

This is only for the PR process. This DOES NOT IMPACT Initial Requests.

Justification

WARNING: Use caution when entering justification data; this is an UNCLASSIFIED SYSTEM!

Name: Doe, Jane A MyID: A12345
Sector: NGIS Phone: 555/555-1234
Email Address: Jane.Doe@ngc.com **1.**

DOD Specific Data

I certify the employee (or consultant) listed above requires continued access to classified information in the performance of job duties. **2.** ☐ Yes ☐ No

Clearance Level Requested: Secret

DoD SCI Adjudication Required? **3.** ☐ Special Adjudication Agency: --Please Select--

Security Point of Contact: James, John - IS Sector **4.** CAGE: 1B054

Security POC Email address: john.james@ngc.com

Contract Number: **5.**

Justification for Clearance Request: (Maximum of 254 Chars) Include job title and specific job duties. **6.**

SAMPLE JUSTIFICATIONS

- Jane Doe is a systems analyst and will need TS access to utilize classified systems in order to support the classified contract.
- Restricted area access - Jane Doe works as an Electronic Engineer on the Humpty Dumpty program which is located in a secure area.

Intelligence Customer SCI Specific Data

Does this person charge to an SCI Program at this time? ☐ Yes ☐ No **7.**

Does this person continue to require SCI Access? ☐ Yes ☐ No **8.**

Select the primary program information for this person: **9.**

Security Rep Email address: john.james@ngc.com

Manager's Name: Smith, Joe S

Manager Email: joe.smith@ngc.com

Submitter Id: JOHNSSA

Submitter Name: SALLY JOHNS

Submit

- 1.** If person receives mail at an address other than the standard Northrop Grumman e-mail address please enter alternate e-mail here (example: .mil accounts).

DoD Specific Data

- 2.** Select "Yes" if the person continues to require access to classified information; Select "No" if the person no longer requires access (if "No" is selected, no further action is required).
- 3.** Select the check box if the person requires their periodic reinvestigation be adjudicated in order to maintain SCI access within the DoD Community; otherwise, do not select the check box. Other SCI will be handled later in the form (If you are not certain contact your site security representative for assistance).
- 4.** Select the Northrop Grumman Security point of contact that supports your employee.
- 5.** Select the DoD contract number that the employee supports requiring access.
- 6.** Enter the reason the person continues to need access to classified material. *Note: this is a government inspectable item please provide adequate reasons (samples are included in the graphic).*

Intelligence Customer SCI Specific Data

Note: this area of the screen will only display if the person listed is currently briefed on an SCI program-check with your site security officer for initial requests

- 7.** If the person currently charges directly to an SCI program select "Yes." If the person is not currently charging to an SCI program select "No." *This does not necessarily impact the persons continuing SCI access. The person may continue to require SCI even though they may not be charging at this time.*
- 8.** Select "Yes" if the person continues to require SCI Access. Select "No" if the person does not continue to require SCI Access.
- 9.** Select the primary program under which the persons SCI Access is currently sponsored.