

DIRECTOR OF NATIONAL INTELLIGENCE
WASHINGTON, DC 20511

E/S 00530

MEMORANDUM FOR: Distribution

SUBJECT: National Security Adjudicator Training Program

In my role as Security Executive Agent pursuant to Executive Order (EO) 13467, "Reforming Processes Relating to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information," I approve the attached National Security Adjudicator Training Standards for persons responsible for making adjudicative determinations for eligibility for access to classified information or for eligibility to hold a sensitive position.

On June 30, 2008, the President issued EO13467 that established the Performance Accountability Council (PAC) to ensure continued reform, alignment, and enhancement of related investigative and adjudicative processes. To this end, the PAC established a Training Subcommittee to develop uniform training standards to support background investigations and security and suitability decisions across the Federal Government. The PAC Training Subcommittee subsequently stood up three interagency working groups led by the Office of Personnel Management (OPM) and the Department of Defense (DoD) to develop comprehensive training programs (skill standards, core competencies, training objectives, and Programs of Instruction) for background investigators, suitability adjudicators, and national security adjudicators. The PAC unanimously approved the attached National Security Adjudicator Training Program as the national training standard for national security adjudicators.

In addition to providing the attached national training standards, this memorandum serves as advance notice of implementation guidance that will be developed in consultation with interested agencies. Within 180 days, the PAC Training Subcommittee will organize an interagency working group composed of representatives of interested agencies to develop and integrate implementation planning efforts. The working group will assist agencies in developing phased plans that will define how each agency will satisfy the training standards. Each plan should address how the agency will implement the standards, to include a timeline for full compliance and any resource or policy issues that may require resolution. These agency plans will then be compiled into an overarching government-wide implementation plan that will be disseminated by my office.

This standardized training will do much to support uniformity in the continued professional development of the national security adjudicator workforce and to promote reciprocal recognition of determinations of eligibility for access to classified information and for eligibility to occupy national security sensitive positions.

SUBJECT: National Security Adjudicator Training Program

If your agency has questions regarding the National Security Adjudicator Training Program, or if you would like to participate in or provide support to the Training Implementation working group, please contact Ms. Barbara Desio at barbajd2@dni.gov or (571) 204-6501.


James R. Clapper


Date

Attachments:

1. National Security Adjudicator Training Objectives, 10 Nov 2011
2. Introduction to National Security Adjudication Course, 8 November 2011
3. Fundamentals of National Security Adjudication Course, 8 November 2011
4. Advanced National Security Adjudication Course, 8 November 2011

SUBJECT: National Security Adjudicator Training Program

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NATIONAL SECURITY ADJUDICATOR CURRICULUM

FINAL TRAINING OBJECTIVES (27 July 2012)

Overall Course Objective:

The overall objective of National Security Adjudicator Training and Certification is to equip a security professional with the necessary tools and processes as outlined in the National Security Adjudicative Guidelines to enable the security professional to evaluate and determine a person's eligibility for access to classified information or for eligibility to hold a sensitive position.

Through the three-course training program:

- Learners shall demonstrate comprehension of the scope, purpose, and processes of the Personnel Security Program (PSP) in its support of national security.
- Learners shall demonstrate comprehension of the process for evaluation of investigation packages for adjudicative determinations.
- Learners shall demonstrate comprehension of the process for evaluation of complex derogatory investigative information for the final national security adjudicative determination.

Critical Work Functions:

- *CWF0 - Identify Adjudicative Principles, Guidelines, and Processes*
- *CWF1 - Review and Evaluate Adjudicative Information*
- *CWF2 - Apply Adjudication Standards*
- *CWF3 - Resolve Issues and Complete Adjudicative Process*
- *CWF4 - Manage Adjudicative Process*

NATIONAL SECURITY ADJUDICATOR CURRICULUM

FINAL TRAINING OBJECTIVES (10 November 2011)

CURRICULUM AND LESSON OBJECTIVES

Course 1 – Introduction to National Security Adjudication

Module 1: National Security and the PSP: Identification and Mitigation of Threats and Vulnerabilities

CWF0	<ul style="list-style-type: none">• Learners shall identify potential threats and vulnerabilities to national security.• Learners shall identify indicators of potential risk factors identified through counterintelligence.• Learners shall identify indicators of potential risk factors identified through national counterterrorism efforts.• Learners shall identify the purpose of the PSP for mitigation of potential risk to national security.
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Module 2: Applicable Orders, Policies, and Judicial Precedents for the PSP

CWF0	<ul style="list-style-type: none">• Learners shall identify the Executive Orders (EOs) governing the PSP.• Learners shall identify the Intelligence Community Directives (ICDs) governing the PSP.• Learners shall identify the national policies governing the PSP.• Learners shall identify the historic judicial cases that shaped the current PSP and associated processes.
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Module 3: Overview of the National Security Process

CWF0	<ul style="list-style-type: none">• Learners shall identify the investigative and adjudicative processes for determining eligibility for access to classified information or eligibility to hold a sensitive position.• Learners shall identify the federal investigative agencies.• Learners shall identify the Personnel Security Investigation (PSI) types and associated requirements.• Learners shall identify the enhanced requirements for Special Access Programs (SAPs).• Learners shall identify the investigative requirements for periodic and phased reinvestigations.
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NATIONAL SECURITY ADJUDICATOR CURRICULUM

FINAL TRAINING OBJECTIVES (10 November 2011)

Module 4: Adjudicative Guidelines

CWF0	<ul style="list-style-type: none">• Learners shall identify the 13 Adjudicative Guidelines• Learners shall identify mitigating and disqualifying conditions.
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Module 5: Roles and Responsibilities of National Security Adjudicator

CWF0	<ul style="list-style-type: none">• Learners shall identify the role of the National Security Adjudicator through the investigative process.• Learners shall identify prohibited practices for investigations and adjudications.• Learners shall define the reporting requirements for Adjudicators through the PSI process.
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NATIONAL SECURITY ADJUDICATOR CURRICULUM

FINAL TRAINING OBJECTIVES (10 November 2011)

Course 2 – Fundamentals of National Security Adjudication

Module 1: Overview of National Security Adjudication Process

CWF0	<ul style="list-style-type: none">• Learners shall identify the purpose of the PSP.• Learners shall identify the role and responsibilities of the national adjudicator.• Learners shall identify the types of PSI and requirements for each type of investigation.
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Module 2: Scope of Investigative Packages

CWF1	<ul style="list-style-type: none">• Learners shall assess investigative information and reports.
CWF2	<ul style="list-style-type: none">• Learners shall identify the requirements for the investigative package.
CWF3	<ul style="list-style-type: none">• Learners shall identify methods for resolution of investigative issues for adjudicative decisions.

