

ADMINISTRATIVE MESSAGE

ROUTINE

R 261400Z SEP 03 ZYB MIN PSN 897859J46

FM CNO WASHINGTON DC//DNS//

TO NAVADMIN

UNCLAS //N05510//  
NAVADMIN 261/03

MSGID/GENADMIN/CNO WASHINGTON DC/DNS/-/SEP//

SUBJ/PERSONNEL SECURITY INVESTIGATION (PSI) CHANGES//

REF/A/DOC/DOD MID 908/24JAN2003/-/-/NOTAL//

REF/B/INST/SECNAVINST 5510.30A/10MAR1999//

NARR/REF A IS MANAGEMENT INITIATIVE DECISION 908, RE-ENGINEERING THE PERSONNEL SECURITY PROGRAM, WHICH TRANSFERS THE DEFENSE SECURITY SERVICE (DSS) PSI MISSION TO THE OFFICE OF PERSONNEL MANAGEMENT (OPM). REF B IS THE DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM REGULATION.//

POC/FRANCINE STEPHENS/GS-12/CNO N09N2/LOC:TEL: (202) 433-8858  
/TEL:DSN: 288-8858//

RMKS/1. EFFECTIVE 1 OCTOBER 2003, PSI'S FOR ALL MILITARY, CIVILIAN AND CONTRACTOR PERSONNEL WILL BE CONDUCTED BY OPM PER REF (A). DSS WILL RETAIN COGNIZANCE OVER ALL PSI REQUESTS RECEIVED BEFORE 1 OCTOBER 2003, BUT WILL TRANSFER ALL REQUESTS RECEIVED AFTER 1 OCTOBER 2003 TO OPM. AFTER 1 OCTOBER 2003 COMMANDS MAY CHOOSE TO CONTINUE TO SUBMIT ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ) REQUESTS THROUGH THE DSS PORTAL AND SEPARATELY MAIL RELEASES, AGENCY USE FORMS, AND FINGERPRINT CARDS TO DSS; ALTERNATIVELY, MAIL PSI REQUESTS DIRECTLY TO OPM USING EITHER A PRINTED EPSQ WITH FINGERPRINT CARD, AGENCY USE AND RELEASE FORM, OR USING A STANDARD FORM (SF) 86, "QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS" AND FINGERPRINT CARD. REQUESTS MAILED DIRECTLY TO OPM WILL BE OPENED QUICKER THAN EPSQ REQUESTS SUBMITTED ELECTRONICALLY TO DSS.

2. REF (A) FUNDED AN EXTENSION OF THE E-GOVERNMENT INITIATIVE TO AUTOMATE THE DOD PERSONNEL SECURITY PROGRAM. THE JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS) IS UNDERGOING ENHANCEMENTS TO INTEGRATE OPM'S ELECTRONIC QUESTIONNAIRE FOR INVESTIGATION PROCESSING (E-QIP). ONCE INTEGRATED, E-QIP WILL REPLACE EPSQ, HOWEVER, UNTIL NOTIFIED OTHERWISE COMMANDS WILL CONTINUE SUBMITTING REQUESTS USING ONE OF THE OPTIONS DESCRIBED IN PARAGRAPH 1.

3. IN THE INTEREST OF EFFICIENCY AND READINESS, PERSONNEL DEPLOYED IN SUPPORT OF MILITARY OPERATIONS FOR ONE YEAR OR LESS MAY BE PERMITTED ACCESS TO TOP SECRET CLASSIFIED INFORMATION FOR UP TO ONE YEAR, AS NEEDED TO PERFORM ASSIGNED DUTIES, BASED ON FINAL SECRET SECURITY CLEARANCE ELIGIBILITY. UNTIL FURTHER NOTICE, SINGLE SCOPE BACKGROUND INVESTIGATIONS (SSBI'S) WILL NOT BE REQUESTED TO SUPPORT THESE SHORT-TERM ASSIGNMENTS. THIS GUIDANCE APPLIES ONLY TO ASSIGNMENTS OF LESS THAN ONE-YEAR AND DOES NOT APPLY TO NORTH ATLANTIC TREATY ORGANIZATION (NATO) INFORMATION OR SENSITIVE COMPARTMENTED INFORMATION ACCESS PER REFERENCE (B).

