

Security Clearance/Background Investigation Initiation Request Form Instructions

All required forms are in the attachment portion on the left hand side of this form

NOTE

After you have opened and filled out a document in the attachments, click "Save" and close that attachment. The document will save in the packet. You do not have to "Save As". Once the entire packet is filled out, click "Save As". This packet is meant for you to email this packet as one attachment per individual.

Fill out and Submit:

- State Employee Background Investigation Form (For State & Contractors)
- Security Clearance/Background Investigation Initiation Request Form OF 306
- Submit a copy of the Contract and/or PWS (Performance Work Statement)

The point of contact for Title 5 Employees, State Employees and State Contractors are:

SCARNG STATE PERSEC OFFICE
ng.sc.scarng.list.j2-persec@army.mil
803-299-4080

Security Clearance/Background Investigation Initiation Request Form

The following information will need to be provided in order for the SCARNG Personnel Security Office to initiate a security clearance/background investigation

Individual's Status:

Part 1: Accesses

iPERMS	Emilpo
DPRO	Record Brief
IPPS-A	SIBx
RCAS	RPAMNext
DODIN-A (NG)	Facility Access

Part 2: Subjects Information

SSN:	Prefix:		
Last Name:	First Name:	Middle Name:	
Suffix:	DOB:	Country of Birth:	State of Birth:
City of Birth:	P. Phone:	S. Phone	
P. E-Mail:	S. E-Mail:		

Subject's Digital Signature:

NOTE

Fingerprint cards need to be submitted to the SCARNG Personnel Security Office if the investigation is a first time request for a SECRET clearance, and upgrade to TS/SCI, or if there was a 24 month break in service. The subject can also make an appointment and come into the office and get their fingerprints electronically scanned. **No fingerprints are required for a reinvestigation on a current clearance.** All security requests can be submitted **30 days** from the last investigation closed date.

It has been determined you require a security clearance or background check to be eligible for your position. In order to be granted one you will have to provide important information about yourself on the SF 85/86 to help determine if you are eligible. Some examples of this information include:

- Where you lived
- Where you worked
- Where you went to School
- Contact information for people who knew you at each location
- Foreign Contacts
- Foreign Activities (Outside of military)
- Foreign Business, Professional Activities, and Foreign Government Contacts
- Mental and Emotional Health
- Financial Records
- Criminal Records

Please have this information on hand when you are initiated for your investigation and are needing to fill out the online SF 85/86.