

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
SECURITY CLEARANCE PROCESSING

<u>Number</u>	07.04.06
<u>Division</u>	Vice President for Research and Economic Development - Office of Research Security (ORS)
<u>Date</u>	February 2, 2012; Reviewed/Revised November 13, 2023
<u>Purpose</u>	To advise the faculty, staff, and students of the procedures involved in obtaining a security clearance when a security clearance is required to perform duties assigned under classified contracts or grants.
<u>Policy</u>	<p>The University of Alabama in Huntsville (“UAH” or “University”) proposes and receives classified contracts and grants from the U.S. Government and other Federal Contractors. In order for an employee to perform tasks under these contracts, a Personnel Security Clearance (PCL) is required according to 32 CFR Part 117. An employee may be processed for a PCL when the contractor determines that access is essential in the performance of tasks or services related to the fulfillment of a classified contract. A PCL is valid for access to classified information at the same or lower level of classification as the level of the clearance granted.</p> <p>A justification for PCL is required. The justification form is to be completed and forwarded to ORS by the Principal Investigator (PI) on the contract to verify the need for an employee to obtain a security clearance. Employee’s proof of U.S. Citizenship will be requested at the time of the appointment as per 32 CFR Part 117.10 (c). The contractor shall require each applicant processing for a PCL who claims U.S. citizenship to produce evidence of citizenship and provide fingerprints (32 CFR Part 117.10(e)).</p> <p>The employee will be required to read and sign the bottom section of the 32 CFR 117.17.10(d) “Procedures for Completing the Electronic Version of the SF 86” letter. The electronic version of the SF 86 shall be completed by the employee.</p>

