

ADJUDICATIONS RECIPROCITY GUIDE

DETERMINING EXISTING SECURITY CLEARANCE OR SUITABILITY

DETERMINING ELIGIBILITY

The Defense Counterintelligence and Security Agency Adjudications Directorate is providing guidance to assist security managers in determining if a individual has an existing security clearance or suitability determination, prior to sending in a Customer Service Request (CSR) for Reciprocity in the Defense Information System for Security (DISS). The Request Reciprocity CSR is used by a Security Officer to request an eligibility for a subject who has a previous eligibility or investigation with another trusted government agency.

PRIOR TO SUBMITTING A RECIPROCITY CSR:

- 1 Ensure you have an owning relationship with the Subject to initiate the CSR.
 - 2 If the Subject record does not exist, then you must create one prior to initiating the CSR.
 - 3 Conduct a review for the individual's eligibility in one of the following systems of record:
 - Scattered Castles
 - Central Verification System (CVS) within OPM
 - DISS JVS (Within DISS JVS you should be able to verify the Investigation History and Adjudication History)
 - 4 If you determine the Subject has eligibility, generate a Request for Reciprocity CSR (instructions below) with the following information:
 - Request Reciprocity
 - Name of Former Agency (if unclassified)
 - Level of Clearance Eligibility
 - Type of Investigation
 - Agency which Conducted Investigation
 - Date of Investigation
 - POC in your office (name, phone, and email)
- Example:** Request reciprocity with [former agency]'s clearance eligibility of [level- TS/SCI, TS, SECRET] granted on [type of investigation- T5, T3, SSBI, etc.] conducted by [agency] dated [date of investigation].
- ***If you have verified the Subject's eligibility directly from the prior agency, please attach the supporting documentation (Inter-Agency Clearance Verification form, official emails, etc.) to the CSR.
- 5 If there is no record of eligibility and no history of an investigation, initiate a new investigation for the Subject
 - 6 If there is no record of eligibility and history of an investigation, submit a CSR Supplemental Information for adjudication of the existing investigation

