

PROGRAM ACCESS REQUEST

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. §7311; DoD 5200.2-R; and E.O. 9397.

PRINCIPAL PURPOSE(S): To obtain identity and security clearance/investigation status information for managing employee access to special access program (SAP) information.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay processing or result in your being declared ineligible for access to SAP information.

1. PROGRAM NAME				2. ACCESS LEVEL		3. BILLET POSITION ☐ YES ☐ NO	
				BILLET NUMBER:			
4. NAME (Last, First, Middle Initial)				5. RANK/GRADE		6. SSN	
7. DATE OF BIRTH (YYYYMMDD)		8. STATE/COUNTRY OF BIRTH		9. STATUS (X one) ☐ MILITARY ☐ CIVILIAN ☐ CONTRACTOR		10. DATE NEEDED (YYYYMMDD)	
11. POSITION DESCRIPTION/JOB TITLE				12. POSITION TYPE (X one) ☐ FULL TIME ☐ PART TIME		TEMPORARY (Period of access:)	
13. ORGANIZATION/COMPANY NAME			14. ASSIGNMENT/JOB LOCATION (City and State)			15. COMMAND/FACILITY ID CODE	
16. SECURITY CLEARANCE		17. GRANTED BY		18. DATE GRANTED		19. INVESTIGATION TYPE	
20. CONDUCTED BY		21. DATE COMPLETED					
22. SECURITY INVESTIGATION STATUS (X one) ☐ IN PROGRESS ☐ NOT STARTED (See Remarks) ☐ CURRENT				23. CENTRAL ADJUDICATION REVIEW (When required) CONDUCTED BY: ☐ CONCUR ☐ NON-CONCUR			
24. JUSTIFICATION (_____) (Include the percentage of time to be spent supporting the program. Continue on separate sheet if necessary.) (Classification)							
25. REQUESTOR (Functional Manager)							
a. TYPED NAME/TITLE/ORGANIZATION				b. SIGNATURE		c. ☐ CONCUR ☐ NON-CONCUR	
						d. DATE (YYYYMMDD)	
26. ACTIVITY SECURITY MANAGER (Government or Contractor)							
a. TYPED NAME/TITLE/ORGANIZATION				b. SIGNATURE		c. ☐ CONCUR ☐ NON-CONCUR	
						d. DATE (YYYYMMDD)	
27. GOVERNMENT/CONTRACTOR PROGRAM MANAGER							
a. TYPED NAME/TITLE/ORGANIZATION				b. SIGNATURE		c. ☐ CONCUR ☐ NON-CONCUR	
						d. DATE (YYYYMMDD)	
28. ADDITIONAL COORDINATION (As required by the specific program)							
a. TYPED NAME/TITLE/ORGANIZATION				b. SIGNATURE		c. ☐ CONCUR ☐ NON-CONCUR	
(1)							
(2)						☐ CONCUR ☐ NON-CONCUR	
(3)						☐ CONCUR ☐ NON-CONCUR	
29. PSO							
a. TYPED NAME/TITLE/ORGANIZATION			b. SIGNATURE		c. DCII (OK or Referred to CAO on YYYYMMDD)		d. ☐ CONCUR ☐ NON-CONCUR
							e. DATE (YYYYMMDD)
30. FINAL APPROVAL AUTHORITY							
a. TYPED NAME/TITLE/ORGANIZATION				b. SIGNATURE		c. ☐ APPROVED ☐ NOT APPROVED	
						d. DATE (YYYYMMDD)	
31. REMARKS/RESTRICTIONS (Continue on separate sheet if necessary)						32. ATTACHMENTS	
						a. STANDARD FORM 86	
						b. LOCAL FILES CHECK (DCII)	
						c. FOREIGN ASSOCIATION QUESTIONNAIRE	
						d. OTHER (LOC)	
						e. DERIVED FROM:	
						f. DECLASSIFY ON:	