



Request for Security Action

SECTION 1: TYPE OF REQUEST

INITIAL CLEARANCE/ACCESS UPGRADE DOWNGRADE RECIPROCITY
 SPOUSE/CO-HABITANT CHECK REVALIDATION CANCEL REQUEST

SECTION 2: APPLICANT/EMPLOYEE INFORMATION

1. APPLICANT NAME		2. SOCIAL SECURITY NUMBER	
Last:	First:	Middle:	
3. DATE OF BIRTH (mm/dd/yyyy)	4. PLACE OF BIRTH (City/State/Country)	5. CITIZENSHIP	
		US	
6. PASSPORT TYPE	7. DATE PASSPORT ISSUED (mm/dd/yyyy)	Other	Country:
US FOREIGN N/A		Dual	Country:
8. APPLICANT'S PERSONAL E-MAIL ADDRESS			

SECTION 3: USAID EMPLOYEE INFORMATION

USAID EMPLOYEE NAME	SOCIAL SECURITY NUMBER
Last:	First: Middle:

SECTION 4: POSITION/EMPLOYMENT INFORMATION

9. ASSIGNMENT/DUTY LOCATION			
RONALD REAGAN BUILDING	400 C STREET	Bureau/Office/Room Location:	
POTOMAC YARD 2	WASHINGTON LEARNING CENTER		
CRYSTAL PLACE 3	NON-USAID SPACE	Street/City/State/Country:	
1717 PENN AVE	OVERSEAS MISSION	Mission/Country:	
10. RESTRICTED AREA/LOCATION	YES	NO	11. POSITION TITLE
12. POSITION SEQUENCE NUMBER (IP #):			
13. TYPE OF POSITION (Refer To Staffing Pattern)			
DIRECT HIRE			
FS	GS	SES	AD Political Appointee
DIRECT HIRE-Temporary/Term			
FSL	GS	Intern (Paid)	Other:
Termination Date:			
CONTRACTOR			
PSC	Institutional Contractor		
Contract Number:			
Contract Effective Date:		Contract Termination Date:	
Company Name:		Company Address:	
OTHER/NON-DIRECT HIRE			
Fellow	Intern/Volunteer (Unpaid)	IPA	Other:
Termination Date:			

SECTION 5: ACCESS/CLEARANCE INFORMATION

14. POSITION DESIGNATION (Refer To Staffing Pattern & OF-8 Form)

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-12 (HSPD-12): **Logical/Physical Access ONLY

- Low Risk/Nonsensitive = **SF85 Form** (Tier 1)
- Moderate Risk/Nonsensitive = **SF85P Form** (Tier 2)
- High Risk/Nonsensitive = **SF85P Form** (Tier 4)

SECRET CLEARANCE:

- Low Risk/Non-Critical Sensitive = **SF86 Form** (Tier 3)
- Medium Risk/Non-Critical Sensitive = **SF86 Form** (Tier 3)
- High Risk/Non-Critical Sensitive = **SF86 Form** (Tier 3)

TOP SECRET CLEARANCE:

- | | |
|--|---|
| Low Risk/Critical Sensitive = SF86 Form (Tier 5) | Low Risk/Special Sensitive = SF86 Form (Tier 5) |
| Moderate Risk/Critical Sensitive = SF86 Form (Tier 5) | Moderate Risk/Special Sensitive = SF86 Form (Tier 5) |
| High Risk/Critical Sensitive = SF86 Form (Tier 5) | High Risk/Special Sensitive = SF86 Form (Tier 5) |

SECTION 6: REQUESTOR INFORMATION

15. BUREAU/OFFICE/MISSION SELECTING OFFICIAL

Name: _____ Title: _____ Office Symbol/Address: _____
 Telephone Number: _____ Email Address: _____

16. HR SPECIALIST/EXO/AMS/OFFICE HEAD

Name: _____ Title: _____ Office Symbol/Address: _____
 Telephone Number: _____ Email Address: _____
 Signature: _____ Date Submitted: _____

The Privacy Act Statement

The Privacy Act of 1974 requires that, when information is requested from a person undergoing a background investigation to determine suitability for employment, the individual will be informed in writing of the authority for the inquiry; whether disclosure is considered mandatory or voluntary; principal purpose for which the information will be used; routine uses that may be made of the information; and consequences to the individual for not providing all or part of the information requested.

AUTHORITY: Executive Orders 10450 and 12356; Public Laws 298 and 402.

PURPOSE: The principal purpose in soliciting information is to permit the Agency for International Development (USAID) to determine the applicant's fitness for employment in a position which requires a security clearance. Pursuant to Privacy Act System of Records Notice (SORN) USAID-008, "Personnel Security and Suitability Investigations Records," USAID's Office of Security may disclose information in this system as follows:

1. To consumer reporting agencies in order to obtain consumer credit reports,
2. To federal, international, state, and local law enforcement agencies, U.S. Government Agencies, courts, the Department of State, Foreign Governments, to the extent necessary to further the purposes of an investigation,
3. Results of the investigation may be disclosed to the Department of State or other Federal Agencies for the purposes of granting physical and/or logical access to federally owned or controlled facilities and/or information systems in accordance with the requirements set forth in HSPD-12.

ROUTINE USES: The information provided may be used by USAID to determine applicant's suitability for employment; by other Federal agencies that may, in the future, consider the individual for employment; for law enforcement purposes; for purposes of national security; and for other purposes compatible with the principal purposes.

DISCLOSURE: The applicant's response to questions on the application forms are considered to be voluntary.