**Instructions for Completing the AID 6-1: Request for Security Action (REVISED)**

Upon selecting one of the following “Type of Request” located in Section 1; you will be required to complete the following blocks and provided the required information requested:

**INITIAL CLEARANCE/ACCESS:**

**BLOCK 1**-Applicant’s Last Name, First Name, and Middle Name

**BLOCK 2**-Applicant’s Social Security Number

**BLOCK 3**-Applicant’s Date of Birth (mm/dd/yyyy)

**BLOCK 4**-Applicant’s Place of Birth (City, State, Country)

**BLOCK 5**-Applicant’s Citizenship; if the candidate is not a U.S. citizen the “Other” option

should be checked and the country of foreign citizenship must be indicated; if the

candidate is a Dual citizen the “Dual” option should be checked and the country(ies)

of foreign citizenship must be indicated

**BLOCK 6**-Applicant’s Passport Type; if the “US” or “FOREIGN” option is checked, BLOCK 7

must be completed

**BLOCK 7**-Applicant’s Passport number; Must be completed is BLOCK 6, Option “US” or

“FOREIGN” is checked

**BLOCK 8**-Applicant’s E-mail Address (This is the personal e-mail address used to contact

applicant)

**BLOCK 9**-Location at which the Applicant will be assigned; upon selecting the initial location,

a specific location/address block will appear and must be completed

**BLOCK 10**-Indiciate whether or not the applicant will be assigned to a restricted area/location

**BLOCK 11**-Applicant’s Position Title

**BLOCK 12**-Applicant’s Type of Position; Select either Direct Hire, Direct Hire

Temporary/Term, Contractor, or Other/Non-Direct Hire. Upon making one of the

Position Type selections, the following information will be required (Please see

staffing pattern for additional information for Direct Hire and Direct Hire

Temporary/Term positions):

**Direct Hire-**Select the specific type of position (either FS, GS, SES, AD, or Political

Appointee), Applicant’s Position Sequence Number (IP#), Public Trust Classification

(PT), and Security Sensitivity Code (SEC)

**Direct Hire-Temporary/Term-**Select the specific type of position (either FSL, GS,

STAR, or Intern [Paid]), Position Termination Date, Applicant’s Position Sequence

Number (IP#), Public Trust Classification (PT), and Security Sensitivity Code (SEC)

**Contractor-**Select the specific type of position (either PSC or Institutional Contractor),

Contract Number, Whether or not the contract is Classified, Contract Effective Date,

Contract Termination Date, Contract Company’s Name, and Contract Company’s

Address

**Other/Non-Direct Hire-**Select the specific type of position (either Fellow, Intern/Volunteer [Unpaid], IPA, or Other; if “Other” option is selected, please provide the specific type of position description) and Position Termination Date

**BLOCK 13**-Type of Clearance/Access Requested

**BLOCK 14**-Burea/Office/Mission Selecting Official (Name and contact information for the

Point of Contact for hire for the candidate)

**BLOCK 15**-Requestor Submitting AID 6-1 Form (Name and contact information of the

individual actually submitting the security action request to USAID: Office of

Security

**UPGRADE, DOWNGRADE, or REVALIDATION:**

**SECTION 3**-USAID employee’s Last Name, First Name, Middle Name and Social Security

Number

**BLOCK 9**-Location at which the Applicant will be assigned; upon selecting the initial location,

a specific location/address block will appear and must be completed

**BLOCK 10**-Indiciate whether or not the applicant will be assigned to a restricted area/location

**BLOCK 11**-Applicant’s Position Title

**BLOCK 12**-Applicant’s Type of Position; Select either Direct Hire, Direct Hire

Temporary/Term, Contractor, or Other/Non-Direct Hire. Upon making one of the

Position Type selections, the following information will be required (Please see

staffing pattern for additional information for Direct Hire and Direct Hire

Temporary/Term positions):

**Direct Hire-**Select the specific type of position (either FS, GS, SES, AD, or Political

Appointee), Applicant’s Position Sequence Number (IP#), Public Trust Classification

(PT), and Security Sensitivity Code (SEC)

**Direct Hire-Temporary/Term-**Select the specific type of position (either FSL, GS,

STAR, or Intern [Paid]), Position Termination Date, Applicant’s Position Sequence

Number (IP#), Public Trust Classification (PT), and Security Sensitivity Code (SEC)

**Contractor-**Select the specific type of position (either PSC or Institutional Contractor),

Contract Number, Whether or not the contract is Classified, Contract Effective Date,

Contract Termination Date, Contract Company’s Name, and Contract Company’s

Address

**Other/Non-Direct Hire-**Select the specific type of position (either Fellow, Intern/Volunteer [Unpaid], IPA, or Other; if “Other” option is selected, please provide the specific type of position description) and Position Termination Date

**BLOCK 13**-Type of Clearance/Access Requested

**BLOCK 14**-Burea/Office/Mission Selecting Official (Name and contact information for the

Point of Contact for hire for the candidate)

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Security

**SPOUSE/CO-HABITANT CHECK:**

**BLOCK 1**-Spouse/Co-Habitant’s Last Name, First Name, and Middle Name

**BLOCK 2**- Spouse/Co-Habitant’s Social Security Number

**BLOCK 3**- Spouse/Co-Habitant’s Date of Birth (mm/dd/yyyy)

**BLOCK 4**- Spouse/Co-Habitant’s Place of Birth (City, State, Country)

**BLOCK 5**- Spouse/Co-Habitant’s Citizenship; if the candidate is not a U.S. citizen the “Other”

option should be checked and the country of foreign citizenship must be indicated; if

the candidate is a Dual citizen the “Dual” option should be checked and the

country(ies) of foreign citizenship must be indicated

**BLOCK 6**- Spouse/Co-Habitant’s; if the “US” or “FOREIGN” option is checked, BLOCK 7

must be completed

**BLOCK 7**- Spouse/Co-Habitant’s; Must be completed is BLOCK 6, Option “US” or

“FOREIGN” is checked

**BLOCK 8**- Spouse/Co-Habitant’s E-mail Address (This is the personal e-mail address used to

contact the Spouse/Co-Habitant’s)

**SECTION 3**-USAID employee’s Last Name, First Name, Middle Name and Social Security

Number

**BLOCK 14**-Burea/Office/Mission Selecting Official (Name and contact information for the

Point of Contact for hire for the candidate)

**BLOCK 15**-Requestor Submitting AID 6-1 Form (Name and contact information of the

individual actually submitting the security action request to USAID: Office of

Security

**CANCEL REQUEST:**

**BLOCK 1**-Applicant’s Last Name, First Name, and Middle Name

**BLOCK 2**-Applicant’s Social Security Number

**BLOCK 3**-Applicant’s Date of Birth (mm/dd/yyyy)

**BLOCK 4**-Applicant’s Place of Birth (City, State, Country)

**BLOCK 13**-Type of Clearance/Access Requested

**BLOCK 14**-Burea/Office/Mission Selecting Official (Name and contact information for the

Point of Contact for hire for the candidate)

**BLOCK 15**-Requestor Submitting AID 6-1 Form (Name and contact information of the

individual actually submitting the security action request to USAID: Office of

Security