



JUSTIFICATION FOR SENSITIVE COMPARTMENTED INFORMATION (SCI) ACCESS FORM INSTRUCTIONS

Employees requiring access to TS/SCI must provide detailed information to the following questions in block # 7 of the attached form: The justification should be specific and detailed, taking caution to not disclose any classified information, and should not be a cut and paste from their position description. If additional space is required, please attach a separate sheet.

1. What SCI compartments are needed for this position? Compartments must be listed.
2. On what will you be working that requires SCI access?
3. Identify who within the Intelligence Community you will be interacting with and/or who will be providing SCI materials to you.
4. If outside of the NCR identify which SCIFs you will require access to. Are there any existing MOU/MOA's in place?
5. Will you require access to any systems? If so, please identify.
6. What other relevant information can you provide regarding the need for SCI access as it relates to your duties and your agencies mission?

For TS/SCI requests, the Requesting Official MUST be the individual's Under Secretary, Assistant Secretary, or Staff Office Director. If you are in a Mission Area, the Under Secretary must be the signatory on this form. Staff Office Directors are only for offices such as OIG, OGC, etc.

The following forms must accompany the AD-1188 for all SCI requests: the Authorization for Release form, the SCI Credit Release form, the Foreign National Contacts form, AD-332, PDR and Position Description, the SF86C if the existing SF86 is close to or over one year old from the date the SF86 release forms were signed. Failure to include all the required forms will cause a delay in SCI processing. If you have any questions or if you need further assistance regarding SCI access, please contact USDA SSO at cnsis@usda.gov.

NOTICE: The Privacy Act, 5 U.S.C. 552a, requires that federal agencies inform individuals at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number (SSN) is Executive Order 9397. Your SSN is needed to keep records accurate because other people many have the same name and birth date. Your SSN will be used to identify you precisely when it is necessary to 1) certify that you need to have access as indicated above or 2) determine that your access to such information is no longer needed. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of such certifications or determinations, or possibly result in the denial of your being granted access to classified information.



OFFICE OF HOMELAND SECURITY (OHS) PERSONNEL & DOCUMENT SECURITY DIVISION (PDSD) REQUEST FOR SENSITIVE COMPARTMENTED INFORMATION (SCI) ACCESS

1. Employees Full Legal Name	2. Position Title	3. Status (Government, Contractor, Other)
		3a. Contractors, please provide contract number below.
4. SSN (Last 4)	5. Agency	6. Office

7. Access Justification- (Must be specific)

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8. SCI Compartments Requested	
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I have read the justification statement above relating to the need for access to SCI. If granted SCI access, I will be required to sign a 4414 SCI Nondisclosure Agreement (NDA) at the time of my initial security briefing.

9. Date	10. Employee's Full Legal Name (Printed)	11. Employee's Signature

12. Date	13. Requesting Official (Printed)	14. Requesting Official (Signature)

15. Date Approved	16. Approving Official Director of Homeland Security for SCI (Signature)

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