

## Security Clearance Requirement for CAC Cards

In order to ensure the safety and security of the missions, programs, property and employees of the Adjutant General's Department individuals will be given conditional offer of employment; employees and volunteers will obtain and/or maintain the appropriate security clearance required for their respective status and position. Failure to do so will result in rescinding job offers and/or separation.

In accordance with interim guidance issued by the Office of the Under Secretary of Defense, the head of a Federal agency may not grant or renew a security clearance to individuals who:

- Have been convicted of a crime and incarcerated for one year or more,
- Have been discharged or dismissed from the Armed Forces under dishonorable conditions; or
- Are determined to be mentally incompetent, as determined by competency proceedings conducted in a court or administrative agency with proper jurisdiction.

List of Adjudication Guidelines: The careful weighing of a number of variables known as the whole person concept

- Allegiance to the United States;
- Foreign Influence;
- Foreign Preference;
- Sexual Behavior - of a criminal nature;
- Personal Conduct – truthful, trustworthiness, credible;
- Financial Issues – inability or unwillingness to satisfy debts, unexplained affluence;
- Alcohol Consumption Issues;
- Drug Involvement;
- Psychological Conditions – judgment, reliability, emotional stability;
- Criminal Conduct;
- Handling Protected Information;
- Outside Activities – related to foreign or international activities;
- Use of Information Technology Systems.

List of Mitigating Factors: The ability to determine that the person is an acceptable security risk

- The nature, extent, and seriousness of the conduct;
- The circumstances surrounding the conduct, to include knowledgeable participation;
- The frequency and recent action of the conduct;
- The individual's age and maturity at the time of the conduct;
- The extent to which participation is voluntary;
- The presence or absence of rehabilitation and other permanent behavioral changes;
- The motivation for the conduct;
- The potential for pressure, coercion, exploitation, or duress; and
- The likelihood of continuation or recurrence.

CACs must be renewed every three (3) years. FBI Fingerprints must be renewed every five (5) years.

The State Human Resource Office will be responsible for this policy for State employees and volunteers for non-military sections of the agency. The State Comptroller's Office will be responsible for this policy for State contractors.

All employees, volunteers (State) and/or contractors (State) must self report to their respective Security Manager any arrests and /or convictions within one working day of the event. Failure to do so may result in immediate dismissal/separation. The respective Security Manager will review relevant information with the respect to the guidelines listed above and make a determination as to retaining the individual or recommending separation. Any recommended separations will also be reviewed before a final recommendation as to the individual's continued employment or association with the agency.

All candidates for employment are required to acknowledge that they have been advised of the security clearance requirement for State employees, volunteers and contractors with the Adjutant General's Department.

### Candidate/Employee Acknowledgement

I acknowledge that I have been informed of the Security Clearance Requirements for the Adjutant General's Department and am aware of the mitigating factors and the circumstances of not obtaining the necessary clearance for the position hired.

\_\_\_\_\_  
Print Candidate Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee Name (Signature)

\_\_\_\_\_  
Date