



**U.S. Department of Agriculture
Personnel Security Bulletin #09-08
Subject: Revised AD-1188,
Justification for Requested Security Clearance**

United States
Department of
Agriculture

Office of the
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For Administration

Office of Security
Services

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Subject: All security clearance requests must be submitted in writing to PDSO on the revised AD-1188, Justification for Requested Security Clearance.

Date Issued: September 11, 2009

Effective Date: September 11, 2009

Scope and Effect: This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program

Supersession: None.

Background: All requests for security clearances, with the exception of reinvestigations involving the same position titles and designations, require specific justification explaining the need for access to classified national security information as it relates to an individual's duties. Eligibility for access to classified information shall only be granted based on a demonstrated, foreseeable need for access.

New Procedure: All security clearance requests must be submitted on the AD-1188, Justification for Requested Security Clearance, which was revised in August 2009.

The Microsoft Word[®] version of the revised AD-1188 can be found at <http://www.da.usda.gov/pdsd/forms.htm>.

Effective immediately, previous versions of the AD-1188 will no longer be accepted.

Further Information: For further information, please contact the Personnel and Document Security Division at (202) 720-7373.