Module 3: Application of Adjudicative Guidelines

CWF1	<ul style="list-style-type: none">• Learners shall identify potential security concerns with use of the Whole Person Concept.
CWF2	<ul style="list-style-type: none">• Learners shall apply adjudicative guidelines to potential security concerns.
CWF4	<ul style="list-style-type: none">• Learners shall evaluate the severity of security concerns.• Learners shall identify the adjudicative recommendations and eligibility determinations.• Learners shall identify the requirements for safeguarding, retention, and destruction of adjudicative records.

NATIONAL SECURITY ADJUDICATOR CURRICULUM

FINAL TRAINING OBJECTIVES (10 November 2011)

Course 3 – Advanced National Security Adjudication

Module 1: Overview of Adjudicative Determinations

CWF0	<ul style="list-style-type: none">• Learners shall identify the standard methodology and Whole Person Concept.• Learners shall identify the National Adjudicative Guidelines.• Learners shall identify the process for assessment of potential security concerns.
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Module 2: Analysis of Complex Investigation Issues

CWF1	<ul style="list-style-type: none">• Learners shall analyze complex investigative issues and derogatory information.• Learners shall identify methods for resolution of investigative issues for adjudicative decisions.• Learners shall identify requirements for adverse determinations.
CWF2	
CWF3	

Module 3: Final Adjudicative Determinations

CWF1	<ul style="list-style-type: none">• Learners shall evaluate proposed adverse actions.• Learners shall identify requirements for final adverse security determinations.• Learners shall identify procedures for appeals and exceptions to adverse adjudicative determinations.
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PROGRAM OF INSTRUCTION

**Introduction to
National Security Adjudication
Course**

27 July 2012

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1. COURSE DESCRIPTION

1.1 Course Title

Introduction to National Security Adjudication

1.2 Delivery

This course is presented as Web-Based Training (WBT) through the Defense Security Service (DSS) - Center for Development of Security Excellence (CDSE) Security, Training, Education, and Professionalization Portal (STEPP) online course enrollment and delivery system.

STEPP may be accessed via <https://enrol.dss.mil/index.htm>

1.3 Purpose

This course provides a basic overview of the national security adjudication process and is intended as prerequisite training for the Fundamentals of National Security Adjudication course. The information presented in this course acclimates learners to the subject matter presented in the Fundamentals of National Security Adjudication course and is directly applicable to the objectives of the fundamentals course.

1.4 Scope

Through this course, learners will obtain a high-level overview of the relationship between the Personnel Security Program (PSP) and interests of national security. Specifically, learners will identify the purpose of the PSP for identification and mitigation of potential risks and threats to national security and the role of the national security adjudicator in facilitating that end. Learners will also identify the federal regulations governing the PSP, including federal requirements for the various types of Personnel Security Investigations (PSIs).

1.5 Target Audience

This course is intended for government personnel performing as national security adjudicators or who have national adjudicative type functions.

1.6 Enrollment Prerequisites

There are no prerequisites for this course.

1.7 Academic Requirements

To be eligible for registration for the Fundamentals of National Security Adjudication course, learners must successfully complete the final examination for this course no more than 60 days prior to registration for the fundamentals course.

Learners must obtain, at a minimum, a passing score of 75% on the course final examination to obtain credit for participation and successful completion of this course.

1.8 Course Length/Delivery

The approximate length of this course reflects the estimated time for learner completion of each topic. It is estimated that, based upon an aggregation of the approximate times per topic, as presented in this document, the course will take 172 minutes to complete.

2. REFERENCED/APPLICABLE DOCUMENTATION

The following provides a list of the referenced and/or other applicable documentation used throughout this course.

This list should not be considered all-inclusive and may change dependent upon emergent requirements, updates/revisions to listed documentation, and changes to the applicable federal processes.

2.1 Executive Orders

- Executive Order 10450, Security Requirements for Government Employment, April 27, 1953
- Executive Order 12968, Access to Classified Information, August 2, 1995
- Executive Order 13467, Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information, June 30, 2008

2.2 Statute & National Policy

- Intelligence Reform and Terrorism Prevention Act of 2004, December 17, 2004
- Office of Management and Budget Memorandum, Reciprocal Recognition of Existing Personnel Security Clearances, December 12, 2005
- Adjudicative Guidelines for Determining Eligibility for Access to Classified Information, December 29, 2005
- Public Law 110-181, Section 3002 (Bond Amendment): Security Clearances: Limitations, January 28, 2008
- Investigative Standards for Background Investigations for Access to Classified Information, March 24, 1997
- Security Executive Agent Memorandum, Clarification of Conflicting Personnel Security Investigative Standards, July 29, 2011

2.3 Intelligence Community Directives

- Intelligence Community Directive (ICD) 704, Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information, October 1, 2008
- Intelligence Community Policy Guidance (ICPG) 704.1, Personnel Security Investigative Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information, October 2, 2008
- ICPG 704.2, Personnel Security Adjudicative Guidelines for Determining Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information, October 2, 2008
- ICPG 704.3, Denial or Revocation of Access to Sensitive Compartmented Information, other Controlled Access Program Information, and Appeals Processes, October 2, 2008

2.4 PERSEREC Documentation

- PERSEREC Technical Report 02-05 dated July 2002, *Espionage Against the United States by American Citizens, 1947-2001*
- PERSEREC Technical Report 08-05 dated March 2008, *Changes in Espionage by American Citizens, 1947-2007*
- *Espionage and Other Compromises to National Security; Case Summaries from 1975 to 2008*, August, 2009,
- *Adjudicative Desk Reference*, updated March 2007
- PERSEREC Technical Report 05-06 dated May 2005, *Reporting of Counterintelligence and Security Indicators by Supervisors and Coworkers*

NOTE: Additional references are available on the Defense Personnel Security Research Center (PERSEREC) website at <http://www.dhra.mil/perserec>.

3. TRAINING OBJECTIVES

The following objectives are applicable to the subject matter presented in this course.

Refer to **Table 1. Terminal Learning Objective (TLO)/Enabling Learning Objectives (ELO) Matrix** for a summary of the hierarchy of learning objectives and organization of associated learning modules presented in this course.

