



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520  
Ser 09N2/2U532541  
OCT 30 2002

From: Chief of Naval Operations

Subj: CURRENT PERSONNEL SECURITY INVESTIGATION REQUIRED  
FOR ACCESS TO CLASSIFIED NATIONAL SECURITY  
INFORMATION

Ref: (a) ASD (C3I) memo of 22 Feb 02 (NOTAL)  
(b) NAVADMIN 085/02 of 29 Mar 02  
(c) NAVADMIN 276/99 of 06 Oct 99  
(d) SECNAVINST 5510.30A

1. As required by reference (a) and directed by references (b) and (c), commands will administratively withdraw or downgrade (without prejudice to the individual) all accesses not required by the incumbent's position or not appropriately supported by a current personnel security investigation or reinvestigation. ✓

a. Access to Top Secret (TS) national security classified information requires TS clearance eligibility established by the Department of the Navy Central Adjudication Facility (DON CAF) based on the appropriate reinvestigation (paragraph 6-4 of reference (d) applies) ~~completed no longer than 5 years from the date of the last investigation.~~ ✓

b. Access to Secret classified information requires Secret clearance eligibility ~~established by the DON CAF~~ based on the appropriate investigation <sup>ago</sup> ~~completed no longer than 10 years from the date of the last investigation.~~ ✓

c. Access to Confidential classified information requires Confidential eligibility ~~established by the DON CAF~~ based on the appropriate investigation <sup>ago</sup> ~~completed no longer than 15 years from the date of the last investigation.~~ ✓

d. The DON CAF will not establish clearance eligibility based on an out-of-date investigation. ✓

2. Commands will temporarily suspend access for individuals with clearance eligibility, but without a current investigation or reinvestigation. Access may be reinstated after the individual completes an Electronic Personnel Security Questionnaire (EPSQ) or Standard Form 86 (SF-86), "Questionnaire for National Security Positions," and command security personnel favorably review and submit the

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Questionnaire to the appropriate investigative service provider, requesting reinvestigation. The time allowed for individuals to complete the EPSQ is at the discretion of the employing command. *Interim clearance procedures as described in paragraph 3 below, are not employed in these situations.* ✓

3. ~~Interim clearance procedures may only be considered in those situations in which the individual requires access to classified information, but has neither the appropriate clearance eligibility nor the required current investigation. Interim Secret and Confidential security clearances are authorized as prescribed in reference (d), paragraph 8-5. For interim Top Secret security clearance, the reference (d) guidance is revised to also require current Secret security clearance eligibility, or a favorable investigation (e.g. ENTNAC, NAC, MACI) completed within the last ten years, with no break in service exceeding 24 months.~~

a. ~~In all cases, interim clearance will only be authorized after a favorable review of locally available records (to preclude the existence of un-adjudicated issue information).~~

b. ~~Command verification of receipt of the EPSQ or SF-86 by the Defense Security Service (DSS) or the Office of Personnel Management (OPM) prior to granting interim security clearance is not required. However, commands must determine their submissions were received by the investigative agency. Commands will maintain either a copy of the EPSQ receipt (posted on the DSS web site) or the OPM letter acknowledging receipt of the request. Commands may also use the Defense Clearance and Investigations Index (DCII) or Joint Personnel Adjudication System (JPAS) to verify the investigation request was received and the investigation is in process. Verification of receipt will be maintained until receipt of the DON CAF notice of completed action. Tracer requests will not be forwarded to the DON CAF for this purpose.~~

c. ~~Interim clearances are valid for 1 year, however, if necessary they may be extended beyond 1 year based upon submission of a request for extension of interim clearance to the DON CAF. The extension request will be submitted using OPNAV Form 5510/413, which will be annotated in the Remarks section, "Extension of interim clearance (A4 Message required)." The DON CAF will consider all available information when endorsing extensions of interim clearance,~~

*Replaces*

*OGE*

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and will promptly either favorably endorse or deny the extension. Interim clearances may be continued pending the DON CAF response.

4. In order to expedite dissemination of this policy guidance, please distribute this memorandum to your subordinate commands or refer your subordinate commands to our web site at [www.navysecurity.navy.mil](http://www.navysecurity.navy.mil).

5. The point of contact for this matter is Ms. Paula Gage, who can be reached at (202) 433-8853 or DSN 288-8853, email: [pgage@ncis.navy.mil](mailto:pgage@ncis.navy.mil).



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