

## **Coast Guard Sponsored State, Local, and Industry (SLI) Clearance Program.**

1. Office of Port & Facility Activities (CG-544) and Office of Shore Forces (CG-741) will identify and authorize\approve SLI individuals for a Personal Security Investigation (PSI).
  - a. CG-5441 handles SLI security clearances for AMSC, NMSAC, CLIA, and special exception requests.
  - b. CG-7412 handles SLI security clearances for Group/Sector Command Center requests.
2. The SECCEN will not process PSI applications of those officials not listed on an authorized\approved Commandant (CG-544)/(CG-741) roster.
3. Commands wishing to sponsor an SLI individual shall.
  - a. Send an e-mail to the Headquarters Program Sponsor of the in the individual's, for CG-5441 email [amsc@uscg.mil](mailto:amsc@uscg.mil):
    - i. Full Name (Last, First, MI)
    - ii. SSN
    - iii. Position title/Organization (i.e. SGT, Anytown PD; VP Security, DOW Chemical)
  - b. Purpose for requesting the security clearance (i.e. Individual is an appointed AMSC member with "need-to-know" access to national security information.)Upon receipt of the request, the Headquarter Program Manager will review and reply with an approval or denial message to originators and a courtesy copy to the SECCEN.
  - c. A roster listing the names of the SLI individuals previously authorized\approved will be available for review by the Unit Security Managers.
  - d. Upon Headquarter Program Manager approval, the Command Security Officer (CSO) will:
    - i. Initiate the Questionnaire for National Security Positions, SF-86 via e-QIP/SLI Group.
    - ii. Electronically complete and submit the Personnel Security Action, CG-5588.
    - iii. Fingerprint the SLI individual on Fingerprint Cards, FD-258; (three [3] cards with original signatures).
    - iv. Have SLI individual complete DHS Credit Release Form, DHS-11000-9; (one [1] original).
  - e. SLI individual will complete the Questionnaire for National Security Positions, SF-86 within thirty (30) days and forward to the CSO for review.
  - f. The CSO will simultaneously.
    - i. Review the completed Questionnaire for Sensitive Positions, SF-86 by the SLI individual and forward to the SLI team at the SECCEN for processing. The SECCEN will review the information in the PSI and compare it to the Federal adjudicative standards at

enclosure (5). The SECCEN will determine if the individual is eligible for a security clearance.

- ii. Obtain the SLI individual's signature on the three (3) release pages to the Questionnaire for National Security Positions, SF-86.
  - iii. Electronically submit to the SECCEN the Personnel Security Action, CG-5588.
  - iv. Mail to the SECCEN the signature pages to the Questionnaire for National Security Positions (SF-86); Fingerprint Cards (FD-258); and DHS Credit Release Form (DHS-11000-9).
- g. Maintain a copy of the Questionnaire for National Security Positions (SF-86) with signature pages in the individual's official unit security file until the investigation has been favorably adjudicated, at which time the Questionnaire for National Security Positions (SF-86) will be destroyed.
4. The NACLIC is the minimum investigation required for access to SECRET material. If the investigation is more than ten (10) years old an updated PSI must be requested through the SECCEN.
  5. Clearance determinations will be made by the SECCEN after establishing that the individual has a need-to-know and a favorably adjudicated PSI.
  6. The SLI program does not have an appeals process for reviewing results based on a previously conducted security clearance determination.
  7. Granting access to classified information rest with the Commanding Officer responsible for the security of the information or material at his/her command.
  8. The signed original Classified Information Nondisclosure Agreement, SF-312 at enclosure (6) will be sent to the SECCEN only if Checkmate does not indicate a receipt date, after the eligibility determination has been made and prior to granting access. Conducting a Clearance Access Briefing prior to granting access is paramount. A copy of the Classified Information Nondisclosure Agreement (SF-312) shall be retained locally for debriefing.
  9. Some SLI individuals and other Federal individuals may possess a current security clearance based on a separate affiliation with the US government. In such cases, access to classified information may be granted up to the Secret level by the sponsoring command provided the individual meets the requirements outlined.
  10. The SLI individual must provide verifiable proof of the clearance from the issuing agency to the sponsoring command. Clearance verification will be conducted by the SECCEN based on a record message request from the sponsoring command.
  11. When a PSI is pending (investigation has not been completed or adjudicated) and circumstances change that negate the need for the investigation to be cancelled, the sponsoring command will immediately notify the SECCEN by an electronic Personnel Security Action, CG-5588.

12. Security requirements for State Governors must be processed through the DHS Office of Security.