

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

SECURITY CLEARANCE PROCESSING

Number 07.04.06

Division Office of Research Security (ORS)

Date February 2, 2012

Purpose To provide guidance regarding the circumstances when faculty, staff and students require a security clearance to perform the duties assigned under classified contracts or grants.

To inform faculty, staff and students of the procedures in place to correctly and efficiently complete the process to obtain a security clearance.

Policy The University of Alabama in Huntsville proposes and receives classified contracts and grants from the U.S. Government and other Federal Contractors. For an employee to perform tasks under these contracts a Personnel (Security) Clearance (PCL) is required according to the NISPOM: 2-200. General a. An employee may be processed for a PCL when the contractor determines that access is essential in the performance of tasks or services related to the fulfillment of a classified contract. A PCL is valid for access to classified information at the same or lower level of classification as the level of the clearance granted.

Procedures A Justification form is required to be completed and forwarded to Office of Research Security (ORS) by the Principal Investigator (PI) on the contract to verify the need for an employee to obtain a security clearance.

The ORS will schedule an appointment for the employee to come to their office to receive guidance on completing the Standard Form 86 (SF86) required by Office of Personnel Management (OPM) to process an investigation request.

Employee's proof of US Citizenship will be requested at the time of the appointment as per NISPOM: 2-207. Verification of U.S. Citizenship. The contractor shall require each applicant for a PCL who claims U.S. citizenship to produce evidence of citizenship.

The employee will be required to read and complete the bottom section of the "NISPOM 2-202 Procedures for completing the Electronic Version of the SF 86" letter. 2-202. Procedures for Completing the Electronic Version of the SF 86. The electronic version of the SF 86 shall be completed jointly by the employee and the FSO or an equivalent contractor employee(s) who has (have) been specifically designated.

ORS will initiate the employee requiring a security clearance in the Joint Personnel Adjudication System (JPAS) and request an investigation for the individual.

The employee will be notified to begin the process of entering their information from the in the Electronic Questionnaires for Investigations Processing (E-QIP) website.

Employee's SF86 will upload into the JPAS database for ORS to review. Once the review is complete, the employee will be notified if corrections are required and instructions on how to make these corrections will be provided. If no corrections are required, the employee will receive an appointment to come to the ORS office to sign the information release forms and provide their fingerprints.

Signature release forms will be scanned and uploaded into the JPAS database and submitted for processing along with the SF86.

JPAS database will be monitored for approvals of clearance investigations. Once an approval is received the employee will receive an appointment to come to the ORS office to receive their initial in brief for their security clearance.

Employee will sign a Non-Disclosure Agreement (SF312) at the briefing and it will be witnessed by an ORS representative.

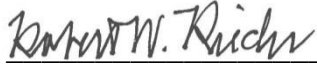
A copy of the "Standard Practice Procedure for Safeguarding Classified Information at the University of Alabama in Huntsville Office of Research Security, Huntsville, AL 35899" (SPP) will be given to the employee and a Memorandum of Record acknowledging the receipt of the SPP will be signed by the employee. The employee will be informed to maintain possession of the SPP at their work location at all times and that they will be required to return the SPP upon termination or resignation.

The PI is notified that the employee is available for classified work once the briefing has been completed.

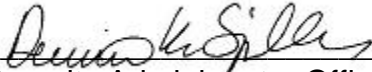
Review

The Director of Office of Research Security will be responsible for the review of this policy every four years (or whenever circumstances require).

Approval



Chief University Counsel

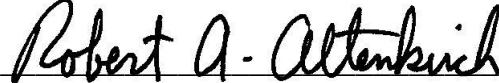


Security Administrator Office of Research Security



Vice President for Research and Economic Development

APPROVED:



President