Table 1. Terminal Learning Objective (TLO)/Enabling Learning Objectives (ELO) Matrix

Terminal Learning Objective (Course)	
Learners shall interpret the scope, purpose, and processes of the Personnel Security Program (PSP) in its support of national security.	
Enabling Learning Objectives (By Learning Module)	
Learning Module 1	National Security and the PSP: Identification and Mitigation of Threats and Vulnerabilities
ELO 1	Learners shall identify potential threats and vulnerabilities to national security.
ELO 2	Learners shall identify indicators of potential risk factors identified through counterintelligence.
ELO 3	Learners shall identify indicators of potential risk factors identified through national counterterrorism efforts.
ELO 4:	Learners shall identify the purpose of the PSP for mitigation of potential risk to national security.
Learning Module 2	Applicable Orders, Policies, and Judicial Precedents for the PSP

Enabling Learning Objectives (By Learning Module)	
ELO 1	Learners shall identify the Executive Orders (EOs) governing the PSP.
ELO 2	Learners shall identify the Intelligence Community Directives (ICDs) governing the PSP.
ELO 3	Learners shall identify the national policies governing the PSP.
ELO 4:	Learners shall identify the historic judicial cases that shaped the current PSP and associated processes.
Learning Module 3	Overview of the National Security Process
ELO 1	Learners shall identify the investigative and adjudicative processes for determining eligibility for access to classified information and for eligibility to hold a sensitive position.
ELO 2	Learners shall identify the federal investigative agencies.
ELO 3	Learners shall identify the Personnel Security Investigation (PSI) types and associated requirements.
ELO 4	Learners shall identify the enhanced requirements for Special Access Programs (SAPs).
ELO 5	Learners shall identify the investigative requirements for periodic and phased reinvestigation.
Learning Module 4	National Security Adjudicative Guidelines
ELO 1	Learners shall identify the 13 Adjudicative Guidelines
ELO 2	Learners shall identify mitigating and disqualifying conditions.
Learning Module 5	Roles and Responsibilities of National Security Adjudicator
ELO 1	Learners shall identify the role of a National Security Adjudicator through the investigative process.
ELO 2	Learners shall identify prohibited practices for investigations and adjudications.
ELO 3	Learners shall define the reporting requirements for Adjudicators through the PSI process.

4. COURSE SUMMARY

4.1 Learning Modules

The following provides a summary of the organization of the course content through the Course Introduction, Course Summary, and five Learning Modules (refer to **Table 2. Learning Modules**). The estimated time for completion is also provided for each module of instruction.

NOTE: The estimated time for completion includes the approximate length of time required per learning module for learners to complete associated reinforcement activities.

Table 2. Learning Modules

Learning Module	Estimated Time for Completion
Course Introduction	5 minutes
Module 1: National Security and the PSP: Identification and Mitigation of Threats and Vulnerabilities	29 minutes
Module 2: Applicable Orders, Policies, and Judicial Precedents for the PSP	38 minutes
Module 3: Overview of the National Security Process	48 minutes
Module 4: National Security Adjudicative Guidelines	27 minutes
Module 5: Roles and Responsibilities of National Security Adjudicator	22 minutes
Course Summary	3 minutes
TOTAL	172 minutes

5. COURSE OF INSTRUCTION

5.1 Learning Modules

The following provides a description of the learning objectives, content, and reinforcement activities presented through each learning module in this course.

The estimated time of completion for each learning module is provided for each topic area and learning activity.

5.1.1 Course Introduction

The Course Introduction provides administrative information for the course and serves to acclimate learners to the online course delivery system. Topics include navigation through the course, parts of the screen, and additional linked resources.

The estimated time of completion for the Course Introduction is five minutes.

5.1.2 Module 1: National Security and the PSP: Identification and Mitigation of Threats and Vulnerabilities

Module 1 provides learners with an overview of the importance and role of the PSP in national security. The PSP provides a structured set of processes for the identification and mitigation of potential threats and vulnerabilities to the United States and to interests of national security, both domestic and foreign.

The learning objectives for Module 1 are as follows:

- Learners shall identify potential threats and vulnerabilities to national security.
- Learners shall identify indicators of potential risk factors identified through counterintelligence.
- Learners shall identify indicators of potential risk factors identified through national counterterrorism efforts.
- Learners shall identify the purpose of the PSP for mitigation of potential risk to national security.

Table 3. Learning Module 1 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 3. Learning Module 1 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	2 minutes
Potential Threats and Vulnerabilities	Issues of National Security Security Threats and Vulnerabilities	5 minutes
Risk Factors/Indicators - Counterintelligence (CI)	Potential CI Risk Indicators Human Intelligence Threat Insider Espionage Behavior Patterns and Personality Characteristics Associated with Espionage	5 minutes

Topic	Content Summary	Estimated Time for Completion
Risk Factors/Indicators - Counterterrorism	Potential Terrorism Indicators Challenge to Personnel Security Assessing Competing Loyalties Association with Terrorist Organizations	5 minutes
Purpose of PSP	Purpose/Overview of PSP Role of PSP in National Security	5 minutes
Module Summary	Restatement of Learning Objectives and Key Information	2 minutes
Reinforcement Activity	Practical Application of Presented Topics to Scenarios	5 minutes
Total Estimated Time		29 minutes

5.1.3 Module 2: Applicable Orders, Policies, and Judicial Precedents for the PSP

Module 2 provides learners with a summary of the applicable Executive Orders (EOs), Intelligence Community Directives (ICDs), and national policies governing the PSP and associated investigative and adjudicative processes. The learning module also identifies key historic cases that have shaped the current national security adjudication program.

The learning objectives for Module 2 are as follows:

- Learners shall identify the Executive Orders (EOs) governing the PSP.
- Learners shall identify the Intelligence Community Directives (ICDs) governing the PSP.
- Learners shall identify the national policies governing the PSP.
- Learners shall identify the historical judicial cases that shaped the current PSP and associated processes.

Table 4. Learning Module 2 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 4. Learning Module 2 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	2 minutes
Executive Orders (EOs)	EO 10450: Security Requirements for Government Employment EO 12968: Access to Classified Information EO 13467: Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information	6 minutes
Intelligence Community Directives (ICDs)	ICD- 704: Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information ICPG 704.1 ICPG 704.2 ICPG 704.3	6 minutes

Topic	Content Summary	Estimated Time for Completion
National Policies	Reciprocal Recognition of Existing Personnel Security Clearances, OMB Memorandum (December 12, 2005) Intelligence Reform and Terrorism Prevention Act of 2004 Public Law 110-181, Section 3002 (Bond Amendment): Security Clearance Limitation and Waiver Authority Investigative Standards for Background Investigations for Access to Classified Information (March 24, 1997) Security Executive Agent Memorandum, Clarification of Conflicting Personnel Security Investigative Standards (July 29, 2011)	6 minutes

