

## Request for Interim Security Clearance

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|------------|-------------|--------------|---------|----------------------|
| Last Name: | First Name: | Middle Name: | Suffix: | SSN (last 4 digits): |
|------------|-------------|--------------|---------|----------------------|

**Instructions:** This form must be completed by an applicant/candidate and his/her Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) sponsor to request an interim security clearance. The applicant/candidate should carefully review Section A, check the appropriate box, sign and date the certification, and return the completed form to the ATF sponsor who will complete Section B.

### Section A - Applicant/Candidate Information and Acknowledgment

Due to the critical need to fill positions, ATF may exercise its authority to grant you an interim security clearance, prior to full completion and adjudication of your full background investigation (BI), if you meet established standards. If you comply with these requirements, ATF will grant you a National Security information (NSI) classification on a need-to-know basis, as well as temporary access to ATF information, information technology systems, and/or unescorted access to ATF facilities. You will be issued a final security clearance if no disqualifying information is uncovered upon completion and adjudication of your BI. However, your interim security clearance may be withdrawn, and your employment terminated, if concealed or unfavorable information is uncovered that negatively impacts your selection.

#### Interim Security Clearance Certification:

Please carefully review and consider both options listed below regarding your past and current activities, in order to determine if accepting an interim security clearance is appropriate before signing the certification.

- Accept Risk Associated with Interim Security Clearance.** I have read and understand the risk associated with being granted an interim security clearance prior to full completion and adjudication of my BI. I accept the risk associated with holding an interim security clearance.
- Delay Being Granted an Interim Security Clearance.** I have read and understand the risk associated with being granted an interim security clearance prior to full completion and adjudication of my BI. Although I am interested in an employment opportunity with ATF, I would like to delay an interim security clearance and await full completion and adjudication of the BI. I also understand that by delaying an interim security clearance, I will be unable to obtain a temporary NSI certification or access to ATF information, information technology system, and/or unescorted access to ATF facilities.

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|--------------------------------|-------|
| Applicant/Candidate Signature: | Date: |
|--------------------------------|-------|

### Section B - ATF Sponsor

**Instructions:** ATF sponsors (e.g., contracting officer's representatives and human resources specialists) will complete Section B, and submit this document along with all other applicable personnel security forms to Personnel Security Division (PSD), to request approval for an applicant/candidate to be granted an interim security clearance. Prior to submitting this request, an ATF sponsor must consider whether an applicant/candidate for expeditious employment is eligible for an NSI classification. ATF sponsors should follow the guidance outlined in the ATF Sponsors Quick Reference Guides located on the ATF Connect, Office of Professional Responsibility and Security Operations, PSD page, when submitting a candidate for an interim security clearance.

Request for Interim Security Clearance - An ATF sponsor or applicable program office personnel will request an interim security clearance based on a demonstrated, foreseeable need for the individual to access classified NSI. Requests for interim security clearances may only be made for individuals selected for long-term (6 months or more) employment/service positions.

Review of Request for Interim Security Clearance - PSD personnel will review the interim security request and determine an approval or rejection. An interim security clearance request will be rejected/disapproved due to issues or concerns (e.g., suitability or security) about an applicant/candidate, submission of an incomplete personnel security form, and/or lack of detailed justification. PSD personnel will notify the ATF sponsor about an applicant's/candidate's interim security clearance determination.

(Note: If an interim security clearance is approved and derogatory information is discovered during the course of the personnel security process, the individual's access to NSI may be rescinded.)

Position Requiring Interim Security Clearance:  Employee  Contractor  Task Force Officer

|                                    |         |                   |
|------------------------------------|---------|-------------------|
| ATF Sponsor/Requestor Information: |         |                   |
| Name:                              | Title:  | Telephone Number: |
| Email Address:                     | Office: | Date of Request:  |

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### Privacy Act Statement

The following information is provided pursuant to Sections 3 and 7(b) of the Privacy Act of 1974 (5 U.S.C. § 552a(e)(3)):

1. **Authority.** Solicitation of this information is made pursuant to Executive Orders 13764, 12968 and 13467. Disclosure of this information by the individual is voluntary.
2. **Purpose.** The purpose of this collection is to determine if the candidate for employment can be granted an interim security clearance prior to the completion and adjudication of the full background investigation.
3. **Routine Uses.** The information will be used by ATF to make a determination as set forth in the Purpose section of this Privacy Act Statement. This information becomes a part of the permanent personnel security record of all individuals and is included in Internal Security Record System - Justice/ATF-006 (68 FR 3555-6) and is subject to all of the published routine uses of the system of records. Specifically, information may be disclosed by ATF to third parties while making a determination as to the individual's fitness for employment or service opportunities with ATF.
4. **Effects of Not Supplying the Requested Information.** Failure to supply complete information may require ATF to make a determination of the individual's eligibility for employment or service opportunities with ATF based on the information available.
5. **Disclosure of Social Security Number (SSN).** Disclosure of the individual's SSN is voluntary. Under Executive Order 9397, ATF has the authority to solicit an individual's SSN. The number may be used to verify the individual's identity.

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### Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. The information collected is used by ATF to determine if the candidate for employment can be granted an interim security clearance prior to the completion and adjudication of the full background investigation. The appropriate ATF office (*i.e.*, *Personnel Security Division*) will maintain a copy of this form. It will be used to document the authorized disclosure of the background investigation information.

The estimated average burden associated with this collection of information is 5 minutes per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Report Management Officer, Resource Management Staff, Bureau of Alcohol, Tobacco, Firearms and Explosives, 99 New York Avenue, NE., Washington, DC 20226.

An Agency may not conduct or sponsor, and a person is not required to respond to, a collection of information that does not display a currently valid OMB control number.