

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC SUPPLEMENT 1
to AR 380-67
CHANGE 4

13 November 1997

Security

DEPARTMENT OF THE ARMY PERSONNEL SECURITY
PROGRAM REGULATION

This change is necessary due to the recent reorganization of Civilian Personnel Offices.

[AMC Supplement 1 to AR 380-67](#), 20 July 1989, is changed as follows:

a. Page 2. paragraph 3-100. Designation of Sensitive Positions. Change the first sentence to read as follows:

Position sensitivity will be designated based on a recommendation by the first line supervisor in a joint effort with the Civilian Personnel Advisory Center (CPAC) and the security manager.

b. Page 3. paragraph 3-102b. Authority to Designate Sensitive Positions. Change the first two sentences to read as follows:

Non-critical sensitive. The first line supervisor in a joint effort with a representative of the CPAC and the security manager.

c. Page 3 paragraph 3-103a Limitation of Sensitive Positions. Delete subparagraph a in its entirety.

d. Page 3. paragraph 3-200. General. Add the following at the end.

Security managers will review the SF 52, Request for Personnel Action, to ensure it is properly coded or annotated to reflect the current position sensitivity.

e. Page 7. paragraph 4-101a Prior Investigations Conducted by DOD Investigative Organizations. Change the second sentence to read as follows:

PAC will initiate correspondence to the security office requesting a security determination of the applicant.

C4, AMC Suppl 1 to AR 380-67

f. Page 7 paragraph 4-101d. Prior Investigations Conducted by DOD Investigative Organizations. Change the first and second sentence to read as follows:

The security office will certify by endorsement to the CPAC that the individual is eligible or ineligible for appointment to a sensitive position based upon the results of a security check. The CPAC will ensure that no commitment to hire will be made until the candidate's eligibility for a sensitive position has been established.

The proponent of this supplement is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMXMI-SCM, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001

FOR THE COMMANDER:

OFFICIAL:

JAMES M. LINK
Major General, USA
Chief of Staff

LEROY TILLERY
Chief, Printing and Publications Branch

DISTRIBUTION:
Initial Distr H (44) 1 ea HQ Acty/Staff Ofc
LEAD (SIOLE-DO-I) (2)
Separate Reporting Activities (2 ea)
AMCIO-I-S stockroom (15)
AMXMI-SCM (10)
HQDA (DAMI-CH) (2)

DISTRIBUTION - (Continued)

SPECIAL:

AMCOM/AMSAM-RM-FD (4)
AMCOM/AMSAM-SMO (Library)(4)
ARL/AMSRL-CI-TG (4)
CBDCOM/AMSCB-CIR (4)
CECOM/AMSEL-IM-BM-I (4)
IOC/AMSIO-IML (4)
LOGSA/AMXLS-IM (4)
SSCOM/AMSSC-S-IMS (4)
STRICOM/AMSTI-CS (4)
TACOM/AMSTA-DRM (4)
TECOM/AMSTE-CT-N (4)
USASAC/AMSAC-IM-O (4)

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC SUPPLEMENT 1
NO. 380-67
CHANGE 3

11 April 1996

Security

DEPARTMENT OF THE ARMY PERSONNEL SECURITY
PROGRAM REGULATION

This change is necessary to comply with recent personnel security guidance.

1. AMC Suppl 1 to AR 380-67, 20-July 1989, is changed as follows:

Remove old pages

Insert new pages

M-1 and M-2

M-1 and M-2

2. This change is necessary to reflect the update of AMC Form 1209-R, Request for Security Clearance, 1 Mar 92, to AMC Form 1209-R-E, Feb 95.

The proponent of this supplement is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCMI-CS, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

OFFICIAL:

Billy K. Solomon
Major General, USA
Chief of Staff

LEROY TILLERY
Chief, Printing and Publications
Branch

C3, AMC Suppl 1 to AR 380-67

DISTRIBUTION:

Initial Distr H (45) 1 ea HQ Acty/Staff Ofc
LEAD (SIOLE-DO-I) (2)
AMCIO-I-SP stockroom (150)

SPECIAL:

HQ IOC/AMSIO-IML (4)
ARL/AMSRL-CI-TG (4)
ATCOM/AMSAT-B-D-CARP (4)
CBDCOM/AMSCB-CIR (4)
CECOM/AMSEL-IM-BM-I (4)
LOGSA/AMXLS-IM (4)
MICOM/AMSMI-RA-SO (4)
SSCOM/AMSSC-S-IMS (4)
STRICOM/AMSTI-CS (4)
TACOM/AMSTA-DRM (4)
TECOM/AMSTE-CT-N (4)
USASAC/AMSAC-IM-O (4)

