



U.S. Department of Agriculture Personnel Security Bulletin #07-02

Subject: New Policy on Granting Interim Clearances

United States
Department of
Agriculture

Date Issued: February 1, 2007

Office of the
Assistant Secretary
For Administration

Effective Date: February 1, 2007

Office of
Security Services

Scope and Effect: This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program.

Personnel and
Document Security
Division
Mail Stop 5050

Supersession: None

1400
Independence
Avenue SW

Washington, DC
20250-9305

BACKGROUND

An interim security clearance is an initial eligibility determination that is granted in exceptional circumstances where official functions must be performed before completion of the investigative and adjudicative process. This is not a final decision regarding the employee's eligibility for a security clearance. The interim security clearance will generally remain in effect until an investigation is completed, at which time the applicant is considered for a final eligibility. The interim security clearance will be issued only where facts and circumstances indicate access to classified information is clearly consistent with the national security interest of the United States.

Executive Order 12986, Access to Classified Information, states under Section 2.1 (b) the number of employees that each agency determines are eligible for access to classified information shall be kept to the minimum required for the conduct of agency functions.

b. (1) Eligibility for access to classified information shall not be requested or granted solely to permit entry to, or ease of movement within, controlled areas when the employee has no need for access and access to classified information may reasonably be prevented. Where circumstances indicate employees may be inadvertently exposed to classified information in the course of their duties, agencies are authorized to grant or deny, in their discretion, facility access approvals to such employees based on an appropriate level of investigation as determined by each agency.

b. (2) Except in agencies where eligibility for access is a mandatory condition of employment, eligibility for access to classified information shall only be requested or granted based on a demonstrated, foreseeable need for access. Requesting or approving eligibility in excess of actual requirements is prohibited.

NEW PROCEDURE

Interim clearances will be based on a review and assessment of information contained in the employee's "Questionnaire for National Security Positions" (SF-86) and the results of an Advanced National Agency Check (NAC). When such access is requested, the background investigation must be expedited (Priority Service), and, if unfavorable information is developed at anytime, the interim security clearance may be withdrawn.

The following steps must be followed by the submitting agency:

- 1) Submission of AD-1187, "Request for Personnel Security Services", revised 1/07, with an 'X' in the box titled "Interim Security Clearance" (and other selected actions as needed)
- 2) Submission of AD-1188, "Justification of Requested Security Clearance", (see instructions on page 2 of this form)
- 3) If an investigation is being requested, Priority Service (A) must be selected and the number "3" entered into block B, "Extra Coverage" of the Agency Use section.
- 4) Submit a hard copy of the completed "Questionnaire for National Security Positions" (SF-86) along with your request for our review.

In cases where an Interim security clearance is requested AFTER the investigation has been in process with the Office of Personnel Management (OPM) and when adding the Advanced NAC is no longer practical, PDSD will contact OPM to verify the NAC related items have been completed favorably.

Certain potentially disqualifying issues admitted on the "Questionnaire for National Security Positions" Standard Form (SF) 86 may result in an automatic denial of the requested Interim security clearance. When this occurs, the requesting agency point-of-contact listed on the "Request for Personnel Security Services" form AD-1187 will be notified by PDSD.

Updated forms AD-1187 and AD-1188 have been posted on our website at <http://www.usda.gov/da/pdsd/forms.htm> for immediate use. Please discard of any previous versions of these forms that you have on hand.

For further information, please contact the PDSD at (202) 720-7373.
