

S/S 65

**PERSONNEL SECURITY CLEARANCE  
CIVILIAN EMPLOYEE SECURITY PROGRAM REPORTING  
REQUIREMENTS**

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**1. General.** Executive Order 10550, 5 August 1954, requires that each department or agency of the Government shall advise the Civil Service Commission of the action taken concerning an applicant or employee who is the subject of a full field investigation under the provisions of Executive Order 10450. Executive Order 10550 requires that this report be made as soon as possible and in no event later than 90 days after receipt of the final investigative report.

**2. Reporting requirements.** The U.S. Civil Service Commission requires a control file for all background investigations conducted by the Army and full field investigations conducted by the Federal Bureau of Investigation of employees who are pending a security determination under Executive Order 10450. Therefore, the Department of the Army will furnish the Commission information as set forth below. Commanders of ZI armies, Military District of Washington, U.S. Army and major oversea commands will notify the Commission as follows:

*a.* When a background investigation conducted by the Department of the Army is completed, the major command will prepare SF 74 (Notice of Transmittal of Investigative Reports for Security Determination) in duplicate, and transmit direct to the Bureau of Personnel Investigations, U.S. Civil Service Commission, Washington, D.C., 20415, on the same date the reports are transmitted to the employing installation for a determination under Executive Order 10450.

*b.* When a background investigation is conducted by the Department of the Army and one of

the five actions listed on SF 72 (Report of Action After Agency Full Field Investigation) is completed, the major command will immediately prepare one copy of SF 72 and forward it to the Bureau of Personnel Investigations, U.S. Civil Service Commission, Washington, D.C., 20415. In those cases in which a favorable determination has been made, the date of the determination will be shown in the block in the lower right corner of the form. In other cases, the date of the preparation of the form will be shown in that block.

*c.* When it is necessary to request supplemental investigation by either the Federal Bureau of Investigation or the Department of the Army, and a SF 74 has previously been transmitted to the U.S. Civil Service Commission, a copy of the SF 74 previously submitted will be prepared and prominently noted "Supplemental investigation initiated (date)" and transmitted to the Bureau of Personnel Investigations, U.S. Civil Service Commission.

*d.* If an applicant who has been the subject of a background investigation enters on duty prior to a final security determination, the employing installation will immediately notify the Bureau of Personnel Investigations, U.S. Civil Service Commission. This notification will be made in duplicate on SF 74 giving subject's name, date and place of birth, duty assignment, and dossier number of the case. After the case is disposed of, the employing installation will submit a single copy of SF 73 or SF 72 reporting the disposition of the case to the Bureau of Personnel Investigations, U.S. Civil Service Commission.

\*This regulation supersedes AR 604-305, 3 February 1955, including C 1, 1 March 1955.

e. The responsibility for the submission of the SF 74 and 72 in the case of a CONUS command acting as control office for an oversea command rests with the oversea command exercising assignment jurisdiction.

**3. Investigations conducted by Federal Bureau of Investigation.** In those cases where the investigation has been conducted by the Federal Bureau of Investigation under Section 8(d), Executive Order 10450, the U.S. Civil Service Commission will forward report of such investigation to the Chief, U.S. Army Industrial and Personnel Security Group, Fort Holabird, Maryland, 21219, who will—

a. In the case of an applicant, forward the report of investigation to the appropriate major commander for his determination.

b. In the case of an incumbent employee, take action in accordance with provisions of paragraph 26g, SR 620-220-1.

c. Report the final action taken to the U.S. Civil Service Commission, using SF 73 (Report of Action After CSC or FBI Section 8(d) Full Field Investigation).

**4. Notification upon initiation or discontinuance of investigation.** Section 9(b) of Executive Order 10450 provides that the heads of all departments and agencies shall furnish promptly to the U.S. Civil Service Commission information appropriate for the establishment and maintenance of the Security Investigations Index.

a. Major commands, upon initiation of a background investigation, will immediately submit SF 79 (Notice of Security Investigation), in triplicate, to the Bureau of Personnel Investigations, U.S. Civil Service Commission, Washington, D.C., 20415. The duplicate copy of the SF 79 will be returned to the major command indicating the results of the U.S. Civil Service Commission file check. In those cases where the major command forwards DA Form 340 (Report of National Agency Check) to the U.S. Civil Service Commission, the SF 79 will be prepared in one copy with the words "no report required" checked. The

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U.S. Civil Service Commission will retain the SF 79 for the master index and the major command concerned will receive the results of the U.S. Civil Service Commission file check on the DA Form 340. The name and address of the office in which the report of investigation will be available, as indicated on the face of the SF 79, must be the name and address of the major command controlling the investigation.

b. When a background investigation being conducted by the Department of the Army is discontinued prior to completion of the investigation, the major command will immediately notify the Bureau of Personnel Investigations, U.S. Civil Service Commission, Washington, D.C., 20415, giving date investigation was discontinued and reason therefor.

**5. Cases pending 90 days or more.** The Chief, U.S. Army Industrial and Personnel Security Group will furnish a monthly listing of cases which have been pending 90 days or more to the appropriate major commanders. Upon receipt of the monthly listing, major commanders will advise the Civil Service Commission by submitting SF 72 or 73, whichever is appropriate, of final action in those cases listed. In the event a SF 72 or 73 has previously been submitted on a listed case and it is apparent from the time lapse that the report has been lost or misplaced, another report of final action will be resubmitted on SF 72. Major commanders will also inform the Chief, U.S. Army Industrial and Personnel Security Group, Fort Holabird, Maryland, 21219, of the action taken in each case within 15 days after receipt of the above-mentioned listing.

**6. Class II installations and activities.** Action with respect to class II installations and activities will be taken by commanding generals, ZI armies, and Commanding General, Military District of Washington, U.S. Army.

**7. Reports control.** Reporting procedures outlined in this regulation are exempt from reports control under paragraph 39h, AR 335-15.



By Order of the Secretary of the Army:

EARLE G. WHEELER,  
*General, United States Army,*  
*Chief of Staff.*

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