



DEPARTMENT OF THE ARMY
US ARMY CENTRAL PERSONNEL SECURITY CLEARANCE FACILITY
FORT GEORGE G. MEADE, MARYLAND 20765-6250

REPLY TO
ATTENTION OF:

PCCF-SA (380-67)

22 December 2000

MEMORANDUM FOR Headquarters, US Army Training and Doctrine
Command, DCSINT, Fort Monroe, VA 23651

SUBJECT: Security Clearance Holdover Procedures

1. In order to enhance our ability to intensely manage the processing of security clearance holdovers, request implementation of the following procedures:

a. TRADOC Training Bases. E-mail your WEEKLY security holdover list with names and social security numbers, as an MS Word attachment, to the CCF Security Holdover Desk Officer, Mrs. Debra Balbaugh at: balbaugD@ccf1.ftmeade.army.mil with Courtesy Copies addressed to: chandleb@ccf1.ftmeade.army.mil and willisdi@monroe.army.mil. We must receive your updates on a weekly basis to properly monitor the security clearance process for each soldier.

b. CCF Security Holdover Desk Officer.

(1) E-mail results of DCII and CCF CMS status checks on each security clearance holdover to the respective training base on a weekly basis.

(2) Expedite the adjudication of security clearances upon receipt of the completed investigation from the Defense Security Service (DSS) or the Office of Personnel Management (OPM).

(3) Provide daily e-mail notification whenever a security clearance is granted or denied/revoked.

2. If you have questions concerning the above, please contact me at (301)677-6063.

Original Signed
B.J. CHANDLER
DAC
Chief, Special Actions Branch

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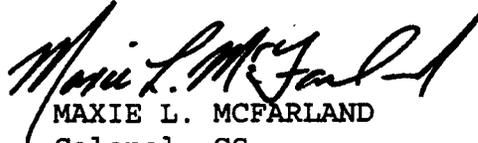
ATIN-SE (PCCF-SA/22 Dec 00) (380-67a) 1st End
Ms. Willis/djw/DSN 680-3009
SUBJECT: Security Clearance Holdover Procedures

HQ TRADOC DCSINT, ATTN: ATIN-SE (Ms. Willis), Fort Monroe,
VA 23651

8 JAN 2001

FOR TRADOC Installation Security Managers

1. Basic memorandum forwarded for your compliance/action.
2. Weekly security clearance holdover listings will be forwarded to USACCF and HQ TRADOC DCSINT Personnel Security via electronic mail each Monday by 1200 hours.



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