

necessary for current adjudicative determinations.

2. No abbreviated version of DD Form 398 may be submitted in connection with a PR.

3. The PR request shall be sent to the address in paragraph E.1.

G. *Additional investigation to resolve derogatory or adverse information.* 1. Requests for additional investigation required to resolve derogatory or adverse information shall be submitted by DD Form 1879 (Request for Personnel Security Investigation) to the: Defense Investigative Service, P.O. Box 454, Baltimore, Maryland 21203.

Such requests shall set forth the basis for the additional investigation and describe the specific matter to be substantiated or disproved.

2. The request should be accompanied by an original and four copies of the DD Form 398, where appropriate, two copies of FD-258 and an original copy of DD Form 2221, unless such documentation was submitted within the last 12 months to DIS as part of a NAC or other personnel security investigation. If pertinent, the results of a recently completed NAC, NACI, or other related investigative reports available should also accompany the request.

H. *Obtaining results of prior investigations.* Requesters requiring verification of a specified type of personnel security investigation, and/or requiring copies of prior investigations conducted by the DIS shall submit requests by letter or message to: Defense Investigative Service Investigative Files Division, P.O. Box 1211, Baltimore, Maryland 21203, Message Address: DIS PIC BALTIMORE MD/D0640.

The request will include subject's name, grade, social security number, date and place of birth, and DIS case control number if known.

I. *Requesting postadjudication cases.* 1. Requests pertaining to issues arising after adjudication of an investigation

(postadjudication cases) shall be addressed to DIS on a DD Form 1879 accompanied by a DD Form 398, where appropriate.

2. All requests for initial investigations will be submitted to PIC regardless of their urgency. If, however, there is an urgent need for a postadjudication investigation, or the mailing of a request to PIC for initiation of a postadjudication case would prejudice timely pursuit of investigative action, the DD Form 1879 may be directed for initiation, in CONUS, to the nearest DIS Field Office, and in overseas locations, to the military investigative service element supporting the requester (Appendix I). The field element (either DIS or the military investigative agency) will subsequently forward either the DD Form 1879 or completed investigation to PIC.

3. A fully executed DD Form 1879 and appropriate supporting documents may not be immediately available. Further, a case that is based on sensitive security issues may be compromised by a request that the subject submit a DD Form 398. A brief explanation should appear on DD Form 1879s which does not include complete supporting documentation.

J. *Requests involving contractor employees.* To preclude duplicative investigative requests and double handling of contractor employee cases involving access to classified information, all requests for investigation of contractor personnel must be submitted, using authorized industrial security clearance forms, for processing through the Defense Industrial Security Clearance Office, except for programs in which specific approval has been obtained from the Deputy Under Secretary of Defense for Policy to utilize other procedures.

K. *Responsibility for proper documentation of requests.* The official signing the request for investigation shall be responsible for insuring that all documentation is completed in accordance with these instructions.

APPENDIX C TO PART 154—TABLES FOR REQUESTING INVESTIGATIONS

GUIDE FOR REQUESTING BACKGROUND INVESTIGATIONS (BI) (TABLE 1)

A If the individual is a:	B And duties require:	C Then a BI is required before:
U.S. national military member, civilian, consultant, or contractor employee.	Top Secret clearance .....	Granting final clearance.
U.S. national civilian employee .....	Assignment to a "Critical" sensitive position.	Assignment to the position.
U.S. national military member, DoD civilian or contractor employee.	Occupying a "critical" position in the Nuclear Weapon Personnel Reliability Program (PRP).	Occupying a "critical" position.
U.S. national military member or civilian employee.	Granting, denying clearances .....	Performing clearance functions.
U.S. national military member or civilian employee.	Membership on security screening, hearing, or review board.	Appointment to the board.
Immigrant alien .....	Limited access to Secret or Confidential information.	Issuing limited access authorization (Note 1).

GUIDE FOR REQUESTING BACKGROUND INVESTIGATIONS (BI) (TABLE 1)—Continued

A If the individual is a:	B And duties require:	C Then a BI is required before:
Non-U.S. national employee excluding immigrant alien. Non-U.S. national nominee military education and orientation program (from a country listed at Appendix G). U.S. national military member DoD civilian or contractor employee. U.S. national military member, DoD civilian or contractor employee assigned to NATO.	Limited access to Secret or Confidential information. Education and orientation for of military personnel. Assignment to a category two Presidential Support position. Access to NATO COSMIC information .....	Issuing limited access authorization. Before performing duties. Assignment. Access may be granted.

NOTE 1: BI will cover a 10 year scope.

GUIDE FOR REQUESTING SPECIAL BACKGROUND INVESTIGATIONS (SBI) (TABLE 2)

A If the individual is a:	B And duties require:	C Then a SBI is required before:
U.S. national military member, DoD civilian, consultant, or contractor employee.	Access to SCI ..... Assignment to a category one Presidential Support position. Access to SIOP-ESI ..... Assignment to the National Security Agency. Access to other Special Access programs approved under § 154.17(g). Assignment to personnel security, counter-intelligence, or criminal investigative or direct investigative support duties.	Granting Access. Assignment. Granting access. Assignment. Granting access. Assignment.

