

**\*NOTE: This Program of Instruction (POI) was approved by the Records Access and Information Security Policy Coordinating Committee to promote security clearance reciprocity by requiring a standard POI for all adjudicator training.**

## **PRIORITY 1: PRODUCT DESCRIPTION**

### **TITLE**

Introduction to Personnel Security Adjudications

### **PURPOSE**

To provide pre-requisite training for newly-hired personnel security personnel scheduled for enrollment into the instructor-led Personnel Security Adjudicator Core Competency Training.

### **SCOPE**

This web-delivered product reviews the Executive Orders outlining the personnel security program requirements applicable to personnel security adjudications and generically describes the functions of a personnel security adjudicator.

### **TARGET AUDIENCE**

Military, civilian and contractor employees who will be conducting adjudications or performing adjudicative type functions in Collateral, Sensitive Compartmented Information, Special Access Programs within any Federal agency.

### **LENGTH**

To be determined

### **REFERENCES**

- Executive Order 10450, *Security Requirements for Government Employment*
- Executive Order 12968, *Access to Classified Information*
- OMB Memorandum 12 Dec 05, *Reciprocal Recognition of Existing Personnel Security Clearances*

- Director, Information Security Oversight Office, Memorandum 29 Dec 05, *Adjudicative Guidelines*

## **PRIORITY 2: PRODUCT DESCRIPTION**

### **TITLE**

Personnel Security Adjudicator Core Competency Training

### **PURPOSE**

To standardize the education and training provided to federal personnel security adjudicators in an effort to ensure the consistent application of national adjudicative guidelines.

### **SCOPE**

This instructor-led course addresses the purpose, intent, requirements and implementation of national adjudication policy and trains personnel security adjudicators in the core skills and competencies required for consistent application of this policy throughout the process of making personnel security determinations.

### **PREREQUISITE**

Successful completion of Introduction to Personnel Security Adjudications or other instruction which addresses the personnel security program requirements applicable to personnel security adjudications and the functions of a personnel security adjudicator.

### **LENGTH**

To be Determined

### **REFERENCES**

- Executive Order 10450, *Security Requirements for Government Employment*
- Executive Order 12968, *Access to Classified Information*

- OMB Memorandum 12 Dec 05, *Reciprocal Recognition of Existing Personnel Security Clearances*
- Director, Information Security Oversight Office, Memorandum 29 Dec 05, *Adjudicative Guidelines*

### **PRIORITY 3: PRODUCT DESCRIPTION**

#### **TITLE**

Senior Personnel Security Adjudicator Training

#### **PURPOSE**

To standardize the education and training provided to senior federal personnel security adjudicators in an effort to ensure the consistent application of national adjudicative guidelines to cases involving complex personnel security issues.

#### **SCOPE**

This instructor-led course builds upon the skills and competencies mastered in the Core Competency Training to address the types of cases and issues that senior adjudicators encounter. This training emphasizes consistent application of adjudicative policy to make adjudicative determinations of complex cases containing significant derogatory information.

#### **TARGET AUDIENCE**

Senior personnel security adjudicators

#### **LENGTH**

To be determined

#### **PREREQUISITE**

Successful completion of Personnel Security Adjudicator Core Competency Training

#### **REFERENCES**

- Executive Order 10450, *Security Requirements for Government Employment*
- Executive Order 12968, *Access to Classified Information*
- OMB Memorandum 12 Dec 05, *Reciprocal Recognition of Existing Personnel Security Clearances*
- Director, Information Security Oversight Office, Memorandum 29 Dec 05, *Adjudicative Guidelines*

## **SECTION I: COURSE DESCRIPTION**

### **TITLE**

Personnel Security Adjudications Core Competency Training

### **PURPOSE**

To standardize the education and training provided to federal personnel security adjudicators in an effort to ensure the consistent application of national adjudicative guidelines.

### **SCOPE**

This instructor-led course addresses the purpose, intent, requirements and implementation of national adjudication policy and trains personnel security adjudicators in the core skills and competencies required for consistent application of this policy throughout the process of making personnel security determinations.