REQUEST FOR SECURITY CLEARANCE**(AMC Suppl 1 to AR 380-67)**

TO:

FROM:

1. Request the following individual be cleared for access to classified information and material under the provisions of AR 380-67:

a. Name: _____ b. Rank or Grade: _____ c. SSN: _____

d. Title and description of position occupied: _____

e. Category of clearance required: Top Secret Secret Confidentialf. An interim clearance is is not required pending issuance of a final clearanceg. Position sensitivity (Civ): Critical Non-Critical

2. Justification for clearance:

3. TDA paragraph and line number:

4. Date and place of birth:

5. Person is a New Hire Transferree from

TYPED NAME AND GRADE OF DIVISION CHIEF

SIGNATURE AND DATE

TO:

FROM:

1. This is to certify that the above named individual is cleared for access to

 Top Secret Secret Confidential information and material under the provisions of AR 380-67.

2. This certificate is only valid while said individual is assigned to your organization and will be returned to the Security/Intelligence Office when individual leaves your organization.

TYPED NAME AND GRADE OF SECURITY OFFICER

SIGNATURE AND DATE

TO:

FROM:

The above named individual has:

 Been transferred to: Terminated employment on: Resigned on:

TYPED NAME AND GRADE OF DIVISION CHIEF

SIGNATURE AND DATE

BRIEFING		
I have received the initial OPSEC/Information Security Briefing per AR 380-5.		
SIGNATURE AND DATE		
INVESTIGATION AND CLEARANCE INFORMATION		
TYPE OF INVESTIGATION	DATE CONDUCTED	CONDUCTED BY
TYPE OF CLEARANCE GRANTED	DATE GRANTED	GRANTED BY
COMMENTS:		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
TITLE OF FORM Request for Security Clearance		PRESCRIBING DIRECTIVE AMC Supplement 1 to AR 380-67
<p>1. AUTHORITY: Executive Order 9397 and Title 10 USC 3012 authorizes the use of the SSN for identification of military members and civilian employees.</p> <p>2. PRINCIPAL PURPOSE: Executive Order 11652 provides authority for granting access to military and civilian</p> <p>3. ROUTINE USES: The SSN will be used to identify an individual only, and will not be released to any unauthorized person.</p> <p>4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: The disclosure of the SSN is mandatory and failure to disclose the SSN will result in failure to receive the required access.</p>		

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC SUPPLEMENT 1
to AR 380-67
CHANGE 2

12 March 1992

Security

DEPARTMENT OF THE ARMY PERSONNEL SECURITY
PROGRAM REGULATION

This change is necessary to comply with recent personnel security guidance.

1. AMC Suppl 1 to AR 380-67, 20-July 1989, is changed as follows:

a. Page 8, paragraph 7-101, Issuing Clearance. Delete subparagraph h and replace with the following:

"h. AMC Form 1209-R (Request for Security Clearance) will be used to request and record security clearance actions. The employing office security monitor/security representative or administrative support personnel will prepare **AMC Form 1209-R** (appendix m) and maintain records of request actions and clearance status."

b. Page 12. Add pages M-1 and M-2.

2. The revised AMC Form 1209 is reproducible, and includes TDA paragraph and line number, date and place of birth, new hire or transferee, and privacy act statement. Previous editions of this form are obsolete.

3. File this change in front of the supplement.

C2, AMC Suppl 1 to AR 380-67

The proponent of this supplement is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCMI-CS, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

OFFICIAL:

WILLIAM B. McGRATH
Major General, USA
Chief of Staff

LEROY TILLERY
Chief, Printing and Publications
Branch

DISTRIBUTION:
Initial Distr H (60) 1 ea HQ Acty/Staff Ofc
B LEAD (3,806)
HQDA (DAMI-CIS)
AMCIO-I-SP Stockroom (75)
AMCMI-CS (50)

