicable.

1.2.(U//~~FOUO~~) [Redacted]

(U) Personnel Security Clearance and Access Policy Guide

1.3.(U//~~FOUO~~) Upon clearance/access approval, brief candidates accordingly (See sec. 4.2, Indoctrination for Access/Security Briefing).

1.4.(U//~~FOUO~~) [Redacted]

1.5.(U//~~FOUO~~) Debriefs individuals when access to classified information is no longer required (See sec. 4.3, Security Debriefing/Exit Interview).

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(U) LECU, ICS, SecD:

2.1.(U//~~FOUO~~) Conducts background investigations and adjudications for suitability, as well as eligibility, for access to FBI information (including, but not limited to national security information), facilities, and IT systems [Redacted]

2.2.(U//~~FOUO~~) Reviews all background investigation information to identify security concerns and apply any pertinent mitigators to make an adjudicative determination of favorable or unfavorable.

2.2.1. (U//~~FOUO~~) If a favorable determination is made and security concerns are still present, the case is referred to [Redacted] ISS, SecD, for them to determine if the individual is eligible to be placed in the PARM Program (See sec. 4.1.1.1, sub 4.1.3 above).

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2.3.(U//~~FOUO~~) Ensures appropriate tracking systems are accurate and up-to-date

(U [Redacted] ISS, SecD:

3.1.(U//~~FOUO~~) If applicable, determines if the individual is to be placed in the post-review process known as the PARM Program.

(U) Field office division heads:

(U//~~FOUO~~) [Redacted]

(U//~~FOUO~~) [Redacted]

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a) (U//~~FOUO~~) [Redacted]

b) (U//~~FOUO~~) [Redacted]



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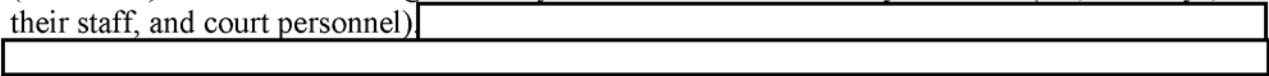
4.1.2. (U//~~FOUO~~)



4.1.7. (U) Classified Information Procedures Act (CIPA) Access (259A)

(U//~~FOUO~~) CIPA legislation was enacted in 1980 by Congress to provide for the introduction of national security information within the context of a federal criminal proceeding in order to prevent defendants from claiming they are unable to provide adequate defenses because of a need to have access to national security information. Prior to CIPA, this claim could result in the government requesting a dismissal of the criminal charges rather than compromise national security. CIPA applies to criminal proceedings only.

(U//~~FOUO~~) Individuals needing a security clearance are identified by the court (i.e., attorneys, their staff, and court personnel)



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(U) The forms required for processing CIPA security clearances are:

- (U) e-QIP System SF-86.
- (U) Two FD-258s, "Applicant Fingerprint Cards."
- (U) FD-979, "Personnel Consent to Release Information."
- (U) FD-979a, "Non-Personnel Consent to Release Information," if applicable.
- (U) DOJ (Department of Justice) 555, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act."
- (U) DOJ 462, "Customer Consent and Authorization for Access to Financial Records."
- (U) FD-465, "Disclosure of Protected Health Information Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996," if applicable.
- (U) FD-1052, "Loyalty Agreement."

(U) The following individuals and units participate in the application and clearance process for individuals under CIPA:

(U) Personnel Security Clearance and Access Policy Guide

1. (U) LECU, ICS, SecD:

(U//~~FOUO~~)

(U//~~FOUO~~)

(U//~~FOUO~~)

(U//~~FOUO~~)

(U//~~FOUO~~)

(U//~~FOUO~~)

(U//~~FOUO~~)

(U//~~FOUO~~)

(U//~~FOUO~~)

(U//~~FOUO~~) DOJ is the only authority who can authorize discontinuance of these investigations.

1.3.3. (U//~~FOUO~~) DOJ will conduct security briefings and debriefings.

4.1.8. (U) Others Requiring Access to FBI National Security Information (259D)

(U//~~FOUO~~)

- (U) Attorneys representing FBI employees in personnel actions requiring access to national security information.
- (U) Federal civil judicial proceedings in which the U.S. Government is a party and litigants must have access to national security information.
- (U) Staff of federal independent counsel, special counsel, etc.
- (U) Special consultants (e.g., security professionals and administrators).
- (U) Selected federal legislative and Judicial Branch personnel.
- (U) Military and other federal personnel supporting the FBI JTFs.
- (U) Chaplains promoting the health and welfare of FBI personnel.

