PERSONNEL SECURITY ACTIONS REQUEST PACKET

(ALL PERSONNEL)

For use of this form, see USAGAK/USARAK Security SOP

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 U.S.C. 3013; 50 U.S.C. 4039; and the National Security Act of 1947; E.O. 10865 to 13526, and 9397 to E.O. 13498 (SSN). **PRINCIPAL PURPOSE:** To assist in the processing of personnel security clearance actions, to record security clearances issued or denied and to verify eligibility for access to classified information or assignment to a sensitive position. **ROUTINE USES:** Information may be released to federal agencies based on formal accreditation as specified in official directives, regulations, and demonstrated need-to-know; to federal, state, local, and foreign law enforcement, intelligence, or security agencies in connection with a lawful investigation under their jurisdiction; and to commander/agency heads for adverse personnel actions such as fraudulent enlistment proceedings, removal from sensitive duties, elimination from the service, removal from employment, denial to a restricted or sensitive area, and revocation of security duties, elimination from the service, removal from employment, denial to a restricted or sensitive area, and revocation of security clearance. In addition, the "Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

The provisions of Title 18, US Code "Crimes and Criminal Procedures" (Sec 793 and Sec 794), and the internal Security Act of 1950, prescribe heavy penalties for disclosure to unauthorized personnel of information involving national defense, and for loss or compromise of such information through neglect. Security violations by military personnel also constitute violations of Army regulations and are offense triable by Court-Material. Security violations by civilian personnel are punishable under the provisions of the Department of the Army Civilian Personnel Regulations. I certify that I have read or have been briefed in the security procedures as outlined in AR 380-5 and am aware of my security responsibilities.

TO: **Installation Security and Intelligence Office** FROM:

NAME (Last, First, Middle Name) GRADE: SSN:

E-MAIL: PHONE#:

ACTION REQUESTED: (CHECK ALL APPLICABLE BOXES):

☐ TOP SECRET ☐ SECRET ☐ INTERIM ☐ ACCESS

INTERIM REQUEST JUSTIFICATION:

CITIZENSHIP VERIFICATION (COPY REQUIRED):

☐ BIRTH CERTIFICATE ☐ FS 240 ☐ FS 545 ☐ PASSPORT ☐ AE 360 ☐ 1966/2 & 1966/5

DATE OF BIRTH: CITY AND STATE: COUNTRY OF BIRTH:

POINT OF CONTACT:

NAME (Last, First, MI)

E-MAIL: PHONE#:

UNIT COMMANDER/DIRECTOR:

☐ No unfavorable/adverse information

☐ Unfavorable information is listed/attached:

I certify the above information is true to the best of my knowledge and that the individual has at least 12 months remaining in service.

NAME OF COMMANDER/DIRECTOR: **SIGNATURE:** **DATE:**

Print Form