REQUEST FOR SECURITY CLEARANCE (AMC SUPPL 1 TO AR 380-67)	
TO:	FROM:
<p>1. Request the following individual be cleared for access to classified information and material under the provisions of AR 380-67.</p> <p>a. Name:</p> <p>b. Rank or Grade:</p> <p>c. SSN:</p> <p>d. Title and Description of Position Occupied:</p> <p>e. Category of clearance required: <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Confidential</p> <p>f. An interim clearance <input type="checkbox"/> is <input type="checkbox"/> is not required pending issuance of a final clearance.</p> <p>g. Position Sensitivity (Civ): <input type="checkbox"/> Critical <input type="checkbox"/> Non-Critical</p> <p>2. Justification for clearance: _____</p> <p>_____</p>	
<p>3. TDA Paragraph and Line Number:</p> <p>4. Date and Place of Birth:</p> <p>5. Person is a <input type="checkbox"/> New Hire <input type="checkbox"/> Transferee from</p>	
TYPED NAME & GRADE OF DIVISION CHIEF	SIGNATURE & DATE
TO:	FROM:
<p>1. This is to certify that the above named individual is cleared for access to <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Confidential information and material under the provisions of AR 380-67.</p> <p>2. This certificate is only valid while said individual is assigned to your organization and will be returned to the Security/Intelligence Office when individual leaves your organization.</p>	
TYPED NAME & GRADE, SECURITY OFFICER	SIGNATURE & DATE
TO:	FROM:
<p>The above named individual has:</p> <p><input type="checkbox"/> Been transferred to</p> <p><input type="checkbox"/> Terminated employment on</p> <p><input type="checkbox"/> Resigned</p>	
TYPED NAME & GRADE OF DIVISION CHIEF	SIGNATURE & DATE

BRIEFING		
I have received the Initial OPSEC/Information Security Briefing per AR 380-5.		
SIGNATURE AND DATE:		
INVESTIGATION AND CLEARANCE INFORMATION		
TYPE OF INVESTIGATION	DATE CONDUCTED	CONDUCTED BY
TYPE OF CLEARANCE GRANTED	DATE GRANTED	GRANTED BY
COMMENTS:		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
TITLE OF FORM Request for Security Clearance		PRESCRIBING DIRECTIVE AMC Supplement 1 to AR 380-67
1. AUTHORITY: Executive Order 9397 and Title 10 USC 3012 authorizes the use of the SSN for identification of Military members and Civilian employees.		
2. PRINCIPAL PURPOSE: Executive Order 11652 provides authority for granting access to Military and Civilian personnel.		
3. ROUTINE USES: The SSN will be used to identify an individual only, and will not be released to any unauthorized person.		
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: The disclosure of the SSN is mandatory and failure to disclose the SSN will result in failure to receive the required access.		

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC SUPPLEMENT 1
to AR 380-67
CHANGE 1

11 May 1990

Security

DEPARTMENT OF THE ARMY PERSONNEL SECURITY
PROGRAM REGULATION

This change is necessary to comply with recent personnel security guidance.

AMC Supplement 1 to AR 380-67, 20 July 1989, is changed as follows:

a. Page 2, paragraph 3-100, Designation of Sensitive Positions. Change first sentence to read as follows:

Position sensitivity will be designated based on a recommendation by the first line supervisor, in a joint effort with the Civilian Personnel Office (CPO) in which the official personnel folder will be maintained, and the security manager.

b. Page 2, paragraph 3-102a, Critical-sensitive. Delete entire paragraph. Add the following:

Major subordinate command (MSC) commanders (with authority to further delegate to commander/director/chief of subordinate installations/activities, including MSC chiefs of staff and chief of the one staff element per activity responsible for implementation of AR 380-67) and separate reporting activity commanders. NOTE: Designations will be based on a joint effort as stated in paragraph 3-100, above.

c. Page 3, paragraph 3-103b. Delete entire paragraph. Add the following:

To ensure that preappointment security clearance requirements are met, the appropriate code from the following list will be entered in part II, block 41, 42 or 43 of the SF 52 (Request for Personnel Action) by the requesting officials:

- (1) For nonsensitive positions, enter NS.
- (2) For noncritical-sensitive positions, enter NCS.
- (3) For critical-sensitive positions, enter CS.

d. Page 5, paragraph 3-401a(2)(h)(2). Insert the following after MSCs:
AMCCOM, .

e. Page 14, paragraph 3-401b 2, Exception. Add the following at the end:

Interim secret clearances may be granted to student aides and members of cooperative education programs, provided provisions of subparagraph (d)(2) below, have been complied with.

f. Page 14, paragraph 3-401c(2)(b). Delete entire paragraph.

g. Page 15, paragraph 3-401d. Add the following at the end:

Interim clearances must be fully documented to include the reason why actions cannot be delayed until completion of the investigation; explain what harm to the national security would result if the action were disapproved; describe action taken to ascertain the reliability of the subject; and include written approval of the clearance authority. Blanket waivers of investigative requirements for access to classified information are prohibited to ensure each request is reviewed and based on its own merit.