GUIDE FOR REQUESTING PERIODIC REINVESTIGATIONS (PR) (TABLE 3)

A If the individual is a:	B And duties require:	C Then a PR is required before:
U.S. national military member, DoD civilian, consultant, or contractor employee.  U.S. national civilian employee ..... Non-U.S. national employee .....	Access to SCI ..... Top Secret Clearance .....  Access to NATO COSMIC .....  Assignment to Presidential Support activities. Assignment to a "Critical" sensitive position. Current limited access authorization to Secret or Confidential information.	5 years from date of last SBI/BI or PR. 5 years from date of last SBI/BI or PR. 5 years from date of last SBI/BI or PR. 5 years from date of last SBI/BI or PR. 5 years from last SBI/BI or PR. 5 years from last SBI/BI or PR.

GUIDE FOR REQUESTING DOD NATIONAL AGENCY CHECK WITH INQUIRIES (DNACI) OR NACI (TABLE 4)

A If the individual is a:	B And duties require:	C Then DNACI/NACI is required
U.S. national military member or contractor  U.S. national civilian employee or consultant.  U.S. national military member, DoD civilian or contractor employee.	Secret clearance ..... Interim Secret Clearance ..... Secret clearance ..... Interim Secret Clearance .....  Appointment to "Non Critical" sensitive position. Occupying a "controlled" position in the Nuclear Weapon PRR.	Before granting clearance (note 1). May be automatically issued (note 2). Before granting clearance. May be automatically issued (note 3). Before appointment. Before assignment.

GUIDE FOR REQUESTING DOD NATIONAL AGENCY CHECK WITH INQUIRIES (DNACI) OR NACI (TABLE 4)—Continued

A If the individual is a:	B And duties require:	C Then DNACI/NACI is required
Applicant for appointment as a commissioned officer.	Commission in the Award Forces .....	Before appointment (after appointment for health professionals, chaplains, and attorneys, under conditions authorized by § 154.15(d) of this part).
Naval Academy Midshipman, Military Academy Cadet, or Air Force Academy Cadet.	Enrollment .....	To be initiated 90 days after entry.
Reserve Officer Training Corps Cadet of Midshipman.	Entry to advanced course or College Scholarship Program.	Then a DNACI is required to be initiated 90 days after entry.

Note 1: First term enlistees shall require an ENTNAC.  
 Note 2: Provided DD Form 398-2 is favorably reviewed, local records check favorably accomplished, and DNACI initiated.  
 Note 3: Provided an authority designated in Appendix E finds delay in such appointment would be harmful to national security, favorable review of DD Form 398-2; NACI initiated; favorable local records check accomplished. Table 5.

GUIDE FOR REQUESTING NATIONAL AGENCY CHECKS (NAC) (TABLE 5)

A If the individual is a:	B And duties require:	C Then a NAC is required:
A first-term enlistee .....	Retention in the Armed Forces (including National Guard and Reserve).	To be initiated NLT three work days after entry (note 1).
Prior service member reentering military service after break in Federal employment exceeding 1 year.	Retention in the Armed Forces (including National Guard and Reserve).	To be initiated NLT three work days after reentry.
Nominee for military education and orientation program.	Education and orientation of military personnel.	Before performing duties (note 2).
U.S. national military, DoD civilian, or contractor employee.	Access to restricted areas, sensitive information, or equipment as defined in § 154.18(b).	Before authorizing entry.
Nonappropriated fund instrumentality (NAFI) civilian employee.	Appointment as NAFI custodian .....	Before appointment.
	Accountability for non appropriated funds ..	Before completion of probationary period.
	Fiscal responsibility as determined by NAFI custodian.	Before completion of probationary period.
	Other "positions of trust" .....	Before appointment.
Persons requiring access to chemical agents.	Access to or security of chemical agents ...	Before assignment.
U.S. national, civilian employee nominee for customs inspection duties.	Waiver under provisions of § 154.18(d) .....	Before appointment (note 3).
Red Cross/United States Organization personnel.	Assignment with the Armed Forces overseas.	Before assignment (See note 4 for foreign national personnel).
U.S. national .....	DoD building pass .....	Prior to issuance.
Foreign national employed overseas .....	No access to classified information .....	Prior to employment (note 4).

Note 1: Request ENTNAC only.  
 Note 2: Except where personnel whose country of origin is a country listed at Appendix G, a BI will be required (See § 154.18(1)).  
 Note 3: A NAC not over 5 years old suffices unless there has been a break in employment over 12 months. Then a current NAC is required.  
 Note 4: In such cases, the NAC shall consist of: (a) Host government law enforcement and security agency record checks at the city, state (province), and national level, and (b) DCII.

APPENDIX D TO PART 154—REPORTING OF NONDEROGATORY CASES

Background Investigation (BI) and Special Background Investigation (SBI) shall be considered as devoid of significant adverse information unless they contain information listed below:

1. Incidents, infractions, offenses, charges, citations, arrests, suspicion or allegations of illegal use or abuse of drugs or alcohol, theft or dishonesty, unreliability, irresponsibility, immaturity, instability or recklessness, the

use of force, violence or weapons or actions that indicate disregard for the law due to multiplicity of minor infractions.

2. All indications of moral turpitude, heterosexual promiscuity, aberrant, deviant, or bizarre sexual conduct or behavior, transvestitism, transsexualism, indecent exposure, rape, contributing to the delinquency of a minor, child molestation, wife-swapping, window-peeping, and similar situations from whatever source. Unlisted full-time employment or education; full-time education or employment that cannot be verified by any