### **DESIGN**

This training emphasizes consistent application of national adjudication policy and relies heavily on practical exercises. Once the security concerns and possible mitigating factors of each adjudicative guideline are addressed, the students are presented with previously adjudicated case studies requiring application of the guideline. Functioning in the role of adjudicator, the students are confronted with frequently encountered personnel security issues and must uniformly apply the adjudicative policy to make a personnel security determination. These exercises not only provide the students with opportunities for individual practice of the skills taught, but also allow them to function within teams when they are assigned to one of three adjudicative teams, with an instructor functioning as the team leader. The team assignments are based on the student's experience and background to ensure that all teams are closely balanced. The student performs

normal adjudicative functions, adjudicating a wide range of cases under the direction and supervision of his/her team leader.

The final Criterion Exercise assesses the student in a situation closely replicating his/her daily work environment. The student is required to demonstrate mastery of the skills taught by performing as an adjudicator and making personnel security determinations in situations and with responsibilities similar to those currently experienced in his/her duty assignment.

### **TARGET AUDIENCE**

Civilian and contractor employees conducting adjudications or performing adjudicative type functions in Collateral, Sensitive Compartmented Information, Special Access Programs within any Federal agency.

### **PREREQUISITES**

Successful completion of Introduction to Personnel Security Adjudications or other training which addresses the personnel security program requirements applicable to personnel security adjudications and the functions of a personnel security adjudicator.

### **ACADEMIC REQUIREMENTS**

A graded criterion exercise to assess the student's mastery of adjudicative skills and competencies may be administered at the conclusion of this training. This criterion exercise *may* be graded Pass/Fail, with a minimum grade for passing to be determined by each agency.

### **LENGTH**

To be determined based on content and delivery of pre-requisite training

### **REFERENCES**

- Executive Order 10450, *Security Requirements for Government Employment*
- Executive Order 12968, *Access to Classified Information*
- OMB Memorandum 12 Dec 05, *Reciprocal Recognition of Existing Personnel Security Clearances*

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## **SECTION II: TRAINING OBJECTIVES**

After completion of this training, the students will be able to:

1. Prescreen requests for personnel security eligibility determinations to ensure that all actions and paperwork have been appropriately completed, are valid and can be acted upon.
2. Differentiate between position sensitivity and security determination requirements.
3. Evaluate results of investigation and reports of derogatory information against the current adjudicative criteria to determine appropriateness of actions already taken and additional actions warranted in each case.
4. Explain the importance of and demonstrate the ability to maintain objectivity when executing adjudicative responsibilities.
5. Identify the 13 established federal adjudicative guidelines to include disqualifying and mitigating factors.
6. Research, analyze, weigh, decide, and act on given personnel security information in accordance with established adjudicative guidelines and personnel security program requirements.
7. Cite the basis for and the security concerns associated with each adjudicative criterion and consistently apply them in making personnel security eligibility determinations for cases with increasingly complex degrees of derogatory information.
8. Prepare clear and concise summaries documenting favorable and/or unfavorable decisions and maintain necessary records.
9. Practice appropriate security and privacy policies and procedures.

### **SECTION III: COURSE OF INSTRUCTION**

#### **LEGEND:**

C =	Conference
D =	Demonstration
E =	Examination
L =	Lecture
PE =	Practical Exercise
OSP =	Observation of Student Performance
GL =	Guest Lecture

**COURSE INTRODUCTION AND ADMINISTRATION** - 50 minutes (1.0 hr.) L  
Welcomes students to the course; explains course concept, administration and materials; describes logistical requirements and student services; outlines the overall training objectives; provides a topical overview of the course, and discusses the means of evaluating and assessing student performance.

**ADJUDICATOR OBJECTIVITY** - 100 minutes (2.0 hrs.) L/C/OSP  
Explains the importance of objectivity and the nature of bias as it can affect adjudicative determinations; discusses how to recognize and avoid bias when adjudicating.

#### **THE ADJUDICATIVE GUIDELINES**

Each of the following lessons addresses an Adjudication Policy Area (guideline). The basis for and security issues concerning each guideline are discussed along with the identification and explanation of disqualifying and mitigating factors. The primary focus for the lecture portion of the instruction is to identify issues which deal with each guideline and explain how they can be resolved. Cases containing issues involving each of the guidelines are reviewed and discussed. The use of special tools such as credit reports or rap sheets which to determine the presence of given issues are explained and demonstrated. Each lesson culminates with a practical exercise where students immediately apply the knowledge and skills pertinent to making adjudicative decisions relevant to the guideline addressed.