h. Page 15, paragraph 3-403a(6). Add the following at the end:

Request for Limited Access Authorization determination(s) will be submitted to HQ AMC, ATTN: AMCMI-CS. Include a DA Form 3028-R (Limited Access Authorization (LAA)) and job description in triplicate, for approval. Renewal requests will be forwarded to this HQ a minimum of 90 days before the 5-year expiration date of the LAA. Personnel who are the subject of an LAA must be the subject of a periodic reinvestigation (PR) every 5 years that the LAA is in effect.

i. Page 23, paragraph 4-101a. Third sentence, delete "memorandum" and insert: "correspondence."

j. Page 9, paragraph 9-200, General. Change page "30" to page "31."

The proponent of this supplement is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCMI-CS, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

OFFICIAL:

WILLIAM B. McGRATH
Major General, USA
Chief of Staff

THOMAS H. DOLAND
Chief, Operations and Systems
Integration Division

DISTRIBUTION:

Initial Distr (60) 1 ea HQ Acty/Staff Ofc
B LEAD Distr (500)

AMXDO-SP (150)
HQDA (DAMI-CIS)
AMCMI-CS (50)

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVE, ALEXANDRIA, VA 22333-0001

AMC SUPPLEMENT 1
to AR 380-67

20 July 1989

Security

DEPARTMENT OF THE ARMY PERSONNEL SECURITY
PROGRAM REGULATION

This supplement may be further supplemented by AMC major subordinate commands; by installation and activities reporting directly to Headquarters, AMC; and by the HQ AMC Security Office, ATTN: AMXIS-RS. Further supplementation by other organizations requires approval of Commander, AMC, ATTN: AMCMI-CS. Copies of each supplement will be furnished Commander, AMC, ATTN: AMCMI-CS, and AMC Security Support Activity (SSA), ATTN: AMXPX-S, Ft Gillem, Forest Park, GA 30050-5000.

AR 380-67, 9 September 1988, is supplemented as follows:

Page 6, paragraph 1-200, Purpose. Add subparagraph c after subparagraph b.

C. This supplement establishes responsibilities and procedures for administration of the U.S. Army Materiel Command (AMC) personnel security program. It must be used in conjunction with the basic regulation.

Page 6, paragraph 1-201, Applicability. Add paragraph f after e.

f. This supplement applies to HQ AMC, AMC major subordinate commands (including their subordinate installations and activities), separate installations and activities reporting directly to HQ AMC, and AMC program/project managers reporting directly to HQ AMC.

Page 7, paragraph 1-307.1, Immediate Family. Add paragraph 1-307.2.

1-307.2. Members of subject's immediate family include the following:

- a. Current spouse.
- b. Natural, adopted, foster or stepchildren.
- c. Natural, adopted, foster or stepparents.
- d. Brothers and sisters either by birth, adoption, or remarriage of either parent.

*This supplement supersedes AMC Supplement 1, 26 February 1985 to AR 604-5, 1 February 1984.

Page 7, paragraph 1-310.1, Local Records Check. Add subparagraph 1-310.1.1.

1-310.1.1. A review of records maintained at the duty station or parent activity, conducted prior to requesting personnel security investigation or granting a security clearance, to determine if unfavorable information exists concerning subject, or to verify information contained in DD Form 398 (398-2) (Personnel Security Questionnaire), SF 85 (Data for Nonsensitive or Noncritical-Sensitive Position) or SF 86 (Questionnaire for Sensitive Positions). Records to be reviewed usually include: official personnel folder, personnel security folder, military personnel record, medical records, base/military police records and local police records.

Page 10, paragraph 2-306c. Add the following at the end:

Request for resolution will be sent through command security channels to Commander, AMC, ATTN: AMCMI-CS.

Page 10, paragraph 2-307, Periodic Reinvestigation. Add the following at the end:

Periodic Reinvestigations (PR) will be initiated when 4 years and 6 months since the previous investigations has elapsed, and submitted to the Defense Investigative Service (DIS) not earlier than 4 years 9 months since last investigation, but before the 5-year anniversary of the investigation.

Page 11, paragraph 2-401b. Add the following at the end:

Copies of referrals will be forwarded to AMCMI-CS.

Page 11, paragraph 2-403c. Add the following:

Copies of referrals will be forwarded to AMCMI-CS.

