

TAKE-1

# SECURITY CLEARANCE

XVIII AIRBORNE CORPS LEGAL ASSISTANCE OFFICE



## SECURITY CLEARANCE

### **1. Q. WHAT ARE THE CONSEQUENCES OF HAVING MY SECURITY CLEARANCE REVOKED?**

A. For many soldiers a security clearance is vital for pursuing and retaining their Military Occupational Specialty. If it is revoked, a fine military career may be devastated. Fortunately, if you are having problems with your security clearance, an attorney from the XVIII Airborne Corps Legal Assistance Office can assist you.

### **2. Q. WHAT IS THE PROCEDURE FOR REVOKING MY SECURITY CLEARANCE?**

A. The Central Clearance Facility (CCF) located at Fort Meade, Maryland, will notify you that there is a problem with your security clearance. Army Regulation (AR) 380-67, Paragraph 8-201, governs clearance revocation and the appeals process. The initial memorandum, called a Letter of Intent (LOI), will state that the CCF intends to revoke your security clearance because the CCF discovered a credible derogatory information about you. A common form of derogatory information is a bad credit report. For example, if your credit report demonstrates that you do not pay your bills regularly and/or on time, the CCF may consider you a security risk and begin actions to revoke your clearance. The LOI will state in detail the nature of the derogatory information and will direct suspension of your access to classified information and/or your access to Sensitive Compartmented Information.

### **3. Q. WHAT DO I DO WHEN I RECEIVE A LETTER OF INTENT?**

A. Immediately upon receiving the LOI, your commander will have you acknowledge its receipt in writing and will counsel you regarding the severity of losing your security clearance. He or she will also have you indicate your intention to appeal in writing.

### **4. Q. HOW DO I APPEAL?**

A. You have sixty (60) days to appeal the CCF's intent to revoke your clearance. You may submit a request for extension of time to appeal to Headquarters, Department of the Army, in writing and endorsed by the immediate commander. Such requests are granted only in exceptional cases. In appealing your revocation, you must address each issue raised in the LOI in your appeal. You should attach written documents supporting your appeal including letters from supervisors, counselors, creditors, or other credible sources. When you complete your appeal packet, you must forward it through your chain of command. At least one of your commanders must endorse the LOI and recommend whether your clearance should be revoked or restored.

### **5. Q. CAN I SUBMIT A REQUEST FOR RECONSIDERATION?**

A. After the CCF receives your appeal, a decision regarding your clearance revocation will be made within 60 to 90 days. If your appeal is denied, you have 60 days following receipt of the denial letter to appeal to Headquarters, Department of the Army. Within 60 days after receiving the denial letter, you may also submit a Request for Reconsideration (RFR) to the CCF. The RFR must be based on additional mitigating information not contained in the first appeal to the CCF. If all of your appeals are denied, you

may submit another RFR to the CCF after one year from the date of your final denial letter or appeal decision, whichever is later.

**6. Q. WHAT IF I HAVE OTHER QUESTIONS OR SPECIFIC PROBLEMS I WANT HELP IN SOLVING?**

A. If you have problems with your security clearance, contact the XVIII Airborne Corps Legal Assistance Office. An attorney can assist you in understanding the appeals process and help you prepare your appeal. You may contact the office by telephone at 396-6113/0396. If you are in the 82<sup>nd</sup> Airborne Division, you may contact their legal assistance office by telephone at 432-0195.

DEPARTMENT OF THE ARMY  
FORT BRAGG, NORTH CAROLINA 28307-5000

Office Symbol

Date:

MEMORANDUM FOR Commander, U.S. Army Central Personnel Security Clearance Facility (CCF),  
ATTN: PCCF-A, Fort Meade, MD 20755-5250

SUBJECT: Response to Intent to Revoke Security Clearance and Sensitive Compartmented Information  
Access Eligibility (SCI), \_\_\_\_\_, SSN \_\_\_\_\_.

1. I am writing to request reconsideration of your Command's intent to deny my SCI Access and revoke my security clearance.

2. As I explained during my subject interview on \_\_\_\_\_, the credit records, stating that I have unpaid debts to numerous creditors, are inaccurate. I have since obtained statements from creditors and a corrected copy of my credit report. These clearly show that I have total debts of less than \_\_\_\_\_.

3. I contacted

\_\_\_\_\_  
\_\_\_\_\_. Their records show that the account was paid in full as of \_\_\_\_\_ (See Enclosure 1). Therefore, it should not have been on my credit and should not be considered a reason to revoke my security clearance or to deny my SCI access.

4. I contacted \_\_\_\_\_, regarding account \_\_\_\_\_. Their records show that I owe a balance of only \_\_\_\_\_ as of \_\_\_\_\_ (See Enclosure 5). Because I am making the appropriate payments to this creditor, it should not be considered a reason to revoke my security clearance or to deny my SCI access.

5. I have greatly suffered from the suspension of my security clearance and my SCI access. This action has prevented me from continuing in the job position that I have earned and was trained to perform. I was transferred out of my unit and told that separation procedures would be initiated against me. The stress upon myself and my family has been unbearable.

6. Throughout my extensive military career, I have demonstrated sound judgment, reliability, and trustworthiness. This is evidenced in by my numerous awards and my attendance at many U.S. and foreign military schools. My awards include \_\_\_\_\_.  
Also, I have attended numerous military schools to include \_\_\_\_\_

\_\_\_\_\_. I have been a valuable asset to the U.S. Army. I want to be given the opportunity and privilege to continue to serve.

7. In summary, I have proven that my credit is excellent. I have debts totaling less than \_\_\_\_\_. Few soldiers can boast of such

Respectfully,

(Your Name)

\_\_\_ U.S. Army

(Your SSN)

5 Encls.