

The Job Search Process

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- Obtaining a security clearance is a requirement for many government jobs – not all
- There are several security clearance levels – Confidential, Secret, and Top Secret
 - The job dictates the clearance level – based on the need to know
- A security clearance is a comprehensive evaluation of your background
 - Trustworthiness, Character, and Loyalty to the US

Defense Counterintelligence & Security Agency

<https://www.dcsa.mil/Personnel-Security/Background-Investigations-for-Applicants/Investigations-Clearance-Process/>

UNCLASSIFIED

High-Level Personnel Clearance Process



What is Classified Information?

- Official information/material requiring protection in the interest of national security.
- If mishandled or given to adversaries, it could harm the nation's security or that of our allies.
- Eligibility must be granted to access classified information and/or be assigned to a position.
- Access to classified information depends on the level of your eligibility determination – Confidential, Secret, and Top Secret

What is the e-Application (e-App)?

Platform for electronically completing/submitting the background investigative form

- Employment history
- Education history
- Reference checks
- Military service record
- Foreign connections, activities, and travel
- Financial history
- Police records (if any)
- Drug and alcohol abuse (if any)
- Psychological conditions (if any)

13 Adjudicative Guidelines

1. Allegiance to the US
2. Foreign Influence
3. Foreign Preference
4. Sexual Behavior
5. Personal Conduct
6. Financial Considerations
7. Alcohol Consumption
8. Drug Involvement & Substance Abuse
9. Psychological Conditions
10. Criminal Conduct
11. Handling Protected Info.
12. Outside Activities
13. Use of Info. Technology

Tips for Completing the Security Clearance Process

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- Don't submit an incomplete e-App – take your time
 - ▣ Missing/incomplete information cause delays (e.g., employment gaps)
- List good sources and references
 - ▣ Notify your references in advance that they will be contacted by a security officer – no surprises
- Review your credit report before completing the e-App
 - ▣ Know your financial status & credit standing
- Avoid common data entry errors
 - ▣ Provide accurate dates and numbers (e.g., birthdates, SSNs)
- Be truthful and transparent
 - ▣ Don't provide misleading information (e.g., personal conduct/legal issues)