Page 12, paragraph 3-100, Designation of Sensitive Positions. Add the following at the end:

Position sensitivity will be designated based on a joint effort by the first-line supervisor, the Civilian Personnel Office (CPO), in which the official personnel folder (OPF) will be maintained, and the security manager. Designations of position sensitivity will be a continuing subject of inspection by the AMC Security Support Activity to ensure that sensitivity is not redesignated solely for recruitment purposes. Employing officials must carefully evaluate planned requirements for sensitive duties in a position prior to recruitment.

Page 12, paragraph 3-102, Authority to Designate Sensitive Positions. Add the following subparagraphs a and b:

a. Critical-sensitive. Major subordinate command (MSC) commanders (with authority to further delegate to commander/director/chief of subordinate installations/activities) and Separate Reporting Activities (SRA) commanders. NOTE: Designations will be based on a joint effort as stated in b below.

b. Noncritical-sensitive. The first-line supervisor in a joint effort with a representative of the CPO and the security manager. The second- or third-line supervisor may make the designation if the first-line supervisor is not authorized to sign for the commander.

Page 12, paragraph 3-103, Limitation of Sensitive Positions. Add subparagraphs a, b, c and d:

a. Designations of position sensitivity and level of access required must be maintained in the CPO, the Security Office, and the personnel administrative files of the employing office. They can be maintained as a column on the tables of distribution and allowances (TDA), a computer roster, or a list by position titles, etc.

b. To ensure that preappointment security clearance requirements are met, the appropriate code either letters or number critical-sensitive (CS) (2), noncritical-sensitive (NCS) (1), nonsensitive (NS) (0), will be entered in part II, block 43 of the SF 52 (Request for Personnel Action).

c. The annual accounting of the number of sensitive positions will be accomplished by the security manager in the records required by paragraph 11-102c and 11-102d.

d. Changes in position sensitivity of occupied persons will be coordinated by the employing office element in writing with the Security Office prior to requesting to make the change effective, to ensure that investigative requirements have been met and the incumbent has been found eligible to perform duties at the higher position sensitivity level. If necessary, a background investigation (BI) will be initiated on the incumbent to ensure that prerequisite investigate requirements are met.

Page 13, paragraph 3-204, Exceptions. Add the subparagraphs e, f, g and h, after subparagraph d.

e. Within AMC, access to classified information will be prohibited unless the provisions of one of the following paragraphs; 3-401a(2), 3-401b(2), 3-401c(2), or 3-401d have also been invoked.

f. Emergency exception appointments will be fully documented, to include identification of mission or regulatory requirement not being met (i.e., project, program, or requirement mandated by Executive Order, DOD or DA regulation), the individual involved; actions taken to establish the reliability of that individual; an explanation of how, in terms of mission accomplishment, the delay will be harmful to the national security; what type of temporary relief was considered and proved unacceptable; and a statement that access to classified information will be precluded pending granting of clearance.

g. Blanket exceptions are prohibited; each request must be reviewed, based upon its own merit, and acted on by one of the authorities listed below in subparagraph h below:

h. Authority to approve emergency appointments:

(1) Critical-sensitive positions. MSC commanders (with the authority to further delegate to commander/director/chief of subordinate installations/ activities), including chiefs of staff, SRA commanders, chief head of one staff element per activity responsible for implementation of AR 380-67.

(2) Noncritical-sensitive positions. Chief/head of one staff element per activity responsible for implementation of AR 380-67 (i.e., DCSINT, security manager, provost marshal).

Page 14, paragraph 3-401a(2). Add the following at the end:

Requests for interim TOP SECRET clearances for personnel appointed under emergency conditions will be endorsed by the local commander to the Commander, AMC, ATTN: AMCFI-CS, for approval (except MSCs authorized to approve interim TOP SECRET clearances). The following information will be furnished:

- (1) Name, date of birth, SSN.
- (2) Confirmation that the OPF contains a DA Form 873 (Certificate of Clearance and/or Security Determination) or clearance certificate issued by another federal agency (for other than TOP SECRET), to include date, activity issuing, date, and type of investigation.
- (3) Confirmation that there was no break in Federal service exceeding 12 months since completion of investigation.
- (4) Confirmation that the person is a U.S. Citizen and identification of which documents listed in paragraph B4d, appendix B, basic regulation was proof.
- (5) Result of local records check.
- (6) Date that a request for BI was submitted to DIS.
- (7) Justification for access to include why a delay in issuance of clearance will be harmful to national security (to be included in the individual's OPF).
- (8) Statement that the requirements of paragraph 3-204 have been met.
- (9) A copy of DD Form 398.
- (10) Point of contact, office symbol, and AUTOVON number.

