



**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
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December 26, 2000

MEMORANDUM FOR DISTRIBUTION

SUBJECT: DoD Security Clearance/Access Investigative Priorities

On April 5, 2000, the DoDIG Report D-2000-111, "Security Clearance Investigative Priorities," recommended that DoD create a list of the most critical, mission essential investigative priorities in order to ensure timely completion of investigations for these categories. The FY01 Defense Authorization Bill, under 10 U.S.C. 1564, also directed DoD to establish a process for expediting the completion of background investigations for DoD personnel engaged in sensitive duties that are critical to the national security.

The Defense Security Service (DSS) Investigations Manual 20-1 currently contains a list of some 78 priority investigative categories, which has evolved over the years. In response to the above requirements, two meetings were convened with the DoD Components to develop a more current and realistic listing of DoD mission critical priorities. The result of those meetings is the tiered list of investigative priorities at Attachment 2. This list supercedes the one contained in DSS Manual 20-1 and will serve as the official DoD investigative priority policy. Attachment 1 prescribes the general rules associated with this prioritization policy.

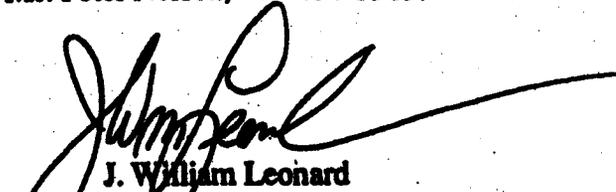
All DoD security managers will use this enclosed list when submitting priority investigations to DSS. For investigations going to OPM, the priority option would be captured in the Agency Use block for a 35, 75, or 120-day case completion. If OPM initiates a 35-day investigation, there will be an increased cost to the requester.

Additionally, the success of this effort will be dependent on the deployment of the new DSS Electronic Personnel Security Questionnaire (EPSQ) Version 2.2. There will be a two-position data field in the Certification screen of the EPSQ (Version 2.2) which will accommodate the numerical priority designators. However, since the required EPSQ and Case Control Management System software will not be available until April 2001, the new prioritization coding scheme will not go into effect using the EPSQ until that time. Prior to April 2001, requesters may request prioritization of the following case categories going to DSS by selecting the appropriate Reason for Request in EPSQ, module 4 (DD 1879) or module 6 (NAC Security Information Sheet): SCI, PRP, PRESIDENTIAL SUPPORT, and NATO.

DSS will separately notify the non-DoD agencies served by the previous security categories of this new policy and will issue appropriate instruction to cleared contractors concerning these priorities.



All future changes to the attached list of DoD priority investigative categories will be determined by this office in coordination with the DoD Components. Please direct any questions you may have on this matter to Mr. Peter Nelson, 703-697-3969.



J. William Leonard
Deputy Assistant Secretary of Defense
(Security and Information Operations)

Attachments

DoD Security Clearance/Access Investigative Priorities

General Rules

Attachment 2 reflects a new four tier prioritization system with tiers 1-3 containing the most sensitive 15 DoD programs;

- Tier 4 was created to include any case not falling under the criteria for Tiers 1-3;
- It is anticipated that the first three priority tiers will incur a significant increase in the number of priority cases identified when compared to the existing priorities in the DSS Manual 20-1;
- The numbers in each tier reflect goals, which DSS is working to achieve. However, it is unlikely that such goals will be achieved in the near term. Cases identified in the tiers will receive expeditious treatment by DSS and will be completed sooner than would otherwise be the case without a priority category being identified;
- Cases involving overseas leads are exempt from the priority goals due to the lengthy completion times being experienced by the Service investigative providers. Every effort will be made to expedite appropriate DSS investigative leads and encourage the Service providers to do the same;
- Achievement of priority timelines may also be affected by DSS's ability to obtain investigative records from other DoD and non-DoD agencies;
- Requesters are enjoined to be judicious in assigning priorities to cases, ensuring use only for those individuals who truly require such access in the course of their assigned duties and meet the definitions for each priority. If excessive numbers of priority cases are received then the investigative lapse times will be degraded;
- In order to accurately reflect the categories within the tiers, a two position code has been assigned which can be entered in the Certification screen on Version 2.2 of the DSS EPSQ when it is fielded in April 2001;
- Pending receipt of EPSQ Version 2.2 include the priority code number and identifier in the remarks block of the DD Form 1879;
- DSS will be responsible for:
 - Making the necessary changes to establish the priority system in the CCMS;
 - Ensuring the ability to track priority requests by Component requester;
 - Reporting to the OASD(C3I) on a quarterly basis the number of priority cases processed during the previous quarter to include the submitting Component;
 - Developing procedures to efficiently process the priority cases once they are identified.
- DoD Components will:
 - Ensure compliance by requesters with all appropriate prioritization requirements.
 - Ensure priority treatment of cases by the central adjudication facilities.

I. Tier I (highest priority):

- 11 Presidential Support (Yankee White)** – includes all positions where a candidate for Presidential Support duties cannot be put in the position without a completed SSBI;
- 12 Sensitive Compartmented Information (SCI)** –where access cannot be granted without a completed SSBI; and,
 - All cases involving personnel who have been granted *interim SCI* access.
 - All candidates (civilian, contractor, military) being assigned to NSA or NSA field locations, including Service Cryptologic Element candidates.
- 13 Special Access Programs (SAP)** – only those programs where SAP (“Waived”) access cannot be granted without a completed SSBI;
- 14 Presidential Transition** – personnel involved in the presidential transition (NACLCS/SSBIs);
- 15 Nuclear Personnel Reliability Program (PRP)** (SSBI only)
- 16 Key Management Personnel (KMP)**- of business entities in process for an initial facility security clearance

II. Tier II:

- 21 Sensitive Compartmented Information Access** –personnel requiring SCI access not covered under Tier I;
- 22 Special Access Programs (SAP)** – where a completed SSBI is NOT required as a condition for initial access;
- 23 State Department investigations for contractor personnel** employed in the construction of U.S. embassies (includes both NACLCS and SSBIs);
- 24 Nuclear Personnel Reliability Program (PRP)** (NACLCS only);
- 25 Contract Linguists** – personnel who possess a critical language skill in support of a DoD contingency mission (during a military exigency investigations may be submitted under Tier I);
- 26 Single Integrated Operational Plan-Extremely Sensitive Information (SIOP-ESI);**
- 27 North Atlantic Treaty Organization (NATO)** - personnel assigned to NATO/SHAPE billet (SSBI only)

III. Tier III:

- 31 North Atlantic Treaty Organization (NATO)** – personnel assigned to a NATO/SHAPE billet (NACLCS only);
- 32 Communications Security (COMSEC)** – personnel with routine access to cryptographic materials in the normal course of their duties (includes NACLCS and SSBIs);
- 33 Restricted Data** – includes TOP SECRET, SECRET and CONFIDENTIAL RD access. Does not include access to Formerly Restricted Data (FRD);

IV. Tier IV: (applies to both NACLCS and SSBIs non included in the above tiers)

- 41 Routine**
- 42 Accelerated**

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