



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

April 29, 2002

OMB BULLETIN NO. 02-03

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Expedited Processing of National Security Clearances using the Clearance Verification System

**1. What is the purpose of this Bulletin?** The purpose of this Bulletin is to instruct civilian agencies on actions required to access, enter agency data files, and begin routine use of a centralized database of agency background investigations histories and clearances. The intended result is a system that enhances security by making cases and information available for adjudication more timely, while reducing time spent by employees, prospective new hires and contractors awaiting security clearances.

**2. What are the legal authorities under which OMB is requiring agency action?** Section 5113 of P.L. 104-106, the Government Information Technology Reform Act, commonly referred to as the "Clinger-Cohen Act; P.L. 105-277, and the Government Paperwork Elimination Act; P.L. 103-398.

**3. What is the background on this initiative?** Office of Management and Budget (OMB) Memorandum M-01-28, established an E-Government Task Force to identify priority actions that achieve strategic improvements in government. On October 3, 2001, e-Clearance was adopted as one of the 24 Presidential E-Government initiatives.

This initiative anticipates more complete and expedited processing of national security clearances. A key component of e-Clearance is the Clearance Verification System (CVS). This system ensures that there is documentation in centrally accessible databases of all government issued security clearances, and is an important element in the Administration's Homeland Security efforts.

Recently, Department of Defense (DoD) clearances were placed in the DoD Joint Personnel Adjudication System (JPAS). Historically, non-DoD (civilian agency) clearances have been stored at the agencies. This multiple location storage situation is cumbersome, inefficient, costly, and extremely paper-intensive.

The Office of Personnel Management's Investigations Service (OPM-IS) has enhanced its Security/Suitability Investigations Index (SII) to accept electronically agency clearance information by providing a single, central database for civilian agency clearances.

**4. What do you anticipate will result from these actions?** DoD and OPM-IS have been working to link JPAS and the SII. The result will be a single search query that triggers a search of both databases in a matter of seconds, rather than days, under old manual methods. Once all civilian agency investigation pointers and clearances are in the SII, it will be a matter of a simple automated search to locate both investigation histories and clearances. This capability will simplify and automate locating investigations and clearances for anyone in DoD or any civilian agency, and will reduce the number of new reinvestigations initiated if the current clearance revealed by the search is acceptable to the adjudicating agency. By reducing the time to locate histories and clearances, and reducing the number of reinvestigations, these improvements will shift the focus of investigative resources to the review of the risk aspects of background investigations.

**5. Who must respond to this Bulletin?** All Executive branch departments and agencies whose clearance records are not in JPAS or an intelligence community database must comply with the Bulletin's requirements.

**6. What actions must be taken?** We ask that you take appropriate action to automate and "load" your clearance information into the combined SII environment. To coincide with the electronic linking of SII and JPAS, agencies must complete these actions no later than January 31, 2003. OPM-IS has agreed to load non-automated records initially, if absolutely necessary, while agencies automate their clearance database records. This is a temporary solution, since frequent periodic revalidation of clearances is required and will compel agencies to automate the process of clearance record data.

For Intelligence agency data, which are a smaller subset of clearances, the e-Clearance project will work with the Intelligence Community to address their needs separately.

Civilian agencies with personnel security investigative authority must coordinate with OPM-IS to also load into the SII a record for investigations completed by the agency.

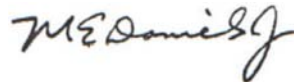
**7. Who should I contact for guidance on access to the OPM SII?** Your primary contact is John Crandell, OPM's Project Manager for e-Clearance at 202-606-2084, or email at [JHCrande@opm.gov](mailto:JHCrande@opm.gov). You should provide him with the name of your agency's project lead by May 3, 2002. Mr. Crandell will provide your representative technical guidance for this data transfer so the initiative may proceed. Your OMB points of contact are Albert Seferian, Senior Program Examiner, 202-395-1041, or email at [albert\\_seferian@omb.eop.gov](mailto:albert_seferian@omb.eop.gov), and Stephen D. Galvan, OMB e-Gov Portfolio Manager, 202-275-4272, or email at [sgalvan@omb.eop.gov](mailto:sgalvan@omb.eop.gov). You may also refer to OPM Federal Investigations Notice 01-06, Clearance Verification System, (March 5, 2001). OPM intends to issue an updated attachment to that Notice in the near future.

**8. What additional actions must I take?** We ask that you notify the OPM and OMB contacts via e-mail once your agency has completed loading data into the SII system.

**9. Will there be additional actions necessary?** OMB will shortly issue a data call to

identify funds associated with similar efforts to identify redundant technology investments and expected cost savings resulting from movement from a paper-based to an electronic system. Your agency will be asked to submit the requested information.

10. **When does this Bulletin expire?** This Bulletin expires on April 30, 2003. However, the requirement to load data into the CVS for any new or periodic reinvestigations or any new clearance action will be a continuing one.

A handwritten signature in black ink, appearing to read "M E Daniels Jr". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Mitchell E. Daniels, Jr.  
Director