

Instructions on Filling-out a Form CD-79

All requests for security clearance, Form CD-79, require specific justification for all levels of security clearance. Such standard language as "...requires a security clearance in the performance of his duties...", without additional detail, will not be accepted, and the request will be returned for clarification. An appropriate and specific justification for access to classified information should clearly:

1. State the level of clearance required;
2. Identify which duties require access to classified information;
3. State where the access is likely to occur; (a DOC facility, another Government facility; private or commercial facilities with classified contracts, etc.)
4. Estimate the frequency of the access; and
5. Provide the duration of the subject's requirement for access. If the duration is indefinite with respect to the Subject's current assignment, it must be so stated.

Clearance requests, with insufficient justification, or which did not originate from the first line supervisor, will be returned for amplification. These requirements, together with the efforts of all Security Officers to scrutinize clearance requests to ensure that access to classified information is based on a legitimate need to know in the performance of official duties, will strengthen the Department's security program.