

## Option 3: Letter of Verification Reflecting Certification of FBI Background Investigations and Security Clearances

If an FBI employee is leaving government employment and will be working for a contractor which does not have a current contract with the FBI, the Security Division's SOS, ACCPU, can provide a letter of verification reflecting certification of a background investigation and security clearance granted by the FBI. Written requests should be faxed to ACCPU from the FSO on the company's official letterhead. A written response will be provided to the hiring FSO within five to ten business days.



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U.S. Department of Justice  
Federal Bureau of Investigation  
Security Division

**Need your  
SECURITY  
CLEARANCE  
after  
RETIREMENT?**



**KNOW YOUR  
OPTIONS**

# Retention/Verification of Clearances for Federal Bureau of Investigation (FBI) Retirees

Retiring FBI employees who are seeking an independent contractual agreement (crossover) or a non-paid consultant (NPC) position must coordinate with the appropriate division or field office Chief Security Officer (CSO) and complete the necessary paperwork to retain their security clearance through the Security Division's Suitability and Security Clearance Section (SSCS), Personnel Security Investigations Unit (PSIU) IV. In addition, retired or separated FBI employees may request a letter of verification reflecting certification of their background investigation and security clearance from the Security Division's Security Operations Section (SOS), Access Control & Clearance Passage Unit (ACCPU), via the hiring contractor organization's Facility Security Officer (FSO).

## Option 1: Crossover

If an FBI employee is leaving government employment and will be working for a contractor which has a current contract with the FBI, the division or field office CSO or his/her designee can request a crossover clearance via electronic communication (EC) using a new 260A

classification for contractors, or a new 260F classification for contract linguists.

The EC should contain the employee's position title, where the position is located, and the start date. It should also include a copy of the offer letter from the contractor organization as official proof of employment. The EC should then be sent to the Security Division's SSCS, PSIU IV, at least 30 days prior to the employee's retirement or separation date. Please note it takes SSCS approximately 30 days on average to process crossover clearance matters.

## Option 2: NPC Program

Departing FBI employees wishing to retain their security clearance in support of the FBI may request to do so under the NPC Program, which provides for the retention of security clearances of retiring or separating FBI employees. Specifically, the NPC Program is designed for retiring or separating FBI employees who will continue to be associated with the FBI in a non-paid capacity and whose association will benefit the FBI.

For retention of security clearances within the NPC Program, the CSO of the requesting division or field office should submit an EC (using file number 260D-HQ-C1594917) to the Security Division's SSCS, PSIU IV, at least 30 days prior to the employee's retirement or separation. The EC should be approved by the division or field office head or his/her designee and

contain the following information for the retiring or separating FBI employee: official FBI name, social security number, 67 file number, date of separation, date of last five-year reinvestigation, date of last polygraph examination, and justification for the clearance retention.

Upon receipt of the EC, the Security Division's SSCS, PSIU IV, will review the justification, verify the information provided, and determine if any additional investigation is needed. The retiring or separating FBI employee's name will be searched through the Disciplinary Management System for the records of the Office of Professional Responsibility and the Security Division's Analysis and Investigations Unit to determine if any significant investigation and/or disciplinary issues exist which would preclude the retention of the security clearance.

Once all record checks have been completed, the request (along with the results of the record checks) will be forwarded to the Security Division's Assistant Director or his/her designee for approval or denial of the request into the NPC Program. Once a determination has been made, the request is completed and returned to the requesting division or field office. The security clearance will be retained in Scattered Castles for two years after its inclusion in the NPC Program.