DETERMINING ELIGIBILITY

The Defense Counterintelligence and Security Agency Adjudications Directorate is providing guidance to assist security managers in determining if an 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