

(This form must be marked as CONTROLLED UNCLASSIFIED INFORMATION (CUI) when filled in)



JUSTIFICATION FOR AN INTERIM OR TEMPORARY COLLATERAL CLEARANCE OR SCI ACCESS

Instructions: This form is to be submitted when an employee requires a security clearance exception to a higher level (Secret to TS) for temporary duties, requires an interim clearance, or to request access to Sensitive Compartmented Information (SCI).

EMPLOYEE NAME:			POSITION TITLE:			GRADE LEVEL:		
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AGENCY:		OFFICE:	SSN (Last 4):	REQUEST TYPE:				
				INTERIM	TEMPORARY	SCI ACCESS		

CLEARANCE/ACCESS JUSTIFICATION: *Please read page 2 for guidance.*

DATE OF REQUEST:	REQUESTING OFFICIAL: <i>(printed)</i>	REQUESTING OFFICIAL: <i>(Signature)</i>
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I have read the justification statement above relating to the need for a Temporary access to a higher security clearance or SCI access. If granted SCI access, I will be required to sign a 4414 SCI Nondisclosure Agreement (NDA) at the time of my initial security briefing. I am also aware that I will be subject to random drug testing.

EMPLOYEE'S SIGNATURE:	DATE:
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DATE APPROVED:	APPROVING OFFICIAL DIRECTOR OF HOMELAND SECURITY for SCI; PDS Chief for Temporary Requests	APPROVING OFFICIAL: <i>(Signature)</i>
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NOTICE: The Privacy Act, 5 U.S.C. 552a, requires that federal agencies inform individuals at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number (SSN) is Executive Order 9397. Your SSN is needed to keep records accurate because other people many have the same name and birth date. Your SSN will be used to identify you precisely when it is necessary to 1) certify that you need to have access as indicated above or 2) determine that your access to such information is no longer needed. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of such certifications or determinations, or possibly result in the denial of your being granted access to classified information.

FOR PDS USE ONLY: DATE OF INVESTIGATION: _____

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JUSTIFICATION FORM INSTRUCTIONS

Employees requiring access to TS/SCI must provide detailed information to the following questions:

1. What SCI compartments are needed for this position? Compartments must be listed.
2. On what will you be working that requires SCI access?
3. With whom will you be interacting?
4. What type of documents will you need to review?
5. What systems will you access?
6. What other relevant information can you provide regarding the need for SCI access as it relates to your duties and your agencies mission?

For TS/SCI requests, the **Requesting Official MUST be the individual's Under Secretary, Assistant Secretary, or Staff Office Director.** If you are in a Mission, then your Under Secretary must be the signatory on this form. Staff Office Directors are only for offices such as OIG, OGC, etc.

The following forms must accompany the AD-1188 for all SCI requests: the Authorization for Release form, the SCI Credit Release form, the Foreign National Contacts form (as appropriate), and the SF86C if the existing SF86 is close to or over one year old from the date the SF86 release forms were signed.

Failure to include all of the required forms will cause a delay in SCI processing. If you have any questions or if you need further assistance regarding SCI access, please contact Karen Maguire at Karen.Maguire@usda.gov.

For Interim or Temporary Security Clearances: If an Interim clearance is needed due to exceptional circumstances pending the completion of their background investigation, or a Temporary clearance to a higher level is needed to meet specific operational or contractual emergencies not expected to be of a recurring nature (no more than 180 days; in accordance with E.O. 12968), please specifically state reasons why in your justification. Include estimated ends date for all temporary clearance requests. For Temporary access to a higher level of security clearance, the individual's Under Secretary, Assistant Secretary, or Staff Office Director must sign as the Requesting Official.

NOTE: This form may be used in other situations not listed above where additional justification is needed to document why an individual requires a security clearance or special access that is not otherwise shown on their position designation record.

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