Page 14, paragraph 3-401a(2)(h). Add the following at the end:

Authority to grant interim clearances:

(1) Deputy Chief of Staff for Intelligence, HQ AMC, with authority to further delegate to subordinate commanders on a case by case basis.

(2) Commanders of the following MSCs: CECOM, MICOM, TACOM, and TECOM, when requirements in 3-401a(2) above have been met.

Page 14, paragraph 3-401b2(2)(a). Add the following:

Authority to grant interim SECRET/CONFIDENTIAL clearances:

(1) MSC commanders, with the authority to further delegate to MSC chiefs of staff, Chief/head of the one staff element per activity responsible for implementation of AR 380-67 (i.e., DCSINT, security manager, provost marshal and to commander/director/chief of subordinate installations/activities).

(2) SRA commanders.

Page 14, paragraph 3-401c(2)(b). Add the following:

Requests will be submitted to HQ AMC, ATTN: AMCMI-CS, to include a DA Form 3028-R (Limited Access Authorization (LAA)) and job-description in triplicate, for approval. Renewal requests will be sent to AMCMI-CS a minimum of 90 days before the 5-year expiration date of the LAA.

Page 15, paragraph 3-403f. Add the following at the end:

Information will be submitted through command security channels to HQ, AMC, ATTN: AMCMI-CS.

Page 20, paragraph 3-601a. Add the following at the end:

To meet the different levels of sensitivity and to provide for an effective and efficient basis for applying the varying degrees of restriction of access, control of movement, and type of protection required, restricted areas or portions thereof may be further administratively designated as "exclusion," "limited," or "controlled" areas. It must be understood that the term "restricted area" is in effect a legal designation (Internal Security Act of 1950), whereas the terms "exclusion," "limited," or "controlled" are administrative only. The primary criteria for the administrative designations are as follows:

(1) Exclusion Area - Is a restricted area that has a security interest or other matter of such nature that access to the area constitutes, for all practical purposes, access to such security interests or matter, OR, has a security interests or other matter of such vital importance that proximity resulting from access to the area is treated as equivalent to the above.

(2) Limited Area - Is a restricted area containing a security interest or other matter in which uncontrolled movement will permit access to such security interest or matter, but within which access may be prevented by escort and other internal restrictions and controls. Individuals who have a legitimate reason for entering a limited area may do so if internal

restrictions and controls are provided to prevent access to security interest or matter. These measures usually consists of escorts and other physical safeguards.

(3) Controlled Area - Is an area, usually adjacent to or encompassing limited or exclusion areas. Access to a controlled area is restricted to those with a need for access. However, movement of authorized personnel within this area is not necessarily controlled, since mere access to the area does not provide access to the security interest or other matter within the exclusion or limited areas. The controlled area is provided for administrative control, safety, and/or as a buffer zone for depth in security for the exclusion or limited areas. The degree of control of movement within this area will, therefore, be as prescribed by the appropriate commander. National Agency Checks to permit unescorted entry into a controlled areas are required only when the local commander determines that vulnerability of the security interest will be significantly reduced.

Page 20, paragraph 3-601b. Add the following at the end:

Requests will be submitted through command security channels to HQ AMC, ATTN: AMCMI-CS.

Page 21, paragraph 3-612, Contract Guards. Add the following at the end:

National Agency Checks fir contract security guards who do not require security clearances should be submitted directly to the DIS and should refer to AR 380-67, paragraph 3-601. Request for contract guards who require security clearances should be submitted in accordance with DOD 5220.22M.

Page 22, paragraph 3-615, Others. Add the following at the end:

Requests to HQDA will be submitted through command security channels to HQ AMC, ATTN: AMCMI-CS.

Page 23, paragraph 3-800, Authorized Officials. Add the following to the end:

Officials designated in paragraph 3-204h, this supplement, are authorized to waive investigative requirements as indicated.

Page 23, paragraph 3-801, Combat Operations, DA-directed Mobilization. Add the following at the end:

Requests to HQDA will be submitted through command security channels to HQ AMC, ATTN: AMCMI-CS.

Page 23, paragraph 4-101, Prior Investigation Conducted by DOD Investigative Organizations.. Add subparagraphs a, b, c, d, e, and f.

a. Applicants identified by employing officials as the preferred candidates for selection to fill sensitive civilian positions will be the subject of preappointment security check. CPO will initiate a memorandum to the Security Office requesting a security determination of the applicant. The

request should include name, place of birth, most recent employer, proposed assignment line #, position sensitivity, most extensive investigation, date completed, agency, clearance, and date granted.

b. A preappointment security memorandum will be submitted to the Security Office as a minimum in the following instances. Local implementation may require submission for situations not described:

(1) When the applicant currently occupies a NCS (1) or NS (0) position and is a candidate for a CS (2) or ADP I, position.