4. FOR PSI REQUEST PROCEDURES, CONSULT THE NAVY SECURITY WEBSITE AT WWW.NAVYSECURITY@NAVY.MIL.

5. RELEASED BY VADM P. A. TRACEY, DIRECTOR, NAVY STAFF.//



INTELLIGENCE

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
5000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-5000

August 27, 2003

MEMORANDUM FOR DEPUTY CHIEF OF STAFF, G-2, OFFICE OF THE DEPUTY  
CHIEF OF STAFF FOR INTELLIGENCE, DEPARTMENT  
OF THE ARMY  
ASSISTANT FOR ADMINISTRATION TO THE UNDER  
SECRETARY OF THE NAVY, DEPARTMENT OF THE  
NAVY  
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF  
THE AIR FORCE, DEPARTMENT OF THE AIR FORCE  
DIRECTOR, DEFENSE INTELLIGENCE AGENCY  
DIRECTOR, NATIONAL SECURITY AGENCY

SUBJECT: Personnel Security Issues

The purpose of this memorandum is to request your support for ongoing initiatives to improve the personnel security program.

As you know, the Department will transfer conduct of personnel security investigations (PSIs) from the Defense Security Service (DSS) to the Office of Personnel Management (OPM) on October 1, 2003. At the present time, the Military Services are responsible for conduct of overseas PSIs. OPM is willing to assume responsibility for conduct of overseas PSIs, where permitted, and has established a specialty team to examine how best to do so. It is requested that you continue to support and conduct overseas investigations in FY04 until a final decision is made to ensure there is no loss of investigative support for overseas PSIs during this transition.

The Air Force requested and was granted approval to use interim Top Secret (TS) clearances for individuals holding Secret clearances but only requiring TS access for their short term overseas assignment (usually 12 months) without submitting a request for a TS investigation and with no future need for TS access upon return to CONUS. Approval is extended to your organizations as well.

Efforts are underway to improve and modernize the adjudicative process by realigning adjudicative responsibilities and automating the process where possible. One initiative is for the Defense Industrial Security Clearance Office (DISCO), part of the DSS, to be structured the same way as the Military Services central adjudication facilities with authority to grant, deny, and revoke all levels of security clearances, to include access to sensitive compartmented information (SCI). Currently, DISCO is authorized to

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grant only collateral clearances to contractor personnel. There is an initiative to provide DISCO the additional authority to deny and revoke collateral clearances for contractor personnel. The remaining step is to request your support to authorize DISCO to grant, deny, and revoke SCI access for contractor personnel. Currently, SCI access determinations for contractor personnel are rendered by the respective contracting activities Senior Official of the Intelligence Community (SOIC). Your support of this initiative would realign adjudicative actions for contractor personnel under the purview of DISCO and eliminate duplicate adjudication. Upon approval, assumption of SCI authority would be done on a phased basis in FY04 to ensure there is a trained cadre of SCI adjudicators as well as an oversight program to ensure that determinations comply with SCI standards.

There is also an effort to reestablish the responsibility for clearance determinations for military personnel, to include SCI access, by the individual's parent organization regardless of duty location. These efforts are designed to forge a clear distinction between "eligibility" and "access." There are established investigative and adjudicative standards for determining eligibility for a security clearance. Access, on the other hand, is program driven. However, denial of access must be justified, when eligibility has been granted. The mechanics for such a system are essentially in place; however, the application needs fine-tuning.

Your support of these initiatives to improve the personnel security program is critical. I am available to discuss any of these initiatives and look forward to working with you to ensure their success.



Carol A. Haave  
Deputy Assistant Secretary of Defense  
(Security and Information Operations)

## *PSI Request Procedures*

*Effective 1 October 2003, ALL Department of the Navy Personnel Security Investigations (PSI) began transitioning to the Office of Personnel Management (OPM). The CNO (N09N2) memo of 14 Nov 03, "Personnel Security Investigative Transition" provides further important clarification.*



*Commands may continue submitting electronic PSI requests through the Defense Security Service (DSS) portal for delivery to OPM. A mailed fingerprint card, signed releases and AGENCY USE FORM must accompany requests forwarded electronically to DSS.*

### *Instructions on submission of electronic PSI requests through DSS*

#### *Agency Use Form*

#### *Agency Use Form Instructions*

#### *EPSQ*

#### *DSS EPSQ receipt verification*



*Commands may begin submitting paper PSI requests directly to OPM*

*The OPM conducts over 80% of the PSI's for the Federal Government. OPM provides the Office of Management and Budget approved Standard Forms (SF) 86, "Questionnaire for National Security Positions," SF 85P, "Questionnaire for Public Trust Positions," and the SF 85, "Questionnaire for Non-Sensitive Positions," for use as the basis for PSI requests. Each Standard Form is tailored to provide the information required to support the suitability and security needs for the position. The SF 86, SF 85P, SF 85 and SF-86A may be downloaded from OPM's web site at: [www.opm.gov](http://www.opm.gov). Select "Site Index" from the home page top bar, select "F" from alphabetical listing, select "Forms" from topics, select "Standard Forms (SF)" from electronic forms, then select the form you want to open and print.*

