

DEPARTMENT OF HEALTH AND HUMAN SERVICES OFFICE OF THE SECRETARY

REQUEST FOR SECURITY CLEARANCE

For Access to Classified National Security Information

Date

INSTRUCTIONS: The Personnel Security Representative of employee's organization shall submit to the Director, Personnel Security & Drug Testing Program Division, ASPER, this completed request form and, if necessary, a memorandum explaining any known security, suitability or misconduct information about this employee. The clearance justification statement must specifically explain the need for access to classified national security information and the highest level of access required.

It is requested that a security clearance be granted to the below named employee to permit access to information and material classified up to and including the circled level:

Confidential Secret Top Secret

Employee Name	Title, Division, Bureau, Agency	DOB
		GRADE

Justification:

REQUESTED BY (Supervisor)	Signature	Title

I concur with the justification statement above relating to my need for a security clearance. If granted, I will be required to sign a Nondisclosure Agreement at the time of my initial security briefing. I am also aware that if this clearance is at the Top Secret level that I will be subject to random drug testing under the HHS Drug-Free Workplace Program since my position will become a Testing Designated Position.

Employee's Signature _____ Date _____

CONCURRENCE	Personnel Security Representative

CERTIFICATE OF SECURITY CLEARANCE

This is to certify that the above named employee has been cleared for access to classified national security information up to and including the _____ level on a need-to-know basis.

Clearance is based on

Signature of Director, Personnel Security & Drug Testing Division	DATE

The Personnel Security Representative is responsible for the security briefing of the employee. Security Clearance does not become effective until employee has had a security briefing and signs a SF-312, Classified Information Nondisclosure Agreement.