(2) When the applicant currently occupies a NS (0) position and is being considered for any NCS (1), ADP II, or CS (2), ADP I, position (temporary, permanent, detail, etc.)

(3) When recruiting to fill a sensitive position NCS (1), ADP II, or CS (2) ADP I, and the applicant is not employed by the installation/activity.

c. The gaining Security Office will make telephonic inquiries of applicants losing Security Office, the Defense Central Index of Investigations (DCII), Central Clearance Facility (CCF) and losing personnel office may also be contacted in order to obtain information to complete the preappointment security check. Data may be obtained from DA Form 873, SF 171 (Application for Federal Employment), SF 75 (Request for Preliminary Employment Data), DD Form 1879 (Request for Personnel Security Investigation), etc.

d. The Security Office will certify by endorsement to the CPO that the individual is eligible or ineligible for appointment to a sensitive position based upon the results of the Security check. The CPO will ensure that no commitment to hire will be made until the candidate's eligibility for a sensitive position has been established. A favorable determination will be made if--

(1) The required investigation has been completed, is currently valid, and has been favorably adjudicated, or ... in an emergency situation investigation has been waived in accordance with paragraph 3-204 above.

(2) No unfavorable information (including security, personnel, or medical records) developed subsequent to the most recent investigation is recorded in the files of the current or most recent Federal employer or the DCII.

e. A Copy of the memorandum will be maintained in the subject's OPF until reassignment, retirement or separation.

Page 23, Paragraph 4-103, Investigations Conducted and Clearances Granted by Other Agencies of the Federal Government. Add subparagraph g after subparagraph f.

g. A full field investigation (FFI) conducted by any U.S. Government agency under E.O. 10450, is accepted without further investigation when a review of the investigative report indicates that it meets the scope

prescribed in appendix B, basic regulation for a BI, or a special background investigation (SBI).

Page 24, paragraph 5-103, Request Procedures. Add the following at the end:

The Office of Personnel Management (OPM) National Agency Check and written inquiries (NACI) will normally be requested by CPOs. The NACIs will be initiated as follows:

a. For civilians assigned to nonsensitive positions.

b. For civilians tentatively selected for appointment to noncritical sensitive positions, and who are new to Federal employment or need a new NACI because of a break longer than one year in Federal employment.

Page 24, paragraph 5-105c. Add the following at the end:

When the subject of a BI, SBI, or a PR refuses to provide biographical information on investigative forms, the individual shall be interviewed by a senior official who can counsel him/her on the adverse job/career impact that can result from possible loss of clearance. If the individual still declines to provide the necessary information, debrief the individual from the sensitive compartmented information (SCI) or special access program (SAP) if the person has SCI or SAP access; suspend all access, as applicable; and report the circumstances to CCF who will make a determination to revalidate or revoke the clearance.

Page 26, paragraph 7-100c. Add the following at the end:

Officials authorized to designate sensitivity of civilian positions will also determine and record the level of access required by the incumbent. This will be done in conjunction with the records required by paragraph 3-103, basic regulation, for civilian personnel. Military access requirements will be recorded in the military TDA.

Page 27, paragraph 7-101, Issuing Clearance. Add subparagraph h after subparagraph g.

h. AMC (formerly DARCOM) Form 1209 (Request for Security Clearance) or other similar form will be used to request and record security clearance actions. The employing office security monitor/security representative or administrative support personnel will prepare **AMC Form 1209** and maintain records of request actions and clearance status.

Page 27, paragraph 7-102a. Add the following at the end:

Security Office records will document degree of access granted.

Page 27, paragraph 7-102e. Add the following at the end:

The local commander may grant access to such persons. The security manager may be delegated this duty. After 1 January 1990 all clearances must be

computer generated by CCF. AMC Security Offices will establish and maintain an automated security roster, updated weekly as minimum, to be used locally for access to classified meetings, briefings, and information for annual reports.

Page 31, paragraph 9-102, Supervisory Responsibility. Add the following at the end:

Supervisors shall continuously assess the reliability and trustworthiness of employees having sensitive duties to ensure that security clearances remain consistent with national security. Criteria for judging this eligibility are in paragraph 2-200, and appendix E, basic regulation. When such conditions come to the supervisor's attention, the facts should be immediately reported to the security manager.