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(U) Personnel Security Clearance and Access Policy Guide

- (U) Individuals needing access to national security information, and to do so, will need a DOJ security clearance.
- (U) Law enforcement executives/elected officials (LEOs).

(U) The forms required for processing 259D security clearances are:

- (U) e-QIP System SF-86.
- (U) Two FD-258s, "Applicant Fingerprint Cards."
- (U) FD-979, "Personnel Consent to Release Information."
- (U) FD-979a, "Non-Personnel Consent to Release Information," if applicable.
- (U) DOJ (Department of Justice) 555, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act."
- (U) DOJ 462, "Customer Consent and Authorization for Access to Financial Records."
- (U) FD-465, "Disclosure of Protected Health Information Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996," if applicable.
- (U) FD-1052, Loyalty Agreement.

(U) The following individuals and units participate in the application and clearance process for individuals under the 259D category:

1. (U) CSO (or designee):

1.1.(U//~~FOUO~~)

[Redacted]

1.1.1.(U) Inviting the applicant into e-QIP, verifying and releasing the SF-86 to the OPM.

1.1.2.(U) A Personnel Security Interview.

1.1.3.(U) A polygraph examination, if applicable.

1.2.(U//~~FOUO~~) Upon clearance/access approval, briefs individuals accordingly (See sec. 4.2, Indoctrination for Access/Security Briefing).

1.3.(U//~~FOUO~~) When clearance/access is no longer needed, debriefs individuals accordingly (See sec. 4.3, Security Debriefing/Exit Interview).

2. (U) LECU, ICS, SecD:

2.1.(U//~~FOUO~~) Conducts background investigations and adjudications for suitability, as well as eligibility, for access to FBI information (including, but not limited to national security information), facilities, and IT systems for [Redacted]

[Redacted]

2.2.(U//~~FOUO~~) Reviews all background investigation information to identify security concerns and apply any pertinent mitigators to make an adjudicative determination of favorable or unfavorable.

2.2.1(U//~~FOUO~~) If a favorable determination is made and security concerns are still present, the case is referred to [Redacted] ISS, SecD, for them to determine if the individual is eligible to be placed in the PARM Program (See sec. 4.1.1.1, sub 4.1.3 above).

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(U) Personnel Security Clearance and Access Policy Guide

2.3.(U//~~FOUO~~) Ensures appropriate tracking systems are accurate and up-to-date.

3. (U) [] ISS, SecD:

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3.1.(U//~~FOUO~~) If applicable, determines if the individual is to be placed in the post-review process known as the PARM Program.

4.1.9. (U) Legislative and Judicial Access (77A&B and 161I&J)

(U) Federal magistrate judges and congressional staff require a determination of eligibility for access to classified information.

(U) Members of Congress, justices of the U.S. Supreme Court, U.S. District Court judges, and court of appeals judges do not require security clearances. Members of Congress may also be provided access to SCI on a need to know basis without a background investigation. The following individuals and units participate in the process for access of individuals in legislative and judicial positions.

1. (U) Assistant Director, SecD (or designee):

1.1.(U//~~FOUO~~) []
[]

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2. (U) Special Inquiry and General Background Investigation Unit (SIGBIU), ICS, SecD:

2.1.(U//~~FOUO~~) []

2.1.1.(U//~~FOUO~~) []
[]

2.1.2.(U//~~FOUO~~) []
[]

4.2. (U) Indoctrination for Access/Security Briefing

(U//~~FOUO~~) All individuals will receive indoctrination for access/security briefing prior to being given access to FBI information (including, but not limited to national security information), facilities, and information technology systems.

1. (U) CSO (or designee) is to inform individuals of the following:

1.1. (U//~~FOUO~~) Their level of security clearance to which access is being granted, specific protection requirements, and their individual responsibilities.

1.2.(U//~~FOUO~~) The proper channels for reporting security concerns, requesting security advice, and determining whether others have appropriate access.

4.2.1. (U) Nondisclosure Agreement Forms

(U) Nondisclosure agreements are required in order to gain access to classified information as stated in EO 12968.

(U) CSO (or designee) will ensure:

1.1.(U//~~FOUO~~) All Bureau and non-Bureau personnel with an FBI-granted security clearance sign the SF-312, Classified Information Non Disclosure Agreement, before having access to classified information.

(U) Personnel Security Clearance and Access Policy Guide

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- 1.1.1. (U//~~FOUO~~) [Redacted]
- 1.1.2. (U//~~FOUO~~) [Redacted]

1.1.3. (U//~~FOUO~~) If an individual declines to sign the agreement as printed, the indoctrination process will cease and no clearance will be granted since the Classified Information Non Disclosure Agreement is required by law.

