



**EHLS Security  
Clearance Information**

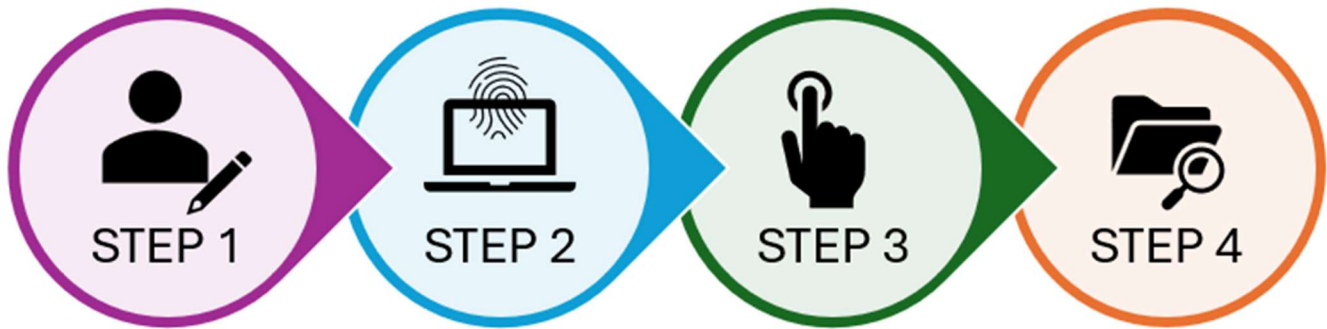
## 1 The Job Search Process

- 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-Vetting/Background-Investigations-for-Applicants/Investigations-Clearance-Process/>

## 2 High-Level Personnel Clearance Process



<p>Security Manager (SMO) identifies subject's need for access to classified information and initiates e-App and instruct applicant to complete.</p>	<p>Applicant completes e-App and gets fingerprinted. SMO releases e-App to Continuous Vetting (CV).</p>	<p>Investigation schedules, completed and closed by the investigative service provider.</p>	<p>Adjudicator reviews investigation results and vets the application against adjudicative guidelines to determine final eligibility.</p>
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### 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
- To access and view classified information a need to know also has to be present

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

*Platform for electronically completing/submitting the background investigative form*

- Form SF-86
- Some of the sections included are:
  - Employment history
  - Education history
  - Reference checks
  - Military service record
  - Foreign connections, activities, and travel
  - Financial history
  - Police records (if any)
  - Drug and alcohol use (if any)
  - Psychological conditions (if any)
- Includes release forms for investigators and adjudicators to obtain records

## 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

- Don't submit an incomplete e-App – take your time
  - Missing/incomplete information cause delays (e.g., employment gaps)
- Pay attention to requested information date cut off's
  - If something falls outside of the reporting requirement, do not list it
  - If something is on the form, the investigator has to ask you follow up questions, so if something is not required, delete it
- 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)