Topic	Content Summary	Estimated Time for Completion
Judicial Precedents	<p>Cole v. Young (1956): Personnel Security Program Limited to Sensitive Positions</p> <p>Service v. Dulles (1957): Asserts that an agency must follow its own regulations, even when those regulations are more restrictive than the law requires</p> <p>Greene v. McElroy (1959): Establishment of Due Process Procedures</p> <p>Adams v. Laird (1969): Affirms the right to deny or revoke a security clearance because of questions about an individual's loyalty, trustworthiness, and reliability</p> <p>Clifford v. Shoultz (1969): Re-affirmed refusal to answer or provide information as one of the issues covered in the adjudicative guidelines</p> <p>United States v. Yermian (1979): Reaffirmed falsification as one of the issues covered in the adjudicative guidelines</p> <p>Dept. of the Navy v. Egan (1988): Affirms that the granting or denial of a security clearance is a judgment call that is committed by law to the appropriate Executive Branch agency</p>	8 minutes
Module Summary	Restatement of Learning Objectives and Key Information	2 minutes
Reinforcement Activity	Practical Application of Presented Topics to Scenarios	8 minutes
Total Estimated Time		38 minutes

5.1.4 Module 3: Overview of the National Security Process

Module 3 provides learners with an overview of the national security process, including descriptions of the investigative requirements for the various types of PSI. This learning module also provides additional requirements for Special Access Programs (SAPs) and the process of periodic reinvestigations.

The learning objectives for Module 3 are as follows:

- Learners shall identify the investigative and adjudicative processes for determining eligibility for access to classified information and for eligibility to hold a sensitive position. Learners shall identify the federal investigative agencies.
- Learners shall identify the Personnel Security Investigation (PSI) types and associated requirements.
- Learners shall identify the enhanced requirements for Special Access Programs (SAPs).
- Learners shall identify the investigative requirements for periodic and phased reinvestigation.

Table 5. Learning Module 3 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 5. Learning Module 3 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	2 minutes
National Security Investigative and Adjudicative Processes	Initiate Investigation: e-application Conduct of Investigation: Expandable Focused Investigation and Enhanced subject interview Adjudication of Investigation: Agency delivery and e-adjudication	8 minutes

Topic	Content Summary	Estimated Time for Completion
Investigative Agencies	Office of Personnel Management (OPM) Federal Investigations Processing Center (FIPC) Federal Investigative Services (FIS) Federal Bureau of Investigations (FBI) Other authorized investigative agencies and their inter-relationships (i.e., NSA, CIA, FBI, ATF, DIA, NRO, NGA, DoS)	5 minutes
PSI Types and Investigative Requirements	Scope of PSI Timeframe and elements for each type of PSI Position Sensitivity Levels PSI Investigative Requirements for National Security Positions PSI Investigative Requirements for Non-Sensitive, Public Trust, and HSPD-12 Positions PSI Differentiation and Equivalences Denial/Revocation and Appeals	15 minutes
Enhanced Security Measures for Special Programs	Overview of Special Access Programs (SAPs) PSI Investigative Requirements for SAP	5 minutes
Requirements for Reinvestigation	Overview of Reinvestigation processes Reporting Requirements Types/Sources of Information	3 minutes

Topic	Content Summary	Estimated Time for Completion
Module Summary	Restatement of Learning Objectives and Key Information	2 minutes
Reinforcement Activity	Practical Application of Presented Topics to Scenarios	8 minutes
Total Estimated Time		48 minutes

5.1.5 *Module 4: National Security Adjudicative Guidelines*

Module 4 identifies the 13 adjudicative guidelines applied to PSIs, including description and application of mitigating and disqualifying conditions.

The learning objectives for Module 4 are as follows:

- Learners shall identify the 13 Adjudicative Guidelines
- Learners shall identify mitigating and disqualifying conditions.

Table 6. Learning Module 3 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 6. Learning Module 4 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	2 minutes
National Security Adjudicative Guidelines	Description of 13 Adjudicative Guidelines Examples/Case Studies for each guideline	10 minutes
Mitigating and Disqualifying Conditions	Description of Mitigating and Disqualifying Conditions for each Adjudicative Guideline Differentiation for Application Examples/Case Studies for each guideline	8 minutes
Module Summary	Restatement of Learning Objectives and Key Information	2 minutes

Topic	Content Summary	Estimated Time for Completion
Reinforcement Activity	Practical Application of Presented Topics to Scenarios	5 minutes
Total Estimated Time		27 minutes

5.1.6 Module 5: Roles and Responsibilities of National Security Adjudicator

Module 5 identifies the role and associated responsibilities of a National Security Adjudicator through the investigative process, including requirements for documentation of investigations, reporting, and archiving of information. Prohibited practices for the adjudicator during the PSI process are also identified.

The learning objectives for Module 4 are as follows:

- Learners shall identify the role of a National Security Adjudicator through the investigative process.
- Learners shall identify prohibited practices for investigations and adjudications.
- Learners shall define the reporting requirements for Adjudicators through the PSI process.

Table 7. Learning Module 5 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 7. Learning Module 5 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	2 minutes
Adjudicator Role and Responsibilities	History Areas of Authority Performance Requirements specific to Adjudication	5 minutes
Prohibited Practices	Prohibited Techniques Addressing Personal Bias Prohibited Areas of Questioning	3 minutes

Topic	Content Summary	Estimated Time for Completion
Report/Archive of Records	Investigative Reports Safeguarding of Information Government Security Databases Required Documentation	5 minutes
Module Summary	Restatement of Learning Objectives and Key Information	2 minutes
Reinforcement Activity	Practical Application of Presented Topics to Scenarios	5 minutes
Total Estimated Time		22 minutes

5.1.7 Course Summary

The Course Summary reviews the learning objectives for the course and for each learning module. This section of the course also presents a high-level summary of key points and presented information.

The estimated time of completion for the Course Summary is 3 minutes.

6. FINAL COURSE EXAM

The final course exam presents learners with 30 questions randomly selected from a pool of 60 possible assessment questions. All available questions encompass only subject matter, topics, and materials specifically presented through the Introduction to National Security Adjudication online course.

To be eligible for registration for the Fundamentals of National Security Adjudication course, learners must successfully complete the final examination for this course no more than 60 days prior to registration for the fundamentals course.

Learners must obtain, at a minimum, a passing score of 75% on the course final examination to obtain credit for participation and successful completion of this course.

NOTE: Learners must register for the final course exam through a *separate* registration request in STEPP than for the online course.

This Program of Instruction was developed by the National Security Adjudication Training Working Group comprised of individuals from the following organizations:

Department of Energy

Internal Revenue Service

Department of Defense

Personnel Security Research Center

Ka

Federal Bureau of Investigation

Department of Homeland Security

Office of Personnel Management

Department of Health and Human Services

Department of Justice

U.S. Agency for International Development

This Program of Instruction was reviewed by the Performance Accountability Council Training Subcommittee comprised of individuals from the following organizations:

Director National Intelligence

Defense Security Service

Office of Personnel Management

Department of Energy

Health & Human Services

Department of State

Internal Revenue Service

Federal Bureau of Investigation

Department of Homeland Security

Personnel Security Research Center

Department of Justice

PROGRAM OF INSTRUCTION

**Fundamentals of
National Security Adjudication
Course**

27 July 2012

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1. COURSE DESCRIPTION

1.1 Course Title

Fundamentals of National Security Adjudication

1.2 Delivery

This course is presented as instructor-led training (ILT).

