



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

REPLY TO
ATTENTION OF

S: 30 Apr 02

ATIN-SE (380-67a)

3 APR 2002

MEMORANDUM FOR

Commanders, TRADOC Installations
Commander, U.S. Army Accessions Command
Commandants, TRADOC Service Schools
HQ TRADOC, Chiefs of General and Special Staff Offices

SUBJECT: Personnel Security Periodic Reinvestigations (PRs)

1. Reference memorandum, HQ TRADOC, ATIN-SE, 28 Nov 00, subject as above.
2. Reference directed TRADOC commanders and chiefs of general and special staff offices to ensure the submission of outdated personnel security investigations (PSIs) for Secret and Confidential security clearances to the appropriate investigative agency no later than **30 Apr 02**. This would ensure PSIs are received/open prior to mandated downgrading actions.
3. Throughout TRADOC, there are 1,200 backlog and approximately 1,000 outdated recurring PRs for Secret and Confidential security clearances that have not been submitted to date. Accordingly, commanders will:
 - a. Immediately scrub security clearance and access rosters and withdraw individuals who no longer require access to classified/sensitive unclassified information.
 - b. Submit all backlog PRs to the appropriate investigative agency by **30 Apr 02**.
 - c. Submit outdated recurring PRs to the appropriate investigative agency by **31 May 02**.
 - d. Submit recurring PRs no later than 90 days prior to the PSI anniversary date to the appropriate investigative agency if continued access at same level is warranted.

Exceptions are personnel currently deployed, military personnel separating from service within one year, and Army civilian personnel who are retiring or resigning from government service within one year.

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4. Meeting above timelines will ensure the investigations are received and opened by the appropriate agency prior to Army taking action to downgrade security clearances.

5. Incoming personnel having outdated PSIs (outdated 6 months or less) and requiring same-level, security clearance access will complete and provide a PR Electronic Personnel Security Questionnaire (EPSQ) to the appropriate security manager within 30 days of arrival. An initial EPSQ will be submitted for outdated PSIs greater than 6 months old. In turn, security managers will submit EPSQs to the appropriate investigative agency within 15 days of receipt. Access to classified information is not authorized until the security manager receives the individual's EPSQ.

6. TRADOC security managers will formally nominate for immediate downgrading those individuals having outdated PSIs and have failed to submit PR EPSQs within above timeframes. This will be accomplished by submitting a DA Form 5247-R (Request for Security Determination) to the U.S. Army Central Personnel Security Clearance Facility.

7. TRADOC point of contact is Ms. D. Willis, DSN 680-3009 or (757) 788-3009, willisdj@monroe.army.mil.

FOR THE COMMANDER:



LARRY R. JORDAN
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

CF:
TRADOC Security Managers