

**DEPARTMENT OF TRANSPORTATION  
PERSONNEL SECURITY ACTION REQUEST AND NOTIFICATION**

**PART I - REQUESTING OFFICE**

To request security approval to fill any sensitive position and to request authorization for an employee to have access to classified information, complete Part I and submit form intact.

**CANDIDATE AND POSITION**

CANDIDATE'S NAME (Last, First, Middle, Maiden)	DATE AND PLACE OF BIRTH	SSN
POSITION TITLE, GRADE, AND OFFICE	DUTY STATION	PROPOSED EFFECTIVE DATE

**CANDIDATE STATUS ('x' one)**

**POSITION SENSITIVITY ('x' one)**

<input type="checkbox"/> Outside Applicant	<input type="checkbox"/> Special Sensitive	<input type="checkbox"/> High Risk
<input type="checkbox"/> Current Employee	<input type="checkbox"/> Critical Sensitive	<input type="checkbox"/> Moderate Risk
	<input type="checkbox"/> Noncritical Sensitive	<input type="checkbox"/> Low Risk

**ACCESS CLEARANCE REQUESTED**

<input type="checkbox"/> None	<input type="checkbox"/> Confidential	<input type="checkbox"/> Secret	<input type="checkbox"/> Top Secret	<input type="checkbox"/> SCI	<input type="checkbox"/> Other (Specify)
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**CLEARANCE JUSTIFICATION:** Briefly state why access is needed, relating the requirement to specific duties, projects or other official reasons:

Date of Request	Requesting Office	Signature of Requesting Official
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**PART II - PERSONNEL OFFICE**

To transmit investigative papers or information to Personnel Security Office

**DATA ON PREVIOUS INVESTIGATION(S)**

TYPE OF INVESTIGATION (NACI, BI, SSBI, PR, ETC.)	DATE COMPLETED	AGENCY (SPECIFY)
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Other Investigative Information:

**PAPERS ATTACHED**

<input type="checkbox"/> Resume/Application	<input type="checkbox"/> Other Attachments (List)
<input type="checkbox"/> SF-85, Questionnaire for Nonsensitive Positions	
<input type="checkbox"/> SF-85P, Questionnaire for Public Trust Positions	
<input type="checkbox"/> SF-86, Questionnaire for Sensitive Positions	
<input type="checkbox"/> OF 306, Declaration for Federal Employment	

Date	Personnel Office	Signature of Personnel Official
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**PART III - PERSONNEL SECURITY OFFICE CERTIFICATION**

Required investigation has been completed and it is determined in accordance with Executive Orders 10450 and 12968 that the candidate's employment in sensitive duties is clearly consistent with the interests of National Security.

Requested authorization is granted pursuant to E. O. 12958 for access up to and including: (Mark appropriate box(es))

<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET	<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> SCI
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Determination(s) based on:

Date	Personnel Security Office	Signature of Personnel Security Official
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