1.3 Purpose

This course builds upon the basic concepts and topics presented in the Introduction to National Security Adjudication web-based training (WBT) course, offered through the Defense Security Service (DSS) - Center for Development of Security Excellence (CDSE) Security, Training, Education, and Professionalization Portal (STEPP) online course enrollment and delivery system.

STEPP may be accessed via <https://enrol.dss.mil/index.htm>

Through this course, learners will apply the National Security Adjudication Guidelines for determinations of eligibility for access to classified information and for eligibility to hold a sensitive position.

1.4 Scope

Through this course, learners will evaluate information obtained through an investigation package for thoroughness and accuracy, identifying any potential issues in the information for mitigation and resolution. Learners will also identify potential security concerns and risks based upon application of the adjudicative guidelines. Through case review, learners will determine eligibility based upon practical application of the standard adjudicative methodology for final adjudicative decisions.

1.5 Target Audience

This course is intended for government personnel performing as national security adjudicators or who have national adjudicative type functions

1.6 Enrollment Prerequisites

This course requires successful completion of the Introduction to National Security Adjudication course and accompanying final examination no more than 60 days prior to registration for the Fundamentals of National Security Adjudication course.

1.7 Academic Requirements

Learners must obtain, at a minimum, a passing score of 75% on the course final examination to obtain credit for participation and successful completion of this course.

1.8 Course Length/Delivery

The approximate length of this course reflects the estimated time for instructor presentation and learner completion of each learning module. It is estimated that, based upon an aggregation of the approximate times per topic, as presented in this document, the course will take approximately 57 hours to complete.

2. REFERENCED/APPLICABLE DOCUMENTATION

The following provides a list of the referenced and/or other applicable documentation used throughout this course.

This list should not be considered inclusive and may change dependent upon emergent requirements, updates/revisions to listed documentation, and changes to the applicable federal processes.

2.1 Executive Orders

- Executive Order 10450, Security Requirements for Government Employment, April 27, 1953
- Executive Order 12968, Access to Classified Information, August 2, 1995
- Executive Order 13467, Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information, June 30, 2008

2.2 Statute & National Policy

- Intelligence Reform and Terrorism Prevention Act of 2004, December 17, 2004
- Office of Management and Budget Memorandum, Reciprocal Recognition of Existing Personnel Security Clearances, December 12, 2005
- Adjudicative Guidelines for Determining Eligibility for Access to Classified Information, December 29, 2005
- Public Law 110-181, Section 3002 (Bond Amendment): Security Clearances; Limitations, January 28, 2008
- Investigative Standards for Background Investigations for Access to Classified Information, March 24, 1997
- Security Executive Agent Memorandum, Clarification of Conflicting Personnel Security Investigative Standards, July 29, 2011

2.3 Intelligence Community Policies

- Intelligence Community Directive (ICD) 704, Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information, October 1, 2008
- Intelligence Community Policy Guidance (ICPG) 704.1, Personnel Security Investigative Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information, October 2, 2008
- ICPG 704.2, Personnel Security Adjudicative Guidelines for Determining Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information, October 2, 2008
- ICPG 704.3, Denial or Revocation of Access to Sensitive Compartmented Information, other Controlled Access Program Information, and Appeals Processes, October 2, 2008

2.4 PERSEREC Documentation

- PERSEREC Technical Report 02-05 dated July 2002, *Espionage Against the United States by American Citizens, 1947-2001*
- PERSEREC Technical Report 08-05 dated March 2008, *Changes in Espionage by American Citizens, 1947-2007*
- *Espionage and Other Compromises to National Security; Case Summaries from 1975 to 2008*, August, 2009,
- *Adjudicative Desk Reference*, updated March 2007
- PERSEREC Technical Report 05-06 dated May 2005, *Reporting of Counterintelligence and Security Indicators by Supervisors and Coworkers*

NOTE: Additional references are available on the Defense Personnel Security Research Center (PERSEREC) website at <http://www.dhra.mil/perserec>.

3. TRAINING OBJECTIVES

The following objectives are applicable to the subject matter presented in this course.

Refer to **Table 1. Terminal Learning Objective (TLO)/Enabling Learning Objectives (ELO) Matrix** for a summary of the hierarchy of learning objectives and organization of associated learning modules presented in this course.

Table 1. Terminal Learning Objective (TLO)/Enabling Learning Objectives (ELO) Matrix

Terminal Learning Objective (Course)	
Learners shall interpret the process for evaluation of investigation packages for national security adjudicative determinations.	
Enabling Learning Objectives (By Learning Module)	
Learning Module 1	Overview of National Security Adjudication Process
ELO 1	Learners shall identify the purpose of the Personnel Security Program (PSP).
ELO 2	Learners shall identify the role and responsibilities of the national security adjudicator.
ELO 3	Learners shall identify the types of Personnel Security Investigations (PSI) and requirements for each type of investigation.
Learning Module 2	Scope of Investigative Packages
ELO 1	Learners shall assess investigative information and reports.
ELO 2	Learners shall identify the requirements for the investigative package.
ELO 3	Learners shall identify methods for resolution of investigative issues for national security adjudicative decisions.

Enabling Learning Objectives (By Learning Module)	
Learning Module 3	Application of National Security Adjudicative Guidelines
ELO 1	Learners shall identify potential security concerns with use of the Whole Person Concept.
ELO 2	Learners shall apply adjudicative guidelines to potential security concerns.
ELO 3	Learners shall evaluate the severity of security concerns.
ELO 4	Learners shall identify adjudicative recommendations and eligibility determinations.
ELO 5	Learners shall identify the requirements for safeguarding, retention, and destruction of adjudicative records.

4. COURSE SUMMARY

4.1 Learning Modules

The following provides a summary of the organization of the course content through the Course Introduction, Course Summary, and three Learning Modules (refer to **Table 2. Learning Modules**). The estimated time for completion is also provided for each module of instruction.

NOTE: The estimated time for completion includes the approximate length of time required per learning module for learners to complete associated reinforcement activities.