Page 30, paragraph 9-200, General. Add the following at the end:

Briefing requirement of chapter X, AR 380-5 and AMC Supplement 1, thereto, fulfill the requirement of this section and should be referred to for additional guidance.

Page 33, paragraph 10-102b. Add the following at the end:

Access to investigate reports is permitted for making personnel determinations concerning suitability, clearance, access, etc. Use of information developed during a personnel security investigation (PSI) as a factor in the employment selection process is not authorized. Employment selections must be based upon qualifications only.

Page 33, paragraph 10-102c. Add the following at the end:

Information contained in a report of investigation (ROI) must not be provided to the subject of the ROI or the subject's representative without written approval of the investigating agency.

Page 33, paragraph 10-103a. Add the following at the end:

The security manager will maintain records to identify the location of ROIs being staffed for suitability determination.

Page 33, paragraph 10-103e. Add the following at the end:

Compiled clearance information such as automated data processing (ADP) printouts and personnel rosters will be protected at the minimum of "For Official Use Only."

Page 33, paragraph 11-101c(2). Add the following at the end:

The HQ AMC Deputy Chief of Staff for Intelligence is responsible for implementation of, and compliance with DOD and DA Personnel Security Program

requirements throughout AMC. The Chief, AMC Security Support Activity, is responsible for monitorship, through inspections, of the AMC Personnel Security Program.

Page 34, paragraph 11-102c and d. Add subparagraph (e) after subparagraph (d).

(e) Recurring report DD-POL(A)1749 will be forwarded to AMCMI-CS by 31 October annually, reporting on the previous fiscal year. The following data will be consolidated for all AMC individuals under the cognizance of each MSC/SRA and will be reported strictly through command channels:

- (1) Military - Number currently having SCI access.
- (2) Military - Number with TOP SECRET clearances regardless of current access (including those that have SCI access).
- (3) Military - Number with TOP SECRET access (including SCI).
- (4) Military - Number with SECRET clearances regardless of current access.
- (5) Military - Number with SECRET access.
- (6) Military - Number with CONFIDENTIAL clearances regardless of current access.
- (7) Military - Number with CONFIDENTIAL access.
- (8) Civilian - Number currently having SCI access.
- (9) Civilian - Number with TOP SECRET clearances regardless of current access (including those that have SCI access).
- (10) Civilian - Number with TOP SECRET access (including SCI).
- (11) Civilian - Number with SECRET clearances regardless of current access.
- (12) Civilian - Number with CONFIDENTIAL clearances regardless of current access.
- (13) Civilian - Number with CONFIDENTIAL access.

This information will be submitted in an unclassified format.

Page 34, paragraph 11-103, Inspections. Add the following to the end:

The personnel security program will be included in the scope of the physical security surveys and information security program inspections conducted by the AMC Security Support Activity (SSA). Additionally the local Security Officer shall conduct program reviews to ensure compliance with the

basic regulation and this supplement. Items of interest for both the AMC SSA and the local security officer will be a review of requests for emergency exception appointments and interim clearances to identify systemic problems in the appointment/clearance process.

Page 38, paragraph B5a, Periodic Reinvestigations. Add the following to the end:

At present, PRS are conducted by DIS for all civilian and military employees who currently have access to SCI or single integrated operation plan-extremely sensitive information (SIOP-ESI), special access programs, or are assigned presidential support duty or NATO units and whose last investigation is now older than 4 years 9 months, and to those categories of personnel whose investigations attain age 4 years 9 months in the future.

Page 39, paragraph C2, C4, C5, C6, C7, AND C12. Note all references to FD 258.

Do not use fingerprint cards FD 258, REV 7-13-77; or REV 12-19-82 with batch number of 1985-485-295. Fingerprint cards REV 12-29-82, with batch number other than above are still good and may continue to be used. Only fingerprint cards obtained through U.S. Army publications channels should be used for submitting fingerprints to the Federal Bureau of Investigation (FBI).

The proponent of this publication is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCMI-CS, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

OFFICIAL:

JERRY C. HARRISON
Major General, USA
Chief of Staff

THOMAS H. DOLAN
Chief, Operations and Systems
Integration Division

DISTRIBUTION:

Initial Distr (60) 1 ea HQ Actv/Staff Ofc
AMCMI-CS (10)
B LEAD Distr (3,000)
AMXDO-SP (200)
HQDA (DAMI-CIS)