



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
102 MCNAIR DRIVE  
FORT MONROE VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

ATIN-SE (380-67a)

27 December 2000

MEMORANDUM FOR TRADOC Installation Security Managers

SUBJECT: Policy Guidance for Processing Personnel Security Clearances for IET Soldiers

1. References:

- a. AR 380-67a, DA Personnel Security Program, dated 9 Sep 88.
- b. Memorandum, HQDA DAMI-CH, subject: Personnel Security, effective 1 Jan 99.

2. Background: During the past year, TRADOC has experienced a rise and fall in the numbers of holdovers at training installations. While many of these numbers are due to the timeframe that the Defense Security Service is taking to open/conduct/close investigations, some can be attributed to our processing of soldiers. My security office has devoted much time and effort analyzing these trends and have determined that the procedures set forth below, would dramatically reduce the numbers of holdovers, submissions, or resubmissions of clearance investigative requests throughout TRADOC. While this may seem burdensome on you and your installation security manager, it will aid in keeping our security holdovers at the lowest possible levels.

3. In an effort to reduce and maintain low security holdovers, request that all security managers, at all levels, ensure that the following is included in every soldier's personnel record prior to their PCS:

- a. Hard copy of soldier's completed EPSQ (SF 86), and
- b. Hard copy of Security Manager's EPSQ certification coded "Enlistment" and either "Secret," "Top Secret," or "SCI" as appropriate, and
- c. Diskette containing soldier's EPSQ and Security Manager's EPSQ certification, and/or

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d. Printout of either the Defense Security Service EPSQ Receipt System or DCII indicating the soldier's EPSQ has been received or opened at DSS, and

e. If required, DA Form 873 granting an interim security clearance if requirements outlined in above references are met.

4. If items 2a - 2d are not included in the soldier's personnel file prior to PCS, losing Security Managers should provide a Memorandum for Record indicating the status of the soldier's investigation or security clearance (example at enclosure).

5. As a common courtesy, Security Managers of soldiers departing BCT installations are encouraged to provide the gaining AIT Security Manager a listing via electronic mail of all soldiers arriving at the AIT installation with the status of the soldier's investigation or security clearance.

6. By utilizing the above steps, you will aid in the processing of AIT soldiers upon arrival at training installations and ensure that the appropriate investigation has been submitted prior to their arrival.

7. TRADOC POC is Ms. D. Willis, DSN 680-3009, Commercial (757) 788-3009, E-mail: willisdj@monroe.army.mil.

Encl



MAXIE L. MCFARLAND  
Colonel, GS  
Deputy Chief of Staff  
For Intelligence

**(SAMPLE)**

(Command Letterhead)

(Office Symbol) (380-67a)

(Current Date)

MEMORANDUM FOR RECORD

SUBJECT: IET Soldier - Personnel Security Investigation/  
Clearance Verification

1. Subject verification follows:

- a. Name: (Insert Full Name)
- b. SSN: (Self Explanatory)
- c. Rank: (Self Explanatory)
- d. Date of Birth: (Self Explanatory)
- e. Place of Birth: (Self Explanatory)
- f. Type of Investigation: (Insert NACLIC or SSBI)
- g. Investigation Submission/Receipt/Open (Cross Out One)  
Date: (Insert date investigation was submitted, received, or  
opened at DSS)
- h. Type of Clearance Granted: (Insert N/A, Interim Secret,  
or Interim Top Secret, as appropriate)
- i. Date Clearance Granted: (Insert N/A or date granted)

2. The POC is (insert POC's name, DSN, commercial phone number,  
and email address.

(Security Manager's Signature)

(Security Manager's Signature  
Block Information)