CIVILIAN APPOINTMENT	INVESTIGATIVE REQUIREMENT	ACTION BY:			
		HRO	SECURITY MANAGER	OPM	DON CAF
Nonsensitive Position	NACI	Completes sections A-K of SF85, SF85P and SF87. Forwards Package to OPM. Note: Item J of SF85 must identify activity UIC and H(SOI) as NV00.		Forwards Scheduled Notice to activity that case is open. Initiates OFI Forms (Inquiries) and sends SF87 to FBI. Forwards completed NACI to DON CAF.	Records completion of NACI and forwards results to activity. No security determinations made. Suitability decision coordinated with HRO/Security Mgr on OPM Form OFI Form 79A.
Noncritical-Sensitive Position	NACI	Completes initial SF86 and SF87. Forwards package to OPM. Furnishes employee's employment date/position/grade to Security Mgr. Note: On SF86 verify info for Item #C and #D w/Security Mgr and include UIC in Item #0. #L(SOI) must show NV00.	Makes interim access determination and reviews OPF and SF86. Prepares OPNAV Form 5510/413 to DON CAF as necessary. Verifies employee's citizenship. Records clearance determination on OPNAV 5520/20 upon: notification from DON CAF; investigation results are returned; and favorable suitability decision is made. Forwards certification of investigation to HRO for filing in OPF.	Forwards Scheduled Notice to activity that case is open. Initiates OFI Forms (Inquiries) and sends SF87 to FBI. Forwards completed NACI to DON CAF.	Records completion of NACI. Adjudicates results of NACI for clearance determination. Forwards results to Security Mgr to coordinate suitability decision w/HRO on OPM Form OFI Form 79A. Sends clearance authorization message.
Critical-Sensitive Position	BI	Furnishes employee's employment date, position and grade to Security Manager for reinvestigations which are initiated by the command.	Instructs employee in completing DD-398. Completes FD-258 and DD-1879. Note: On listed in Item #1. Provides copy of DD-1879/398 to HRO for OPF. Mails BI to DIS. Monitors status. Initiates OPNAV 5520/20 and determines eligibility for interim access. Upon notification from DON CAF grants final clearance.		Records completion of BI and adjudicates for clearance determination. Sends clearance authorization message.

CIVILIAN APPOINTMENT	INVESTIGATIVE REQUIREMENT	ACTION BY:			
		HRO	SECURITY MANAGER	OPM	DON CAF
Transfer from Nonsensitive position to Noncritical-sensitive position (Note: SF171 or OPF may be screened by Security Manager)	Security eligibility adjudication	Furnishes employee's employment date, position and grade to Security Mgr. Forwards copy of original NACI to Security Mgr to verify completion of NACI.	Completes parts I and II of OPNAV-6510/413. Note: Annotates REMARKS/ENCLOSURES block of OPNAV 6510/413 "Processed NACI of (date)" (or barcoded), "NACI not Available at Activity", or "NACI Closed w/Results (date)". Attach copy of certification of investigation. Mail original to DON CAF and maintain copy to track status.		Adjudicates case and sends clearance authorization message.
Transfer from another command or outside DON	Security eligibility adjudication	Forwards SF75 info from previous agency with request to Security Manager that employee be granted access to Confidential or Secret material. Furnishes employee's employment date position and grade.	Completes parts I and II of OPNAV-6510/413. Note: Enters explanation of situation in REMARKS/ENCLOSURES block of OPNAV-6510/413 and forwards package to DON CAF.		Adjudicates case and sends clearance authorization message.
Interim Confidential/ Secret Clearance/ Access	NACI has been requested and Local records check is favorable or OPNAV 6510/413 sub to DON CAF for Final Clearance authorization.	Same procedure as Noncritical-sensitive position.	Conducts local records check, then follows same procedure for Noncritical- sensitive position. Monitor status of action request on OPNAV 6510/413.		Same procedure as Noncritical-sensitive position.
Interim Top Secret Clearance/ Access	BI has been requested. Local records check is favorable or OPNAV 6510/413 subject to DON CAF for Final Clearance authorization NACI, NAC, or ENTNAC must have been completed and information available.	Same procedure as Critical-sensitive position.	Conducts local records checks, and then follows procedures for Critical-sensitive position.		Same procedure as Critical- sensitive position.

NONCRITICAL-SENSITIVE POSITIONS:

Selecting Official makes tentative selection. Forwards selectee's application to the security manager for screening.

Security manager performs initial screening of application for citizenship and information affecting security eligibility determination.

Security manager and selecting official make interim clearance/access determination (Confidential or Secret)

Security manager initiates interim clearance authorization and determines if submission of OPNAV Form 5510/413 to DON CAF is required. Provides a copy of clearance attached to application and returns it to selecting official if an interim clearance will be granted. If not, returns application to selecting official with notification that interim will NOT be granted.

Selecting Official returns certification package to HRO with copy of authorization if interim clearance is granted.

HRO notifies selectee. Establishes entrance on duty date. Completes SF86 and SF87 annotating blocks of the SF86 with the command's UIC (#0) and the level of clearance requested (#D). Forwards application, SF86 and SF87 to OPM.

OPM forwards Scheduled Notice to activity that case is open. Initiates OFI Forms (inquiries) and sends SF87 to FBI.

OPM forwards OFI Forms, SF171, SF86 and results from FBI (SF87) to DON CAF.

DON CAF adjudicates results of NACI and makes clearance determination. Forwards SF171, SF86 (Completed NACI) to employing activity Security Manager to coordinate suitability decision.

If favorable, Security Manager initiates OPNAV-5520/20, Certificate of Personnel Security Investigation, Clearance and Access and forwards along with Certification of Investigation, SF171 and SF86 to HRO. If the investigation results include derogatory information, the Security Manager will notify the employing supervisor and an employment determination will be made (i.e., retain or not based on suitability). SF171 and SF86 are forwarded to HRO. If a favorable employment determination is reached the Security Manager will request clearance authorization from DON CAF via OPNAV 5510/413.

CRITICAL-SENSITIVE POSITIONS:

Same as above

Security Manager instructs individual in completing DD-398. Completes DD-1879 and FD-258. Forwards copy of DD-1879 to HRO for filing in OPF. Forwards request for BI to DIS. Determines eligibility for interim access.

DON CAF adjudicates results of BI and sends clearance authorization message.

If favorable, Security Manager will record clearance on OPNAV-5520/20. If the investigation results include derogatory information, the Security Manager will notify the employing supervisor and an employment determination will be made (i.e., retain or not base on suitability). If a favorable employment determination is made the Security Manager will request clearance authorization from DON CAF via OPNAV 5510/413.