



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5510  
Ser N09N2/7U223012  
26 Jan 2007

From: Chief of Naval Operations

Subj: TEMPORARY ACCESS GUIDANCE

Ref: (a) SECNAV M-5510.30

Enc1: (1) Revised Temporary Access (Interim Security Clearance)

1. Enclosure (1) replaces current policy guidance for granting temporary (interim) access in reference (a). Enclosure (1) will be incorporated into the next revision of reference (a).

2. Your assistance is requested in disseminating this guidance to your subordinate commands.

3. The CNO (N09N2) point of contact for this matter is Ms. Francine Stephens, (202) 433-8858, DSN: 288-8858, or email at francine.stephens1@navy.mil.

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## **9-4 TEMPORARY ACCESS (INTERIM CLEARANCE)**

1. Commanding Officers, or designee, may grant temporary access (also referred to as interim clearance or interim access) to individuals pending completion of full investigative requirements and pending establishment of security clearance eligibility by the DON CAF.
  2. Temporary access is a provisional option taken to minimize operational impact, it is a risk assessment and requires the following compensatory security measures if no significant information is present as follows:
    - a. Temporary (Interim) Top Secret access requires:
      - (1) Established Secret or Confidential security clearance eligibility or a current NAC favorably adjudicated by DON CAF; and
      - (2) A favorable review of the completed personnel security questionnaire (PSQ) revealing no significant eligibility issues as outlined in exhibit 1 OA; and
      - (3) The submission of the SSBI request to OPM; and
      - (4) A favorable review of local records, as defined in paragraph 6-12.
    - b. Temporary (Interim) Secret or Confidential access requires:
      - (1) A favorable review of the PSQ revealing no significant eligibility issues as outlined in exhibit 1OA;
      - (2) The submission of an appropriate investigative request to OPM (paragraph 6-14 applies);
      - (3) A favorable review of local records (paragraph 6-12 applies).
  2. Commands will record temporary access in JPAS.
  3. Temporary access may only be authorized by the Commanding Officer, or designee, who has been the subject of a favorably completed Single Scope Background Investigation (**SSBI**). **Temporary access for SCI may only be authorized by the DON CAF.**
  4. It is important to ensure that the request for investigation reaches its destination, especially when temporary access is at issue. Since temporary access is a stopgap measure that anticipates a timely and favorable result, commands must be vigilant in monitoring these

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requests and via JPAS to ensure the investigative service provider successfully opens the PSI request. An inordinate delay in a PSI request opening requires command follow-up with the investigative service provider.

5. If the command becomes aware of adverse information on an individual holding an interim security clearance, the commanding officer will re-assess the decision to grant temporary access, paragraph 9-7 procedures for suspending access may be applied, as appropriate.
6. When the command receives a Letter of Intent (LOI) (also known as Statement of Reasons) from the DON CAF to deny an individual's security clearance, the Commanding Officer must immediately withdraw temporary access (interim security clearance) according to paragraph 9-7.
- 7. Temporary access or assignment to sensitive positions is not authorized for individuals who have received a final unfavorable eligibility determination.** Requests for reinstatement may be submitted to the DON CAF in accordance with paragraph 8-6. Temporary access is not authorized until eligibility is reestablished.