*Priority codes DO NOT apply to Security Questionnaires submitted to OPM*

### *Instructions on submission of mailed PSI requests to OPM*

*Ensure the "agency use" codes are properly applied. For detailed "agency use" coding instructions, click on one of the following:*

*SF-86 (For Security Clearance and Sensitive National Security Positions)*

*SF-85P (For Public Trust Positions)*

*SF-85 (For Non-Sensitive Positions complete)*

*SF-86A Continuation Sheet is used and submitted when there is insufficient space on the Standard Form 86, 85P or 85, and the Subject has additional data required for the investigation.*



*How to determine the status of an OPM Investigation*

*OPM Federal Investigation Processing Center mailing address*



*OPM Forms*

*SF-86*

*SF-85P*

*SF-85*

*SF-86A*

*Agency Use Form*

*PIPS Form 11*

*PIPS Form 12*

*OF-306*

## *ELECTRONIC PSI REQUESTS THROUGH DSS*

- *Commands electing to continue submitting electronic PSI requests through the DSS portal will do so using the Electronic Personnel Security Questionnaire (EPSQ) Version 2.2, which may be downloaded from the DSS web site at [www.dss.mil](http://www.dss.mil). (For technical EPSQ support contact DSS at 1-800-542-0237).*
- *A fingerprint card, release form, and AGENCY USE FORM are required elements of each OPM PSI request and must be prepared and submitted to complete the electronically submitted EPSQ request. Please note that although the AGENCY USE FORM was not part of the DSS PSI request, it is a mandatory part of the OPM PSI request. DSS will not submit your request to OPM without it.*
- *The fingerprint card, release form, and AGENCY USE FORM portion of your PSI request will be mailed to:*

*National Agency Records Processing Group (NARP)  
Defense Security Service  
601 10th Street, Suite 125  
Ft. Meade, MD 20755-5134*

- *Recommend you maintain a copy of all PSI request packages.*
- *Check the DSS web site at [www.dss.mil](http://www.dss.mil) to determine successful receipt of an electronically transmitted EPSQ. The EPSQ receipt must be printed and maintained locally until the investigation opens at OPM.*
- *Upon receipt, DSS will convert the electronically transmitted EPSQ to paper and will marry it with the mailed fingerprint card, release forms and AGENCY USE FORM before submitting the request to OPM.*
- *Check the Joint Clearance and Access Verification System (JCAVS) periodically to ensure OPM receives and acts on your request. ([Click here for instruction on checking the status of an OPM request using JCAVS.](#))*
- *After 6 months, if your request still has not opened at OPM use your copy to recreate and resubmit your request - in paper - directly to OPM. Certified mail is encouraged for re-submissions.*

## MAILED PSI REQUESTS DIRECT TO OPM

- All Department of Defense (DoD) PSI requests will be submitted in paper to OPM, until the Electronic Questionnaire for Investigation Processing (E-QIP) is deployed in DoD (est. Summer CY 2004).
- The Standard Form (SF) 86, "Questionnaire for National Security Positions," is the traditional form used to request PSI's from OPM. The SF 86 may be downloaded from OPM's web site at: [www.opm.gov](http://www.opm.gov). At top bar click on "Site Index", select "F" from alphabetical listing, select "Forms" from topics, select "Standard Forms (SF)" from electronic forms, then select "SF 86" to print a copy.
- o Commands may complete the SF 86 and mail it, with the required fingerprint card, directly to OPM.
- o The SF 86 incorporates the required releases and Agency Use information.
- DoD commands also have the option of using a printed EPSQ in lieu of the SF 86.
- o If you use a printed EPSQ, you must ensure the EPSQ is validated and all errors are corrected.
- o You must also attach the necessary release forms and Agency Use Form along with the required fingerprint cards to complete the request package. The Agency Use information is a mandatory part of all OPM PSI requests. OPM will not process an EPSQ request without a completed AGENCY USE FORM. (Click here for the [Agency Use Form and instructions](#).)
- Mail all completely assembled PSI request packages to OPM at:

US OFFICE OF PERSONNEL MANAGEMENT  
FEDERAL INVESTIGATIONS PROCESSING CENTER (FIPC)  
PO Box 618 → 1137 BRANCHTON ROAD  
BOYERS, PA 16018

- Recommend you maintain a copy of all PSI request packages.
- In addition to mail time, OPM takes 2-5 days to in-process and open a request.
- Check the SII link on the Joint Clearance and Access Verification System (JCAVS) periodically to ensure OPM receives and acts on your request. ([Click here for instruction on checking the status of an OPM request using JCAVS.](#))
- If after 2 months your request still has not opened at OPM, use your copy to recreate and resubmit your request. Certified mail is encouraged for re-submissions.