- 1.1.4. (U//~~FOUO~~) [Redacted]

1.2.(U//~~FOUO~~) Individuals sign the FD-857, "Sensitive Information Non Disclosure Agreement."

1.3.(U//~~FOUO~~) Individuals sign the FD-889, "FBI Information Technology and Information Systems Rules of Behavior for General Users Agreement Form."

1.4.(U//~~FOUO~~) Individuals sign the FD-1001, "Consent for Warrantless Searches of Department of Justice Workplace." See Consent to Warrantless Search Filing Requirement Policy Directive.

1.5.(U//~~FOUO~~) Ensure individual signs the FD-1052, "Loyalty Agreement." See Dual Citizenship and Foreign Passport policy.

1.6.(U//~~FOUO~~) Personnel with clearances passed to the FBI from other agencies must complete the FD-868, "Non Disclosure Agreement for Joint Task Force/Contract Members."

1.7. (U//~~FOUO~~) Copies of completed forms are maintained in the appropriate security file.

4.2.2. (U) Other Security Clearance Access/Forms

(U) CSO (or designee) will also handle the following security clearance/access forms:

(U//~~FOUO~~) If SCI access is required, ensure the individual signs the FD-887, Request for Access to Sensitive Compartmented Information (SCI).

(U//~~FOUO~~) Coordinates DOE "Q" clearances which are adjudicated by the DOE. The FBI does not participate in the adjudicative process.

- a) (U//~~FOUO~~) [Redacted]

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- b) (U//~~FOUO~~) [Redacted]

- c) (U//~~FOUO~~) [Redacted]

- d) (U//~~FOUO~~) [Redacted]

- e) (U//~~FOUO~~) [Redacted]

(U) Personnel Security Clearance and Access Policy Guide

4.3. (U) Security Debriefing/Exit Interview

(U) All personnel will be debriefed when they no longer require access to FBI information (including, but not limited to national security information), facilities, and information technology systems. The following individuals participate in the security debriefing/exit interview process:

1. (U) Supervisors (or CSOs):

1.1.(U//~~FOUO~~) Conduct exit interviews once individuals advise of their intended separation. Each individual who leaves FBI service must be given an exit interview.

1.2.(U//~~FOUO~~) Record the exit interview on the FD-193, "Report of Exit and Separation," or FD-193a, "Report of Exit and Separation for Temporary Employment," and:

1.2.1. (U//~~FOUO~~) Provide all required administrative data.

1.2.2. (U//~~FOUO~~) [Redacted]

1.3.(U//~~FOUO~~) [Redacted]

2. (U) CSO (or designee):

2.1. (U//~~FOUO~~) Debriefs individuals separating/retiring from FBI service. Each individual who leaves FBI service must be debriefed.

2.2. (U//~~FOUO~~) Executes the debriefing portion of the SF-312, and the Form 4414, if applicable.

2.3. (U//~~FOUO~~) [Redacted]

2.4. (U//~~FOUO~~) [Redacted]

2.5. (U//~~FOUO~~) [Redacted]

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5. (U) Summary of Legal Authorities

- (U) EO 12968, *Access to Classified Information*
- (U) EO 10450, Security Requirements for Government Employment
- (U) ICD 704, Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information
- (U) 28 CFR, § 17.45, Need-To-Know
- (U) 28 CFR, § 17.46, Access by Persons Outside the Executive Branch
- (U) EO 13467, Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information

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(U) Personnel Security Clearance and Access Policy Guide

Appendix A: (U) Final Approvals

POLICY TITLE: (U) <i>Personnel Security Clearance and Access Policy Guide</i>	
Date of Last Renewal	2016-07-01
Publish Date	2009-11-25
Effective Date	2009-11-25
Review Date	2019-07-01
EXEMPTIONS	
(U) Members of Congress, Justices of the U.S. Supreme Court, U.S. District Court Judges, and Court of Appeals Judges do not require security clearances (28 CFR 17.46(c)). The need-to-know principle is still applicable in granting access to these individuals for any particular classified item.	
REFERENCES	
See Appendix B.	
APPROVALS	
Sponsoring Executive Approval	Roland J. Corvington Assistant Director Security Division
Final Approval	Timothy P. Murphy Associate Deputy Director

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Appendix B: (U) Sources of Additional Information

