

SCI NOMINATION CHECKLIST

1. The SCI Nomination package should contain the following: ***(Prepared by the Company FSO or CSSO and forwarded to the DARPA Tech Office Sponsor for Concurrence)***

If contractor: ***(FSO/CSSO will prepare)***

Contractor SCI Nomination Ltr
DD254

SF86 *(reviewed by subject, changes need to pen/ink/ initialed, re-sign/date within the last 30 days)*

If government: ***(Personnel Security SID will handle)***

DARPA Form 40 "Billet Sensitivity Determination Statement"

OF 306 "Declaration of Federal Employment"

OF 612 "Optional Application for Federal Employment"

Subjects Resume

SF86 *(reviewed by subject, changes need to pen/ink/ initialed, re-sign/date within the last 30 days)*

If US Gov't detail: ***(Personnel Security SID will handle)***

MOA

SF86 *(reviewed by subject, changes need to pen/ink/ initialed, re-sign/date within the last 30 days)*

Access will be certified by current organization ***(DARPA initiates SSBI for applicants w/out appropriate investigations where subject's organization will not support the SSBI. Note this is all annotated in the MOA.)***

2. the DARPA PSO/PSR'S need to review the Contractor SCI Nomination Packages for the following:

a. Did applicant ever hold SCI? Yes _____ No _____

b. Date briefed: _____

c. Date debriefed: _____

d. Access held: _____

3. The following Database Checks need to be done and copies inserted even if the database says "no record" with the package?

a. DCII

b. JPAS

c. SII

d. Scattered Castles

e. does applicant have an open investigation?

- f. is applicants investigation closed incomplete?
 - g. is applicant's investigation open with issues?
 - h. is applicant waiting for the initial investigation to open?
 - i. does applicant have a favorable NAC?
4. EPSQ Review:
- a. Review for completeness
 - b. Where the investigation is current within the 5 year scope Applicant must submit and updated SF 86 with pen/ink changes, initial all changes and re-sign/date.
 - c. YES answers must be explained in FULL
 - d. SF 86 must be signed and dated within the last 30 days
 - e. if it's a new investigation Make sure the 1879 or Agency Use Form is completed by the FSO and attached
5. Compelling Need Justification (CNJ): Required when it is critical to the DARPA mission to get the person an Interim SCI prior to the personnel security investigation closing.
- a. Use DARPA CNJ Template
 - b. Print on DARPA letterhead for Office Director's signature
 - c. Initial investigation or SBPR investigation must be open in DCII, SII, or JPAS.
 - d. NAC must be completed and favorable (check DCII or JPAS for this information)
 - e. subject's SF 86 needs to be clean without issues
6. Waiver/CNJ: Required when parents, spouse, siblings or significant other are Foreign Nationals.
- a. Use DARPA CNJ Template
 - b. Print on DARPA letterhead for Office Director's signature
7. DARPA KP FAST TRACK INVESTIGATIONS FOR DARPA PERSONNEL AND CONTRACTOR PERSONNEL WHO REQUIRE ACCESS TO TS/SCI:
- a. follow section one
 - b. provide applicants completed EPSQ, finger print application, verification of citizenship with SCI nomination package requesting DARPA to conduct the fast track SSBI.

8. THE DARPA PSR'S OR PSO'S WILL FORWARD SCI NOMINATION PACKAGE(S) WITH CHECKLIST TO THE SID PERSONNEL SECURITY OFFICE (Room 241) FOR FINAL PROCESSING:

9. SID PERSONNEL SECURITY WILL:

- a. review and package all SCI nominations for DIA/DAC-3A
- b. request all DOSSIER files, as needed
- c. request all additional investigations, such as SII's
- d. request additional paperwork from nominee, such as verification of citizenship, financial reports, credit reports, etc.
- e. prepare the DD Form 1557
- f. 1557 will be Signed by the Personnel Security Manager or another government person
- g. maintain the Personnel Action Database & DARPA SCI Access Database

SIGNATURE & DATE OF PSO OR PSR

REVIEWER: _____

SIGNATURE & DATE OF PERSONNEL SECURITY SPECIALIST

REVIEWER: _____