



United States Department of Agriculture

United States
Department of
Agriculture

Office of the Assistant
Secretary for
Administration

Office of Homeland
Security

Personnel and
Document Security
Division

1400 Independence
Ave, SW, RM S-310
Washington, DC
20250

PDSB Bulletin #20-02

Subject: Revised AD-1188 Justification Form

Issue: The Personnel Security Branch (PSB) has updated the AD-1188 form to ensure we have proper documentation on record to justify the need for Interim or Temporary collateral clearances, in addition to requests for SCI access.

Date Issued: February 14, 2020

Effective Date: February 14, 2020

Scope and Effect: This is an internal advisory document for use by USDA agencies and offices involved in personnel security services.

Supersession: None

Procedure: The revised AD-1188, *Justification for an Interim or Temporary Collateral Clearance or SCI Access*, allows for proper documentation for collateral clearance exceptions and access to Sensitive Compartmented Information (SCI). The form is on the PerSec SharePoint site and will be added to the PDSB website under Online Forms.

In accordance with Executive Order (EO) 12968, *Access to Classified Information*, interim collateral clearances can only be granted in exceptional circumstances to minimize operational impact when an individual is unable to perform duties that are critical to the mission due to the pending full background investigation.

In addition, EO 12968 allows for an individual, who has been determined to be eligible for access to classified information based on favorable adjudication of a completed investigation, to be granted temporary access to a higher level (such as Secret to Top Secret access) if the justification shows the need is:

- ✓ Necessary to meet operational or contractual emergencies not expected to be of a recurring nature
- ✓ Will not exceed 180 days
- ✓ Is limited to specific, identifiable information that is outlined in writing

Inquiries: For further information on this bulletin, refer to the instructions on page 2 of the AD-1188, then contact the PerSec Chief or the PerSec inbox at PerSec@usda.gov.