Table 2. Learning Modules

Learning Module	Estimated Time for Completion
Course Introduction	1 hour
Module 1: Overview of National Security Adjudication Process	1.5 hours
Module 2: Scope of Investigative Packages	8.5 hours
Module 3: Application of Adjudicative Guidelines	40 hours
Course Summary	2 hours
Final Course Examination	4 hours
TOTAL	57 hours

5. COURSE OF INSTRUCTION

5.1 Learning Modules

The following provides a description of the learning objectives, content, and reinforcement activities presented through each learning module in this course.

The estimated time of completion for each learning module is provided for each topic area and learning activity.

5.1.1 Course Introduction

The Course Introduction provides administrative information for the course and serves to acclimate learners to the classroom environment and course materials. Topics include facilities, individual and group behaviors, and performance expectations.

The estimated time of completion for the Course Introduction is 1 hour.

5.1.2 Module 1: Overview of National Security Adjudication Process

Module 1 serves to reinforce the information presented in the Introduction to National Security Adjudication course. The module provides learners with a review of the importance of the PSP in national security, the role and responsibilities of the national security adjudicator, and the various types of PSI and requirements.

The learning objectives for Module 1 are as follows:

- Learners shall identify the purpose of the PSP.
- Learners shall identify the role and responsibilities of the national security adjudicator.
- Learners shall identify the types of PSI and requirements for each type of investigation.

Table 3. Learning Module 1 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 3. Learning Module 1 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	5 minutes
Purpose of PSP	Purpose/Overview of PSP Role of PSP in National Security	20 minutes
Adjudicator Role and Responsibilities	Performance Requirements Specific to Adjudication Prohibited Techniques/ Areas of Questioning	15 minutes

Topic	Content Summary	Estimated Time for Completion
PSI Types and Investigative Requirements	Scope of PSI Timeframe and elements for each type of PSI Position Sensitivity Levels PSI Investigative Requirements for National Security Positions PSI Investigative Requirements for Non-Sensitive, Public Trust, and HSPD-12 Positions PSI Differentiation and Equivalences	30 minutes
Module Summary	Restatement of Learning Objectives and Key Information	10 minutes
Reinforcement Activity	Practical Application of Presented Topics to Scenarios	10 minutes
Total Estimated Time		1.5 hours

5.1.3 *Module 2: Scope of Investigative Packages*

Module 2 provides learners with the process to scope investigative packages to determine their accuracy and completeness and to identify how to mitigate and resolve issues.

The learning objectives for Module 2 are as follows:

- Learners shall assess investigative information and reports.
- Learners shall identify the requirements for an investigative package.
- Learners shall identify methods for resolution of investigative issues for national security adjudicative decisions.

Table 4. Learning Module 2 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 4. Learning Module 2 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	5 minutes

Topic	Content Summary	Estimated Time for Completion
Overview of Investigative Information and Reports	Data Elements Level of Access Sources	60 minutes
Requirements for Investigative Packages	Types of Investigations/Records Review completed investigation Assess Material for Completeness: Compare data elements to identify discrepancies, inconsistencies, or incompleteness Verification of Data for Adjudication: All necessary data are accurate and current Investigation conducted meets level of access required Create Scoping Tool and Decision Scaffolding Tool	240 minutes
Resolve Issues Necessary for Adjudicative Decision	Contact Investigation Provider: Request additional investigative information Conduct Limited Inquiries: Clarify information and Request additional information Contact Potential Sources of Information: Compose letters and Place telephone calls Use of open-ended questions Resolve Issues	60 minutes
Module Summary	Restatement of Learning Objectives and Key Information	30 minutes
Reinforcement Activity	Practical Application of Presented Topics to Scenarios Review of complete and incomplete investigation packages	120 minutes
Total Estimated Time		8.5 hours

5.1.4 Module 3: Application of National Security Adjudicative Guidelines

Module 3 provides learners with an in-depth examination of the National Adjudicative Guidelines. Learners will identify potential security concerns and risks based upon application of the adjudicative guidelines. Through case review, learners will determine national security eligibility based upon practical application of the standard Whole Person adjudicative methodology for final adjudicative decisions.

The learning objectives for Module 3 are as follows:

- Learners shall identify potential security concerns with use of the Whole Person Concept.
- Learners shall apply adjudicative guidelines to potential security concerns.
- Learners shall evaluate the severity of security concerns.
- Learners shall identify the adjudicative recommendations and national security eligibility determinations.
- Learners shall identify the requirements for safeguard, retention, and destruction of adjudicative records.

Table 5. Learning Module 3 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 5. Learning Module 3 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	10 minutes
Standard Adjudicative Methodology/Whole Person Concept	Standard Methodology to Assess Security Concerns: Whole Person Concept Consideration Factors	60 minutes
Application of Adjudicative Guidelines to Potential Security Concerns	Identify information that raises potential security concern Identify Disqualifying and Mitigating Conditions Issues against Adjudicative Factor	120 minutes

Topic	Content Summary	Estimated Time for Completion
Evaluate Severity of Security Concerns	Outline frequency and recency of issues Cases That Warrant Further Review and Potential Adjudicative Action Consultation with Subject Matter Experts: Correct process to obtain advice Unique or Complex Cases: Dual Citizenship, Current Issue (e.g., credit), Foreign Influence, and Social Networking Potential Counterintelligence (CI) and Counterterrorism (CT) Concerns and Indicators Identify CI and CT issues Contact appropriate officials	480 minutes
Adjudicative Recommendations and Eligibility Determinations	Favorable Adjudicative Recommendation: Use of mitigating conditions Unfavorable Adjudicative Recommendation: Use of disqualifying conditions Agency Specific Guidance Documentation of Final Adjudicative Decision	30 minutes
Safeguard, Retention, and Destruction of Adjudicative Records	Requirements for Freedom of Information Act/Personally Identifiable Information (FOIA/PII) Agency Specific Guidance Federal Requirements	60 minutes
Module Summary	Restatement of Learning Objectives and Key Information	60 minutes
Reinforcement Activity	Practical Application of Presented Topics to Scenarios Review of sample Case Scenarios	1,620 minutes
Total Estimated Time		40 hours

5.1.5 *Course Summary*

The Course Summary reviews the learning objectives for the course and for each learning module. This section of the course also presents a high-level summary of key points and presented information.

The estimated time of completion for the Course Summary is two hours.

6. **FINAL COURSE EXAM**

The final course examination consists of three performance measures:

6.1 **Day One Exam**

The Day One examination serves as a review tool for the subject matter presented in the Introduction to National Security Adjudication course. The examination is presented as a computer-based assessment.

6.2 **Week One Examination and Performance-Based Assessment**

At the close of the first week of instruction, learners will be assessed on the content presented during the first week of the course, specifically the lecture-based examination of the National Security Adjudicative Guidelines.

At the end of the course, learners will participate in a performance-based evaluation. The assessment tool measures learner proficiency with application of the National Security Adjudicative Guidelines for adjudicative decisions and accurate completion of the Scoping Guide and Decision Tool.