- (U) Security Division Intranet site
- (U//~~FOUO~~) PD 0061D, *Consent to Warrantless Search Filing Requirement*
- (U//~~FOUO~~) [REDACTED]
- (U) *Security Procedures for Safeguarding Records Pertaining to Electronic Surveillance Within the United States Authorized Under the Foreign Intelligence Surveillance Act of 1978*, under “Guidance-Security Procedures Pertaining to FISA,” signed March 13, 1980 and endorsed by the FBI.
- (U) See procedures for preparing JTF MOUs in the policy guidance EC.
- (U) Facility Security System
- (U) PD 0581D, *FBI Information System Use Policy*
- (U) Electronic Questionnaire Investigations Program (e-QIP) System SF-86, “Questionnaire for National Security Positions”
- (U) FD-258, “Applicant Fingerprint Card”
- (U) FD-979, “Personnel Consent to Release Information”
- (U) FD-979a, “Non-Personnel Consent to Release Information”
- (U) DOJ 555, “Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act”
- (U) FD-1001, “Consent for Warrantless Searches of Department of Justice Workplace”
- (U) FD-193, “Report of Exit and Separation”
- (U) FD-193a, “Report of Exit and Separation for Temporary Employment”
- (U) SF-312, “Classified Information Non Disclosure Agreement”
- (U) SF-85, “Questionnaire for Non-Sensitive Positions”
- (U) Clearance Passage Worksheet
- (U) FD-887, “Request for Access to Sensitive Compartmented Information (SCI)”
- (U) FD-857, “Sensitive Information Non Disclosure Agreement”
- (U) DOE F 5631.18, “Security Acknowledgement”
- (U) DOE F 5631.29, “Security Termination Statement”
- (U) FD-991, “Illegal Drug History Disclosure”
- (U) FD-889, “FBI Information Technology and Information Systems Rules of Behavior for General Users Agreement Form”

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Appendix C: (U) Contact Information

Security Division	[redacted]
Internal Security Section	[redacted]
	J. Edgar Hoover Building 935 Pennsylvania Avenue, NW Washington, DC 20535 (202) 324-3000
Section Chief	[redacted]

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Appendix D: (U) Definitions and Acronyms

(U) Definitions

(U) **Bureau Personnel:** FBI employees.

(U) **Non-Bureau Personnel:** Contractors, consultants, task force members, and detailees.

(U) **Contractor or Contract Personnel:** Individuals employed by a civilian company or corporate entity involved in a Government contractual effort to the FBI.

(U) **FISA Personnel:** [redacted] and other specified persons providing information, facilities, or technical assistance pursuant to the FISA Act.

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(U) **Bureau Personnel Management System (BPMS):** Database used to store Bureau personnel information and access level.

(U) **Facility Security System (FSS):** Database used to store non-Bureau personnel information and access level.

(U) **Certification:** Confirmation of clearance and access information.

(U) **Need-to-Know:** The determination by an authorized holder of classified or sensitive information that access to the information is required by another appropriately cleared individual to perform official duties.

(U) **Need for Access:** A determination that an individual requires access to a particular level of classified information in order to perform or assist in a lawful and authorized governmental function.

(U) Acronyms

APSU	Applicant Processing Services Unit
BPMS	Bureau Personnel Management System
CCU	Contractor Clearance Unit
CI	Counterintelligence
CIPA	Classified Information Procedures Act
COTR	Contracting Officer Technical Representative
CPSU	Clearance Passage and Sub-programs Unit
CSO	Chief Security Officer
DOE	Department of Energy
DOJ	Department of Justice
EC	electronic communication

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EO	Executive Order
FBI	Federal Bureau of Investigation
FBIHQ	FBI Headquarters
FISA	Foreign Intelligence Surveillance Act
FSS	Facility Security System
HRD	Human Resources Division
ICS	Initial Clearance Section
ISS	Internal Security Section
JTF	Joint Task Force
JTTF	Joint Terrorism Task Force
LECU	Law Enforcement Clearance Unit
LHM	Letterhead Memorandum
MOU	Memorandum of Understanding
NACL	National Agency Check with Local Agency Checks
NACLC	National Agency Check with Local Agency Checks and Credit Check
NSI	National Security Information
OGC	Office of the General Counsel
PSCU	Professional Support Clearance Unit
PSI	Personnel Security Interview
SA	Special Agent
SAC	Special Agent in Charge
SACU	Special Agent Clearance Unit
SAP	Special Access Programs
SAR	Security Access Request

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SCI	Sensitive Compartmented Information
SecD	Security Division
SIGBIU	Special Inquiry and General Background Investigations Unit