

# SECURITY CHECKLIST FORM *(Completed By Applicant)*

**Full Name**(First, Middle - if none put "NMN", Last): \_\_\_\_\_

**SSN:** \_\_\_\_\_ **Marital Status:** Single Married Divorced Widowed

**Place of Birth** (City, State / Country): \_\_\_\_\_ **Date of Birth** (mm/dd/yyyy) : \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**CURRENT Clearance:** Yes No Not Sure N/A

**Clearance Level:** \_\_\_\_\_ Active Inactive Not Sure N/A

The Privacy Act of 1974 was passed to establish controls over what personal information is and can be collected, maintained, used, and/or disseminated by agencies in the Executive branch of the Federal Government. It provides safeguards against invasion of personal privacy through the misuse of records by Federal Agencies and only applies to records located in a "system of records" which includes "a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol or other identifying particular assigned to the individual."

Your information will be used by the KMS security office to verify your Department of Defense (DoD) security clearance eligibility status as reflected in DISS [Defense Information System for Security, formerly known as the Joint Personnel Adjudication System (JPAS)], which is the "DoD system of record", a repository database for clearance eligibility determination and access to classified information, as well as the purposed for justification of any contingent offers to hire to responsibilities and perspective contract designations to fulfill obligations and/or requirements of any company.

**Applicant Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

## Personnel Request/Justification Security Clearance *(Completed by Department Manager)*

A Personal Security Clearance is an administrative determination, made by the U.S. Government, that an individual is eligible for access to classified information of the same category as the level of the personal clearance being granted. The determination of an individual's eligibility for a clearance is based upon an initial investigation and subsequent periodic reinvestigations as conducted by the U.S. Government.

Defense Security Service requires all requests for personnel security clearances be limited only to those individuals whose access to classified information is mandatory in the performance of duties required in meeting contractual obligations. Additionally, requests are to be limited to the minimal number of personnel necessary for operational efficiency and shall not be made to establish "pools" of cleared personnel.

Supervisors requesting an initial security clearance, upgrade/downgrade, servicing/owning relationship, or a periodic re-justification for continuing access to classified information must complete this form, including all applicable signatures and forward to the Facility Security officer (FSO).

**Contract Name & #:** \_\_\_\_\_ **Work Location:** \_\_\_\_\_

Ft Pt Consultant Temp Intern Anticipated Start Work Date (mm/dd/yyyy): \_\_\_\_\_

**Justification/Position/Purpose:** \_\_\_\_\_

**Requestor name (Print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## Security Clearance Requirements

Initial Security Clearance Upgrade/Downgrade Reinvestigation Servicing/Owning Relationship

**Level of Clearance Required:** None Public Trust Confidential Secret Top Secret

## Sensitive Compartmented Information/Polygraph/CounterIntelligence (CI)\_\_\_

FSO signature required for SCI, Poly, or CI.

**SCI Required:** Yes No **Poly:** Yes No **CI:** Yes No

**FSO (Print Name) :** \_\_\_\_\_ **FSO Signature:** \_\_\_\_\_

## Security Verification *(Completed by security personnel)*

Level of Clearance	Date of Clearance	Granting Agency	Investigation Date	Investigation Type

**Comment(s):** \_\_\_\_\_

**KMS Security:** (Printed) \_\_\_\_\_ (Signed) \_\_\_\_\_ Date: \_\_\_\_\_

FSO/AFSO: \_\_\_\_\_ Region: \_\_\_\_\_ Updated/Confirmed by (if needed): \_\_\_\_\_ Date: \_\_\_\_\_