

SECURITY ACCESS REQUEST AND CERTIFICATION

SECTION I - ACCESS REQUEST AND SENSITIVITY DESIGNATION CRITERIA (THIS FORM MUST BE SUBMITTED FOR EACH NEW EMPLOYEE)

FROM: CODE	DATE	
TO: CODE 1224		
VIA: CODE 1223.1 (All requests for SCI access) CODE 1223.2 (All requests for Special Program (SP) access)		
SUBJECT (Name - Last, First, Middle)	DATE OF BIRTH	PLACE OF BIRTH
RANK/LEVEL/GRADE/TITLE	SSN	CODE
POSITION SENSITIVITY: (1) See instructions on back, (2) If position sensitivity changes, attach RPA. Critical sensitive (CODE LETTER FROM REVERSE _____) Noncritical sensitive (CODE LETTER FROM REVERSE _____)		
ACCESS REQUESTED (Check one)	LEVEL OF CLEARANCE (Check one)	
Final Interim	Top Secret Secret Confidential None	
SCI ACCESS Required (Billet# _____) Not Required		
PRIVACY ACT STATEMENT		
Authority - 5 U.S.C. 301, Departmental Regulation and E.O. 9397 (SSN). Purposes and Use - The information collected is used to determine clearance for access control. Effects of Nondisclosure - Information is given on a voluntary basis. Failure to provide this information may result in denial of access.		
THE REQUESTOR ACKNOWLEDGES RESPONSIBILITY FOR SECURITY INDOCTRINATION AND TRAINING OF SUBJECT		
SIGNATURE (Requesting Official)	SIGNATURE (Division/Office Head)	

SECTION II - AUTHORIZATION TO GRANT ACCESS (FOR SECURITY USE ONLY)

TO: CODE		
DEGREE OF ACCESS GRANTED INTERIM/FINAL	DATE ACCESS GRANTED	
INVESTIGATIVE AGENCY	INVESTIGATION (Type)	DATE COMPLETED
REMARKS:		
1. Supervisors will ensure that all persons handling classified information are appropriately briefed in accordance with NRL INSTRUCTION 5510.40E and the attached indoctrination.		
SIGNATURE	DATE	

SECTION III - CERTIFICATION OF INDOCTRINATION

TO: CODE 1224	
1. The subject was indoctrinated this date and has acknowledged his/her responsibilities per Section II.1. above and has indicated understanding by executing the agreement on the reverse of the original copy of this form.	
SIGNATURE (Certifying Official)	DATE
Copy to:	

**CRITERIA FOR DETERMINING POSITION SENSITIVITY
(CERTIFYING OFFICIAL: INSERT APPROPRIATE LETTER IN SECTION I)**

The following oral attestation will be completed by subject for initial indoctrination into Top Secret or SCI

NAME OF WITNESS <i>(Please Print)</i>		NAME OF WITNESS <i>(Please Print)</i>	
SIGNATURE	DATE	SIGNATURE	DATE

"I accept the responsibilities associated with being granted access to classified national security information. I am aware of my obligation to protect classified national security information through proper safeguarding and limited access of individuals with the proper security clearance and/or access and official need-to-know. I further understand that, in being granted access to classified information, a special confidence and trust has been placed in me by the United States Government."

1. **CRITICAL SENSITIVE**
 - (a) Access to Top Secret information.
 - (b) Development or approval of plans, policies, or programs that affect the overall operation of the DON.
 - (c) Development or approval of war plans, plans or particulars of future major or special operations of war, or critical and extremely important items of war.
 - (d) Investigative and certain investigative support duties, the issuance of personnel security clearances or access authorizations, or the making of personnel security determinations.
 - (e) Fiduciary, public contact, or other duties demanding the highest degree of public trust.
 - (f) Special requirements concerning DCID 1/14 access.
 - (g) Category I automated data program positions.
 - (h) Any other positions so designated by the Secretary of the Navy or his/her designees.
2. **NONCRITICAL SENSITIVE**
 - (i) Access to Secret or Confidential information.
 - (j) Security police/provost marshal duties involving the protection and safeguarding of DON personnel and property.
 - (k) Duties involving education and orientation of DON personnel.
 - (l) Duties involving the design, operation, or maintenance of intrusion detection systems deployed to safeguard DON personnel and property.
 - (m) Category II automated data program positions.
 - (n) Any other positions so designated by the Secretary of the Navy or his/her designees.
3. **SPECIAL SENSITIVE**
 - (o) The greater degree of damage to the national security by virtue of his/her position.

SECURITY ACCESS AGREEMENT

I acknowledge by my signature that, by virtue of having been granted access to classified information, I have been indoctrinated concerning the security requirements for the protection of classified national defense information. Also, I must not divulge any such information to unauthorized individuals who are not personally known by me to have the same level of access and need-to-know. I have read and/or have had explained to me the requirements for safeguarding classified information at NRL.

I further understand that any unauthorized disclosures by me of such information could seriously affect the national defense of the United States. In addition, I have been advised that any such disclosure by me may constitute violations of the provisions of Sections 641, 793, 794, 795, 796, 797, 798, 952 and 1001, Title 18, United States Code; and of Sections 421-426, 783 and 797, Title 50 United States Code (copies attached for my review).

NAME <i>(Please Print)</i>	DATE
SIGNATURE	CODE