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ARMY REGULATION
No. 604-305

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 28 July 1969

PERSONNEL SECURITY CLEARANCE
CIVILIAN EMPLOYEE SECURITY PROGRAM REPORTING REQUIREMENTS

Effective 1 October 1969

This is a complete revision of AR 604-305 and changes are made throughout pertaining to responsibilities and procedures for reporting, initiation and completion of background investigations concerning Department of the Army civilians. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, Army staff agencies and major Army commands will furnish one copy of each to the Assistant Chief of Staff for Intelligence, ATTN: ACSI-CISP; other commands will furnish one copy to the next higher headquarters.

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Section I. GENERAL PROVISIONS

1. Purpose. This regulation establishes policy and prescribes the administrative procedures and responsibilities for—

a. Reporting to the United States Civil Service Commission (USCSC), the initiation and completion of Counterintelligence Investigations conducted on a Department of the Army civilian employee or applicant for employment in a sensitive position.

b. Reporting, to the USCSC, the action taken after receipt of the final investigative report on a Department of the Army civilian employee or applicant in a sensitive position.

c. Processing investigations referred to the Federal Bureau of Investigation in accordance with paragraph 8c, AR 690-1.

2. Scope. This regulation applies to civilian employees and applicants for employment in sensitive positions who are subject to Counterintelligence Investigations initiated and completed in

accordance with AR 381-130 by the Department of the Army or to investigations conducted by the Federal Bureau of Investigation.

3. Explanation of terms. For purposes of reporting under this regulation, the following definitions apply:

a. Applicant. A civilian person not employed within the Department of the Army.

b. Employee. A civilian person employed within the Department of the Army.

c. Control office. Director of Investigations, U.S. Army Intelligence Command (USAINTC) for all Counterintelligence Investigations of personnel located within CONUS, and for routine Background Investigations which originate in USARAL, USAREUR, USARPAC, and USARSO; or the Intelligence Staff Officer of a major oversea command for Counterintelligence Investigations, less routine Background Investigations,

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of personnel located in the oversea command's area of jurisdiction.

d. Counterintelligence Investigations. An investigation required for appointment to or employment in a position requiring one of the following types of investigations defined and encompassing scope and components in accordance with AR 381-130:

(1) Background (BI) or Full Field Investigation (FFI) provided it meets the scope prescribed in appendix II, AR 381-130 for a Background Investigation.

(2) Complaint Investigation (CTI).

(3) National Agency Check (NAC).

(4) Limited Investigation (LI).

4. Policies. To comply with Executive Order 10450, 27 April 1953, as implemented by Department of Defense Directives 5210.7, 2 September 1966, and 5210.8, 1 March 1966, and further imple-

mented herein; it is imperative that all required reports are submitted accurately and within the time limits prescribed in this regulation.

5. Responsibilities. *a.* The Assistant Chief of Staff for Intelligence, Department of the Army, is responsible for the establishment of policy, control, and supervision pertaining to the reporting procedures under this regulation.

b. Major Army commanders are responsible for insuring that employing installations under their jurisdiction comply with the reporting requirements of this regulation.

c. The control office is responsible for reporting initiation and completion of Counterintelligence Investigations.

d. The employing installations are responsible for reporting the final action taken upon receipt and review of the results of completed background or full field investigations.

Section II. PROCEDURES

6. Action by control office. The control office will review requests for and completion of Counterintelligence Investigations to determine reporting validity under this regulation, and transmit required reports to the Bureau of Personnel Investigations, U.S. Civil Service Commission, Washington, DC 20415, as follows:

a. Initiation. Prepare and submit an SF 79 (Notice of Security Investigation) in triplicate with the block "NO REPORT REQUIRED" checked and with the U.S. Army Investigative Records Repository, Fort Holabird, MD 21219 listed as the location at which the results of the investigation will be available, to the U.S. Civil Service Commission as follows:

(1) At time of initiation of a Background Investigation requested by an employing installation, or at the time of initiation of other types of Counterintelligence Investigations specified in paragraph 3*d.*

(2) In the event an individual's USAIRR file indicates an SF 79 was previously submitted to the USCSC upon initiation of a previous Counterintelligence Investigation by Department of the Army, the action in (1) above need not be accomplished again.

b. Completion.

(1) For Background Investigations only, prepare an SF 74 (Notice of Transmittal of Investigative Reports for Security Determination) in triplicate and transmit two copies direct to the USCSC and one copy to Chief, U.S. Army Personnel Security Group (USARPSG), Fort Holabird, MD 21219 on the same date completed, and the final investigative reports are transmitted to the employing installation for a determination under Executive Order 10450.

(2) Annotate DA Form 2784 (Request For And Results Of Personnel Security Actions) or other correspondence closing the completed Background Investigation, with the instruction "UP AR 604-305 Submission of an SF 72 to the USCSC and the USAPSG Is Required;" attach two copies of blank SF 72, and forward to the employing installation which requested the investigation.

c. Retention of forms. An additional copy of each SF 79 and SF 74 submitted to the USCSC will be prepared for and inclosed in the individual's USAIRR file.

d. Request for supplemental or further investigation. When a request for supplemental or further investigation is received from the employing

installation after a presumed final investigative report of a Background Investigation has been forwarded and an SF 74 has been previously submitted to the USCSC and USAPSG, another SF 74 will be prepared and submitted in accordance with *b* above after the final report of supplemental investigation is forwarded to the employing installation.

c. Responsibility for the preparation and submission of SF Form 74 and SF Form 79. The responsibility for the preparation and submission of SF 74 and SF 79 on cases which originate in an oversea command and are controlled by the USAINTC rests with the USAINTC. The responsibility for the preparation and submission of the forms for an oversea controlled investigation rests with the oversea command exercising assignment jurisdiction.