**ALLEGIANCE** - 220 minutes (4.4 hrs.) L/C/OSP/PE

**FOREIGN PREFERENCE** - 210 minutes (4.2 hrs.) L/C/OSP/PE

**HANDLING PROTECTED INFORMATION** - 200 minutes (4.0 hrs.) L/C/OSP/PE

**FOREIGN INFLUENCE** - 200 minutes (4.0 hrs.) L/C/OSP/PE

**CRIMINAL CONDUCT** - 210 minutes (4.2 hrs.) L/C/OSP/PE

**PSYCHOLOGICAL CONDITIONS** - 225 minutes (4.5 hrs.) L/C/OSP/PE

**SEXUAL BEHAVIOR** - 220 minutes (4.4 hrs.) L/C/OSP/PE

**FINANCIAL CONSIDERATIONS** - 210 minutes (4.2 hrs.) L/C/OSP/PE

**ALCOHOL CONSUMPTION** - 225 minutes (4.5 hrs.) L/C/OSP/PE

**DRUG INVOLVEMENT** - 210 minutes (4.2 hrs.) L/C/OSP/PE

**USE OF INFORMATION TECHNOLOGY SYSTEMS** - 125 minutes (2.5 hrs.) L/C/OSP/PE

**PERSONAL CONDUCT** - 150 minutes (3.0 hrs.) L/C/OSP/PE

**OUTSIDE ACTIVITIES** - 100 minutes (2.0 hrs.) L/C/OSP

**HOW TO READ CREDIT REPORTS** - 120 minutes (2.4 hrs.) L

Explains, discusses and demonstrates how to use a credit report and a credit report decoder to interpret information found in a credit report.

**HOW TO SUMMARIZE CASES** -150 minutes (3.0 hrs.) C/D/OSP/PE

Discusses why case summaries are accomplished and what information is required in them; demonstrates how to summarize various types of cases and issues; provides and discusses use of a job aid to assist in summarizing cases; includes a practical exercise requiring students to demonstrate the skills taught in this lesson.

**PERFORMANCE ASSESSMENT AND REVIEW** - 225 minutes (5.0 hrs.) E

Assesses mastery of adjudicative skills and competencies. Students are evaluated on identifying adjudicative issues (single and multiple), and recommending adjudicative action in given cases. Examination time: 225 minute. Review time: 100 minutes

**END OF COURSE SURVEY AND GRADUATION** - 50 minutes (1.0 hr) L

Students complete course critiques commenting on the effectiveness of the instruction and applicability of course content. Certificates of training are presented.

## SECTION IV: COURSE SUMMARY

### ACADEMIC SUBJECTS

<b>Lessons</b>	<b>Minutes</b>	<b>Academic Hours</b>
Allegiance to the U.S.	220	4.4
Foreign Preference	210	4.2
Handling Protected Information	200	4.0
Foreign Influence	200	4.0
Criminal Conduct	210	4.2
Psychological Conditions	225	4.5
Sexual Behavior	220	4.4
Financial Considerations	210	4.2
Alcohol Consumption	225	4.5
Drug Involvement	210	4.2
Use of Information Technology Systems	125	2.5
Personal Conduct	150	3.0
Outside Activities	100	2.0
Adjudicator Objectivity	100	2.0
How to Read Credit Reports	120	2.4
How to Summarize Cases	150	3.0

### EXAMINATIONS AND NON-ACADEMIC SUBJECTS

<b>Lessons</b>	<b>Minutes</b>	<b>Academic Hours</b>
Course Introduction and Administration	50	1.0
Performance Assessment and Review	250	5.0
End of Course Survey and Graduation	50	1.0
<b>COURSE TOTALS</b>	<b>3225</b>	<b>64.5</b>

## **SECTION I: COURSE DESCRIPTION**

### **TITLE**

Senior Personnel Security Adjudicator Training

### **PURPOSE**

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### **SCOPE**

This instructor-led course builds upon the skills and competencies mastered in the Core Competency Training to address the types of cases and issues that senior adjudicators encounter. The training emphasizes consistent application of adjudicative policy to make adjudicative determinations of complex cases containing significant derogatory information.