Learners must obtain a minimum aggregate score of 75% (combination of scores from Week One Examination and Performance-based Assessment) to obtain credit for successful completion of this course.

This Program of Instruction was developed by the National Security Adjudication Training Working Group comprised of individuals from the following organizations:

Department of Energy

Internal Revenue Service

Department of Defense

Personnel Security Research Center

Federal Bureau of Investigation

Department of Homeland Security

Office of Personnel Management

Department of Health and Human Services

Department of Justice

U.S. Agency for International Development

This Program of Instruction was reviewed by the Performance Accountability Council Training Subcommittee comprised of individuals from the following organizations:

Director National Intelligence

Defense Security Service

Office of Personnel Management

Department of Energy

Health & Human Services

Department of State

Internal Revenue Service

Federal Bureau of Investigation

Department of Homeland Security

Personnel Security Research Center

Department of Justice

PROGRAM OF INSTRUCTION

**Advanced
National Security Adjudication
Course**

27 July 2012

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Table 5. Learning Module 3 Summary 9

1. COURSE DESCRIPTION

1.1 Course Title

Advanced National Security Adjudication

1.2 Delivery

This course is presented as instructor-led training (ILT).

1.3 Purpose

This course builds upon the concepts and topics presented in the Fundamentals of National Security Adjudication ILT course offered through the Defense Security Service (DSS) - Center for Development of Security Excellence (CDSE).

Through this course, learners will apply the National Security Adjudication Guidelines for final national security adjudicative determinations.

1.4 Scope

Through this course, learners will evaluate complex issues and significant derogatory information identified from an investigation package. Learners will also identify the process for evaluation of proposed adverse actions and appeals to adverse final national security adjudicative determinations.

1.5 Target Audience

This course is intended for national security adjudicators with a minimum of one year of adjudicative experience. The course is designed to teach the skills necessary to perform as a senior national security adjudicator. The emphasis is on adjudicating cases that are complex in nature or that contain significant derogatory information.

1.6 Enrollment Prerequisites

This course requires successful completion of the Fundamentals of National Security Adjudication course and accompanying final examinations.

Potential candidates for participation in this course must obtain supervisor approval and possess a minimum of one year adjudicative experience prior to registration for the course.

1.7 Academic Requirements

Learners must obtain, at a minimum, a passing score of 75% on the course final examination to obtain credit for participation and successful completion of this course.

1.8 Course Length/Delivery

The approximate length of this course reflects the estimated time for instructor presentation and learner completion of each learning module. It is estimated that, based upon an aggregation of the approximate times per topic, as presented in this document, the course will take approximately 31 hours to complete.

2. REFERENCED/APPLICABLE DOCUMENTATION

The following provides a list of the referenced and/or other applicable documentation used throughout this course.

This list should not be considered all inclusive and may change dependent upon emergent requirements, updates/revisions to listed documentation, and changes to the applicable federal processes.

2.1 Executive Orders

- Executive Order 10450, Security Requirements for Government Employment, April 27, 1953
- Executive Order 12968, Access to Classified Information, August 2, 1995
- Executive Order 13467, Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information, June 30, 2008

2.2 Statutes & National Policy

- Intelligence Reform and Terrorism Prevention Act of 2004, December 17, 2004
- Office of Management and Budget Memorandum, Reciprocal Recognition of Existing Personnel Security Clearances, December 12, 2005
- Adjudicative Guidelines for Determining Eligibility for Access to Classified Information, December 29, 2005
- Public Law 110-181, Section 3002 (Bond Amendment): Security Clearances: Limitations, January 28, 2008
- Investigative Standards for Background Investigations for Access to Classified Information, March 24, 1997
- Security Executive Agent Memorandum, Clarification of Conflicting Personnel Security Investigative Standards, July 29, 2011

2.3 Intelligence Community Directives

- Intelligence Community Directive (ICD) 704, Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information, October 1, 2008
- Intelligence Community Policy Guidance (ICPG) 704.1, Personnel Security Investigative Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information, October 2, 2008
- ICPG 704.2, Personnel Security Adjudicative Guidelines for Determining Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information, October 2, 2008
- ICPG 704.3, Denial or Revocation of Access to Sensitive Compartmented Information, other Controlled Access Program Information, and Appeals Processes, October 2, 2008

2.4 PERSEREC Documentation

- PERSEREC Technical Report 02-05 dated July 2002, *Espionage Against the United States by American Citizens, 1947-2001*
- PERSEREC Technical Report 08-05 dated March 2008, *Changes in Espionage by American Citizens, 1947-2007*
- *Espionage and Other Compromises to National Security; Case Summaries from 1975 to 2008*, August, 2009,
- *Adjudicative Desk Reference*, updated March 2007
- PERSEREC Technical Report 05-06 dated May 2005, *Reporting of Counterintelligence and Security Indicators by Supervisors and Coworkers*

NOTE: Additional references are available on the Defense Personnel Security Research Center (PERSEREC) website at <http://www.dhra.mil/perserec>.

3. TRAINING OBJECTIVES

The following objectives are applicable to the subject matter presented in this course.

Refer to **Table 1. Terminal Learning Objective (TLO)/Enabling Learning Objectives (ELO) Matrix** for a summary of the hierarchy of learning objectives and organization of associated learning modules presented in this course.

Table 1. Terminal Learning Objective (TLO)/Enabling Learning Objectives (ELO) Matrix

Terminal Learning Objective (Course)	
Learners shall demonstrate comprehension of the process for evaluation of complex derogatory investigative information for a final national security adjudicative determination.	
Enabling Learning Objectives (By Learning Module)	
Learning Module 1	Overview of National Security Adjudicative Determinations
ELO 1	Learners shall identify the standard methodology and Whole Person Concept.
ELO 2	Learners shall identify the National Security Adjudicative Guidelines.
ELO 3	Learners shall identify the process for assessment of potential security concerns.
Learning Module 2	Analysis of Complex Investigation Issues
ELO 1	Learners shall analyze complex investigative issues and derogatory information.
ELO 2	Learners shall identify methods for resolution of investigative issues for national security adjudicative decisions.
ELO 3	Learners shall identify requirements for adverse determinations.

Enabling Learning Objectives (By Learning Module)	
Learning Module 3	Final National Security Adjudicative Determinations
ELO 1	Learners shall evaluate proposed adverse actions.
ELO 2	Learners shall identify requirements for final adverse national security determinations.
ELO 3	Learners shall identify procedures for appeals and exceptions to adverse national security adjudicative determinations.

