***- - CACI Security Clearance Request Form - -***

This form is used to initiate, change, or upgrade Personnel Security Clearance (PCL) or Sensitive Compartmented Information (SCI) Access for CACI employees or consultants. Fill in all blanks completely with required information. Incomplete information will result in delay of the clearance process.

**Employee completes Section I and sends to Manager/Supervisor.** Manager/Supervisor completes Section II, and Section III. Once completed, forward to your Security Officer. You may provide this form in hard copy with manager’s signature or scanned with signature. The Security Officer will initiate the clearance process once the candidate/ employee/consultant has accepted employment and offer letter and all requested documentation is provided to Security.

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| **Section I –*Personal Information to be completed by employee or consultant*** |
| **Name (First, Middle, Last):** |       |
| **E-Mail address:** |       | **Phone number:** |       |
| **Social Security Number:** |       | **Date of Birth:** |       |
| **Place of Birth** (City & State if U.S.; City & Country if not): |       |
| **Citizenship:** |       |
| **Clearance Last Held as:** |  [ ]  Contractor [ ]  Military [ ]  Civil Service |
| **Clearance Level Held:** |       | **Date Clearance Granted:** |       |
| **Agency Granting Clearance:** |       |
| **Type of Investigation:** |       | **Date of Investigation (if known):** |       |
| **If have polygraph:** | **Administering Agency:** |       | **Type:** |  [ ]  CI [ ]  Full | **Date:** |       |
| **Comments** (such as “on vacation; can be reached after \_\_\_”**:**  |

***All individuals being processed for a clearance (new hires and those requesting a new or upgraded clearance) will need to provide directly to Hiring Manager or pertinent Security Officer:***

***1) Proof of citizenship: U.S. birth certificate, unexpired U.S. passport or passport card, naturalization certificate, or citizenship certificate***

***2) If employee is retiring or leaving the military, copy of DD Form 214 must be provided***

***3) If retiring or leaving Civil Service, copy of Standard Form 50 must be provided.***

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| **Section II – *Employee information and justification for clearance to be completed by Manager/Supervisor*** |
| **Start Date with CACI:** |       |
| **CACI Company:** |  |
|  [ ]  Employee [ ]  Consultant | **Employee Job Title:** |       |
| **Work Location** (CACI location code preferred)**:** |       |
| **Physical Work Address:**(if different from Work Location) |       |
| **Level of Clearance required for position/ contract:** | [ ]  Secret [ ]  Top Secret [ ]  Top Secret/SCI [ ]  Other (specify)       |
| **Name of Contract (s):** |       | **Project String:** |       |
| **Classified Contract Number(s) for all clearances needed: (Cannot submit clearance application without this number).** *Please also provide customer(s) and/or contract title(s)*  |       |
| **Justification for SCI (if required):** |       |
| **[ ]  If person on this form is a new employee, please check here and provide copy of signed offer letter****[ ]  If person on this form is a Consultant, not an employee, please check here and provide supporting copy of PR** |

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| **Section III – *Manager/Supervisor Approval required for all requests.*** |
| **Manager/Supervisor Name:** |       | **Manager Phone #:** |       |
| **Manager Signature** |  | **Date:** |       |
| **COTR/Customer Approval Date (if applicable):** |       |

All Information must be completed and all supporting documentation provided before this form can be processed.

**Ver 4.7, 7/1/14 CACI Private Data CACI E-Form 253**