### **TARGET AUDIENCE**

Senior personnel security adjudicators

### **LENGTH**

To be determined

### **PREREQUISITE**

Personnel Security Adjudicator Core Competency Training

### **REFERENCES**

- Executive Order 10450, *Security Requirements for Government Employment*
- Executive Order 12968, *Access to Classified Information*
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## **SECTION II: TRAINING OBJECTIVES**

At the completion of this course, students will be able to:

1. Identify and adjudicate significant derogatory information in cases during initial, post-adjudicative and reconsideration reviews.
2. Prepare a Statement of Reasons (SOR) or similar documentation to return to the applicant for response to potential adjudicative action.
3. Review responses to SORs or similar documentation and make final eligibility determinations.
4. Review reconsideration requests to determine presence of new mitigating information, obtain additional investigation necessary and make recommendations to sustain or overturn initial determinations.

### **SECTION III: COURSE OF INSTRUCTION**

#### **LEGEND:**

C =	Conference
D =	Demonstration
E =	Examination
L =	Lecture
PE =	Practical Exercise
OSP =	Observation of Student Performance
GL =	Guest Lecture

#### **COURSE INTRODUCTION AND OVERVIEW - 50 minutes (1.0 hr.) L**

Welcomes students to the course; explains course concept, administration and materials; describes logistical requirements and student services; outlines the overall training objectives; provides a topical overview of the course, and discusses the means of evaluating and assessing student performance.

#### **LEGAL ISSUES OF DUE PROCESS / ADMINISTRATIVE REVIEW - 100 minutes (2.0 hrs.) GL**

Explains legal requirements of due process/administrative review. Speaker addresses legal issues about obtaining and using medical information, polygraph results, court and other third party decisions that may affect due process/administrative review.

#### **WRITING STATEMENTS OF REASON (SOR) - 130 minutes (2.6 hrs.) L/D/PE**

Introduces students to writing SORs using standardized format; addresses preparation of legally sufficient SOR and final determinations for submission to approval authority. Favorable determinations will include full rationale for the action.

#### **CASE WORK - 1,030 min. (20.6 hrs.) PE, CS**

In an ungraded practical exercise, students demonstrate their skills by identifying and adjudicating cases containing significant derogatory information during initial, post-adjudicative and reconsideration reviews. Students prepare favorable determinations, statements of reason (SOR) or comparable documentation, review replies to SOR and make final determinations. Adjudicative areas covered are: Personal Conduct; Security Violations; Criminal Conduct; Emotional, Mental, and Personality Disorders; Financial Matters; Substance Abuse; Allegiance to the United States; and Foreign Influence.

#### **OPEN DISCUSSION - 100 min. (2.0 hrs.) C**

Provides the students with the opportunity to openly discuss the issues and solutions of cases completed in the preceding Case Work exercise.

#### **PERFORMANCE ASSESSMENT AND REVIEW - 280 minutes (5.6 hrs.) E/C**

Assesses mastery of adjudicative skills and competencies. Students are evaluated on identifying and adjudicating cases containing significant derogatory information during initial, post-adjudicative and reconsideration reviews. Students prepare statements of reason (SOR) or comparable documentation, review replies to SOR and make final determinations. Instructors discuss the results of the exercise with students. Each case is then discussed individually to identify solutions, problem areas, and any corrective action necessary. Examination time: 180 minutes Review time: 100 minutes

#### **END OF COURSE SURVEY AND GRADUATION - 50 minutes (1.0 hr) L**

Students complete course critiques commenting on the effectiveness of the instruction and applicability of course content. A guest speaker is invited to discuss a relevant topic area. Certificates of training are presented.

## **SECTION IV: COURSE SUMMARY**

### **ACADEMIC SUBJECTS**

<b>Lessons</b>	<b>Minutes</b>	<b>Academic Hours</b>
Legal Issues of Due Process/ Administrative Review	100	2.0
Writing Statements of Reason	130	2.6
Case Work	1,030	20.6
Open Discussion	100	2.0

### **NON-ACADEMIC SUBJECTS**

<b>Lessons</b>	<b>Minutes</b>	<b>Academic Hours</b>
Course Introduction and Administration	50	1.0
Performance Assessment and Review	280	5.6
End of Course Survey and Graduation	50	1.0
<b>COURSE TOTALS</b>	<b>1,740</b>	<b>34.8</b>