4. COURSE SUMMARY

4.1 Learning Modules

The following provides a summary of the organization of the course content through the Course Introduction, Course Summary, and three Learning Modules (refer to **Table 2. Learning Modules**). The estimated time for completion is also provided for each module of instruction.

NOTE: The estimated time for completion includes the approximate length of time for learners to complete associated reinforcement activities per learning module.

Table 2. Learning Modules

Learning Module	Estimated Time for Completion
Course Introduction	1.5 hours
Module 1: Overview of National Security Adjudicative Determinations	1.5 hours
Module 2: Analysis of Complex Investigation Issues	5 hours
Module 3: Final National Security Adjudicative Determinations	17 hours
Course Summary	2 hours
Final Course Examination	4 hours
TOTAL	31 hours

5. COURSE OF INSTRUCTION

5.1 Learning Modules

The following provides a description of the learning objectives, content, and reinforcement activities presented through each learning module in this course.

The estimated time of completion for each learning module is provided for each topic area and learning activity.

5.1.1 Course Introduction

The Course Introduction provides administrative information for the course and serves to acclimate learners to the classroom environment and course materials. Topics include facilities, individual and group behaviors, and performance expectations.

The estimated time of completion for the Course Introduction is 1.5 hours.

5.1.2 Module 1: Overview of National Security Adjudicative Determinations

Module 1 serves to reinforce the information presented in the Introduction to National Security Adjudication course. The module provides learners with a review of the standard methodology and Whole Person Concept for evaluation of investigative information, application of the 13 Adjudicative Guidelines for national security determinations, and analysis of potential security concerns.

The learning objectives for Module 1 are as follows:

- Learners shall identify the standard methodology and Whole Person Concept.
- Learners shall identify the National Security Adjudicative Guidelines.
- Learners shall identify the process for assessment of potential security concerns.

Table 3. Learning Module 1 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 3. Learning Module 1 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	5 minutes
Standard Adjudicative Methodology/Whole Person Concept	Standard Methodology to Assess Security Concerns: Whole Person Concept Consideration Factors	20 minutes
Application of National Security Adjudicative Guidelines to Potential Security Concerns	Identify information that Raises Potential Security Concern Identify Disqualifying and Mitigating Conditions	30 minutes

Topic	Content Summary	Estimated Time for Completion
Assessment of Potential Security Concerns	Frequency and Recency of issues Cases That Warrant Further Review and Potential Adjudicative Action	15 minutes
Module Summary	Restatement of Learning Objectives and Key Information	10 minutes
Reinforcement Activity	Practical Application of Presented Topics to Scenarios	10 minutes
Total Estimated Time		1.5 hours

5.1.3 *Module 2: Analysis of Complex Investigation Issues*

Module 2 provides learners with the process to analyze complex investigation issues and derogatory information and to identify how to mitigate and resolve issues. Learners will also identify the requirements for adverse determinations based upon investigative information.

The learning objectives for Module 2 are as follows:

- Learners shall analyze complex investigative issues and derogatory information.
- Learners shall identify methods for resolution of investigative issues for national security adjudicative decisions.
- Learners shall identify requirements for adverse national security determinations.

Table 4. Learning Module 2 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 4. Learning Module 2 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	5 minutes
Analysis of Complex Investigative Information	Cases with Multiple Issues Cases with Significant Discrepancies Unique Circumstances	130 minutes

Topic	Content Summary	Estimated Time for Completion
Resolution of Complex Issues	Identify Unresolved Issues Identify Additional Information Required Requests for Additional Information Assessment of Additional Information	30 minutes
Requirements for Adverse National Security Determinations	Identify Rehabilitative Efforts: Sufficient Evidence of Rehabilitation or Insufficient Evidence of Rehabilitation Evaluation of Conduct	60 minutes
Module Summary	Restatement of Learning Objectives and Key Information	15 minutes
Reinforcement Activity	Practical Application of Presented Topics to Scenarios Review of Case Information for Potential Adverse Determinations	60 minutes
Total Estimated Time		5 hours

5.1.4 *Module 3: Final National Security Adjudicative Determinations*

Module 3 provides learners with an in-depth examination of the process to evaluate complex and derogatory investigative information for final national security adjudicative decisions.

The learning objectives for Module 3 are as follows:

- Learners shall evaluate proposed adverse actions.
- Learners shall identify requirements for final adverse national security determinations.
- Learners shall identify procedures for appeals and exceptions to adverse national security adjudicative determinations.

Table 5. Learning Module 3 Summary presents the presentational flow of instruction through the learning module, the anticipated student contact time for each instructional topic, and the primary content sub-topics for each.

Table 5. Learning Module 3 Summary

Topic	Content Summary	Estimated Time for Completion
Introduction	Description of Module Module Objectives	10 minutes
Evaluation of Adverse Actions	Justification for Adverse Action Determine Next Action Based Upon Review of Additional Information: If Favorable, Grant Eligibility Review of Supporting Documentation and Historical Trends	180 minutes
Requirements for Final Adverse National Security Determinations	Documentation for Adverse Determination: Summary and Initial Correspondence Disqualifying Conditions Detailed Supporting Evidence Denial/Revocation/Suspension Reply to Denial/Revocation/Suspension Correspondence	600 minutes
Procedures for Appeals and Exceptions	Review Appeals Board Procedures: Written Appeal and Final Determination Review Personal Appearance Procedures Present Relevant Documents, Material, and Information Identify Agency-Specific Exceptions	90 minutes
Module Summary	Restatement of Learning Objectives and Key Information	30 minutes
Reinforcement Activity	Practical Application of Presented Topics to Scenarios Evaluation of Final Adverse Determinations (Case Studies)	120 minutes
Total Estimated Time		17 hours

5.1.5 *Course Summary*

The Course Summary reviews the learning objectives for the course and for each learning module. This section of the course also presents a high-level summary of key points and presented information.

The estimated time of completion for the Course Summary is two hours.

6. **FINAL COURSE EXAM**

The examination is presented as a computer-based assessment. Learners must obtain a minimum score of 75% to obtain credit for successful completion of this course.

This Program of Instruction was developed by the National Security Adjudication Training Working Group comprised of individuals from the following organizations:

Department of Energy

Internal Revenue Service

Department of Defense

Personnel Security Research Center

Federal Bureau of Investigation

Department of Homeland Security

Office of Personnel Management

Department of Health and Human Services

Department of Justice

U.S. Agency for International Development

This Program of Instruction was reviewed by the Performance Accountability Council Training Subcommittee comprised of individuals from the following organizations:

Director National Intelligence

Defense Security Service

Office of Personnel Management

Department of Energy

Health & Human Services

Department of State

Internal Revenue Service

Federal Bureau of Investigation

Department of Homeland Security

Personnel Security Research Center

Department of Justice