

**DRAFT****Checklist of Acceptable Exceptions to Reciprocity**

For the purpose of determining eligibility for access to classified information, to include highly sensitive programs (i.e. SCI, SAPs and Q), as the gaining activity for an individual who is currently cleared with another Federal agency or program:

- **you cannot request the individual to complete a new security questionnaire;**
- **you cannot review existing background investigations for the individual;**
- **you cannot review existing security questionnaires for the individual;**
- **you cannot initiate any new investigative checks;**

unless one or more of the questions below can be answered in the negative.

	Yes	No	N/A
1. Is the individual currently cleared?			
2. If cleared, is the existing clearance final (i.e. not granted on an interim or temporary basis)?			
3. Is the investigation upon which the existing clearance was based at the requisite level and is it less than seven years old for TOP SECRET, ten years old for SECRET and fifteen years old for CONFIDENTIAL?			
4. Is your activity (i.e. the gaining activity) unaware (i.e. <b>not already</b> in possession) of substantial information indicating that the standards of E.O. 12968 may not be satisfied?			

**If the individual is being considered for access to a highly sensitive program (i.e. SCI, SAP or Q) at your activity:**

5. Is the existing access eligibility determination <b>free</b> of any exceptions to policy granted under proper authority (i.e. not based upon a waiver or deviation, or access is not otherwise subject to conditions)?			
6. <b>If applicable</b> , does the individual satisfy a polygraph requirement imposed by the new program, as approved by the agency head or deputy?*			
7. <b>If applicable</b> , does the individual satisfy a requirement imposed by the new program that does <b>not</b> allow <b>any</b> non-U.S. immediate family, as approved by the agency head or deputy?*			
8. <b>If applicable and if approved by OMB</b> , other than for questions 6 and 7 above, does the individual satisfy an investigative and/or adjudicative criterion that is additional to the standards set forth in E.O. 12968?*			

Items 1 through 3 and 5 through 7 above can be verified by querying OPM's Clearance Verification System (CVS), the Department of Defense's Joint Personnel Adjudication System (JPAS), or the Intelligence Community's Scattered Castles database. If you do not have on-line access to the appropriate database, or if the record is otherwise incomplete, you can fax an "Inter-Agency Clearance Verification Request" to the appropriate agency. The request form and appropriate fax numbers can be found at:

---

\* Under such circumstances, the completion of an entirely new security questionnaire is not authorized. Rather, only additional – not duplicative – investigative or adjudicative procedures will be completed.