7. Action by employing installation commander. *a.* Upon receipt of final investigative results of a Background Investigation the employing installation will immediately make a security determination and promptly take one of the following actions on those results forwarded on annotated DA Forms 2784 (para 6*b*(2)):

(1) In the case of a completely favorable investigation, prepare two copies of SF 72 (Report of Action After Agency Full Field Investigation) indicating action taken, and forward one copy each within 30 days of receipt of the investigative results to the Bureau of Personnel Investigations, U.S. Civil Service Commission (USCSC), Washington, DC 20415 and the Chief, U.S. Army Personnel Security Group (USAPSG), Fort Holabird, MD 21219. The date of a favorable determination, or of the preparation of the forms for other than favorable, will be entered in the lower right corner "DATE" block of the SF 72.

(2) In the case of an unfavorable investigation, prepare and forward two copies of SF 72 in accordance with (1) above indicating action taken within 60 days of receipt of investigative results. The date of a favorable determination, or of the preparation of the form for other than favorable, will be entered in the lower right corner "DATE" block of the SF 72.

(3) In those cases in which no favorable or unfavorable determination is made, complete appropriate block of SF 72 and forward two copies in accordance with (1) above. The date of prepa-

ration of SF 72 will be entered in the lower right corner "DATE" block.

b. If special circumstances preclude or have precluded accomplishing any of the reports in *a* above within the time limits prescribed, the employing installation will submit a letter report of that fact to the Chief, USAPSG, as soon as possible, but in no event later than 60 days for favorable investigations and 90 days for unfavorable investigations, after the date the final investigative results were forwarded for a security determination. Reports will include the name of the individual, grade and position title, employing activity, date investigative results received, a brief justification of reason for not reporting within the time limits or for the anticipated delay, and estimated date final action will be taken. These reports will continue to be made every 30 days thereafter until a final determination is made and preparation and submission of one copy of SF 72 to both the USCSC and USAPSG is accomplished.

c. When investigative results have been received, in accordance with paragraph 6*b*(2), which will require supplemental or further investigation in order to make a security determination and submit reports in accordance with *a* above; the employing installation will prepare and transmit an SF 74, prominently noted "Resubmitted for further investigation (date)," to the USCSC in duplicate, with one copy to the Chief, USAPSG, on the same day the request for investigation is forwarded. When the final report of supplemental investigation is received, action will be taken in accordance with *a* or *b* above.

d. In the event results of a full field investigation on an applicant are received direct from the USCSC or USAPSG with an attached SF 73 (Report of Action After CSC or FBI Section 8(d) Full Field Investigation), the employing installation will use the SF 73 to show disposition of the case and return direct to the USCSC, with a copy also submitted to Chief, USAPSG. The time limitation and reporting procedures specified in *a* and *b* above also apply for SF 73 actions.

e. 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 USCSC. This notification will be made in duplicate on SF 74 and in addition will include subject's duty

assignment and dossier number of the case. After the security determination is made, an SF 72 will be prepared and forwarded in two copies in accordance with *a* above.

f. Employing installations will insure that they maintain an adequate level of supply of the Standard Forms applicable to reporting under this regulation.

8. Action by Assistant Chief of Staff for Intelligence, Department of the Army, through the U.S. Army Personnel Security Group. The Chief, USAPSG will monitor the procedures outlined in this regulation to insure strict compliance with the following reporting requirements of this regulation.

a. Cases pending 60 days or more. A monthly listing of cases which have been pending 60 days or more on which no reports were submitted in accordance with paragraph 7*b* will be furnished by Chief, USAPSG to the appropriate employing installation commanders. Upon receipt of the monthly listing and within 15 days thereafter employing installation commanders will complete one of the actions listed in paragraph 7*a*. In the event an SF 72 or SF 73 will be submitted to the USCSC and USAPSG. If special circumstances

preclude accomplishing the report, paragraph 7*b* will be immediately complied with.

b. Investigation conducted by the Federal Bureau of Investigation (FBI). In those cases where the investigation has been conducted by the FBI under Section 8(d), Executive Order 10450, the USCSC will forward report of such investigation to the Chief, USAPSG, who will—

(1) Insure that action is taken in accordance with AR 690-1, when applicable.

(2) Report the final action to USCSC on SF 73 upon completion of actions taken under the provisions of AR 690-1.

(3) On those cases not falling within the purview of AR 690-1, forward the report of investigation to the appropriate employing installation commander for completion and forwarding of SF 73 to the USCSC.

c. Notification to USCSC. Chief, USAPSG will inform the USCSC of the status of cases that require additional time for the rendition of a security determination by the employing installation under the provisions of paragraph 7*b*.

9. Reports control. Reporting procedures outlined in this regulation are exempt from reports control under paragraph 7-2*h*, AR 335-15.

The proponent agency of this regulation is the Office of the Assistant Chief of Staff for Intelligence. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Assistant Chief of Staff for Intelligence, ATTN: ACSI-AM, Department of the Army, Washington, DC 20310.

By Order of the Secretary of the Army:

Official:

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Major General, United States Army,
The Adjutant General.

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