

ASSIGNMENT SHEET 7.4**Personnel Security Exercise****INTRODUCTION**

This exercise provides practical application of information provided in Lesson Topics:

- 7.1 Personnel Security Policy
- 7.2 Investigations
- 7.3 Clearance and Access

LESSON TOPIC OBJECTIVES

Upon completion of lesson topics 7.1, 7.2, 7.3 and this exercise you will be able to:

1. Apply personnel security requirements for specific personnel security actions.
2. List the correct steps required in requesting a Personnel Security Investigation.
3. List the procedures required to determine clearance eligibility and grant access, interim clearance, and request for final clearance.

EXERCISE DESCRIPTION

All teams will perform the same exercise, using the same set of materials. There are three assignments, each including a scenario, an explanation of the assignment, and all necessary documentation to do the exercise.

ASSIGNMENT 1:**SCENARIO**

You are Security Manager for USS WASP (LHD-1). The ship has just gotten underway for an indefinite period.

Two months prior to deployment, Operations Specialist Chief Davis reported aboard the command for duty. Initial check-in and screening of his service/medical record for a security clearance determination revealed the clearance certification and that he had completed Level I treatment two years ago following a DUI. He had also had three letters of indebtedness prior to the DUI incident, which were documented on a page 13 entry. Also, financial counseling was documented on a page 13 entry.

Following his Level One treatment, there was no additional evidence of any alcohol or indebtedness-related incidents and his performance evaluations were good.

Since his previous problems appeared to be resolved, OSC Davis was granted Secret access based on a Secret clearance granted by DON CAF, which he required to perform his job.

Two weeks prior to deployment, the command received a letter from a collection agency indicating that OSC Davis was seriously in debt to several creditors.

ASSIGNMENT

Part 1. Determine what recommendation you would make to the OPS Officer and XO regarding OSC Davis' access to classified information, based upon his past record and most recent indication of serious financial problems.

Part 2. List the administrative and management actions to be taken if your recommendation is acted upon.

ASSIGNMENT 2:**SCENARIO**

You are the Security Manager for a training command with 150 personnel. When you reported aboard you had no turn over. Now you discover that 5 personnel have been given access to Top Secret, 75 Secret and 70 Confidential. Reviewing the documentation available you also discover the following:

The PSIs for 19 personnel given access to Secret are over 10 years old and there is no record of a SPR having been submitted.

There is evidence that 12 months ago SPRs were submitted for 8 other personnel but no clearance certification has been annotated in JCAVS and no follow up action has been taken.

The JCAVS information for 1 person indicates a PSI was submitted 17 months ago and the PSI is closed. The clearance date indicates this PSI has not been adjudicated.

ASSIGNMENT

List the actions you would take, including description of required forms, to:

- a. Take appropriate action regarding access until PRs are submitted.
- b. Submit required periodic reinvestigations.
- c. Take follow up actions to ensure PSIs are being processed.
- d. Identify future actions to ensure PRs are submitted when required.

ASSIGNMENT 3:**SCENARIO**

As Security Manager for a CONUS shore station, you have a newly reporting officer (LCDR/MAJ) who requires Top Secret NATO (COSMIC) access. The JCAVS indicates he had a favorable SSBI adjudicated five years and six months ago.

ASSIGNMENT

List the procedures necessary to grant clearance and access, identifying and describing the use of required forms.