

PERSONNEL SECURITY ACTION CHECKLIST

NAME:	SSN:	ORG:
DPOB:		EOD:
TYPE OF APPOINTMENT:		DUTY STATION:
AUTHORITY:		
JOB TITLE:		

POSITION DESCRIPTION	CLEARANCE REQUIRED T, S, OR C	SENSITIVITY N, S, OR C	PREVIOUS INVESTIGATION	DATE 86 REQUESTED	DATE 85 REQUESTED

INVESTIGATIONS

	<u>Date Received</u>	<u>Date to OPM</u>
Memo sent to subject (Follow-up required?)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
SF-85		_____
SF-86		_____
SF-87		_____
NASA 1630 on file	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Completed Investigation:</u>		
New NASA 1630 Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
NASA 1630 Requested (via form letter)		<u>Date</u> _____
NASA 1630 Received		_____
Adjudicated Results		_____
Prepared NASA 397		_____
Prepared NASA 346		_____
Prepared MSFC 5		_____
Original NASA 346 to Personnel		_____
Original MSFC 5 to Administrative Officer		_____
Comments:		

SECURITY CLEARANCES

Grant (Interim or Final):

Current NASA 1630 on File

Yes

No

Date

Prepared NASA 397

Prepared NASA 346

Prepared MSFC 5

Change Database

Original NASA 346 to Personnel

Original MSFC 5 to Administrative Officer

Notify Security Awareness for Briefing and CINA (312)

Administratively Withdraw:

Date

Memo to Employee

Copy to Supervisor

Copy to Admin. Officer

Received Signed NASA 839

Update Database

Prepared NASA 397

Prepared NASA 346

Prepared MSFC 5

Original NASA 346 to Personnel

Original MSFC 5 to Administrative Officer

Follow-up with I&R (badge)

STS PRP CLEARANCES

Date

Set up MSFC 3868 (Investigation Review)

Set up MSFC 3723 (Card)

Investigation required?

Yes

No

(if yes, refer to section 1, Investigations)

Record date of previous investigation on MSFC 3868

Prepare and send letter to Medical Center

Prepare MSFC 3868, for signatures

Notify KSC (Fax)

Notify subject

Update MSFC 3723 (enter in database)

File MSFC 3868

Comments:
