



Financial Readiness Security Clearance Tool Kit



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Department of War (DOW) Personnel Security

Per Department of Defense Manual (DoDM) 5200.02 (Procedures for the DoD Personnel Security Program (PSP)), 3 April 2017 all military positions are designated as national security positions regardless of whether or not the Service member requires access to classified information. To meet the standard all military personnel must obtain and maintain a minimum of a favorably adjudicated Tier 3 (Secret level) background investigation.

The objective of the Personnel Security Program (PSP) is to authorize initial or continued eligibility to access classified information and/or assignment to sensitive duties (“cleared personnel” hereafter) to individuals whose loyalty, reliability and trustworthiness are such that entrusting them with classified information or assigning them to sensitive duties is clearly consistent with the interests of national security. The PSP ensures that no final unfavorable personnel security determination will be made without compliance with all security review proceeding requirements.

The Defense Counterintelligence and Security Agency (DCSA) Adjudication and Vetting Services (AVS) is the personnel security adjudicative authority for non-intelligence agency DOW personnel occupying sensitive positions or requiring access to classified information. Using the National Security Adjudicative Guidelines, Security Executive Agent Directive (SEAD) 4, the DCSA AVS assesses whether it is in the best interest of national security to grant the individual eligibility for access to classified information or to hold a sensitive position. The result of the determination is communicated to the individual’s Security Office via the system of record Defense Information System for Security (DISS).

In addition to initial background investigations and the five-year form update, Service members are enrolled in Continuous Vetting (CV). The CV process uses automated record checks of commercial databases, U.S. government databases and other information lawfully made available to the DCSA AVS to determine if cleared personnel continue to meet security clearance requirements and should continue to hold a sensitive position. When the DCSA AVS receives an alert for derogatory information identified during CV, the alert will first be assessed for its validity and worthiness of further investigation. No action will be taken based solely on the derogatory information identified from the CV alert without follow-up and review by the adjudicating agency against established national security adjudicative guidelines.

The DCSA AVS will issue one of the following Requests for Action (RFA) if it determines there is credible information that could result in an unfavorable eligibility decision: Request for Information (RFI), Supplemental Information Request (SIR), Statement of Reasons (SOR), or a Supplemental SOR (herein referring to all documents listed as inquiry documents) to deny or revoke security clearance eligibility. Inquiry documents advise the individual of the proposed action, the reasons for the potential denial or revocation, and the rebuttal process associated with the proposed action. The inquiry documents will be sent, via an RFA in DISS, to the individual's Security Office, which is responsible for providing the document(s) to the individual and the command.

In the back of the tool kit are appendices identifying the inquiry document templates that individuals may see. Additionally, you will find information about disqualifying factors and mitigating factors. The individual should thoroughly read the inquiry document they receive from the DCSA AVS and provide a response with all appropriate documentation, addressing all accounts listed to show they have mitigated or are working to mitigate the security concern. Types of documentation that can assist in showing that the security concern is mitigated are listed in the Service member Financial Consideration Checklist. Once documentation is collected, the concerned individual will need to coordinate with their Security Manager to have it uploaded into DISS and returned to the DCSA AVS for their review and adjudication.

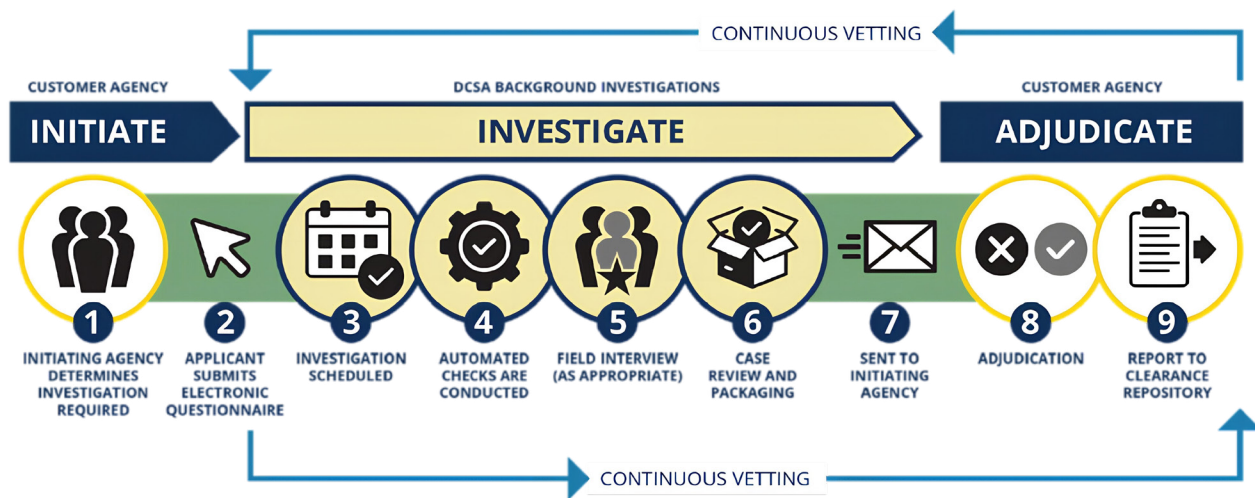


Figure 1: The DCSA's end-to-end personnel vetting process (https://www.dcsa.mil/Portals/128/Documents/about/err/DCSA-Mission%20Fact%20Sheet-PV_July2025_vFinal_071625.pdf).

Disqualifying And Mitigating Factors For Financial Considerations

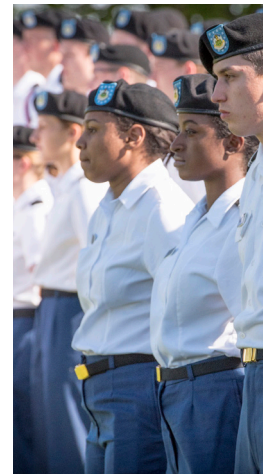
SEAD 4 establishes the single common adjudicative criteria for all covered individuals who require initial or continued eligibility for access to classified information or eligibility to hold a sensitive position, including the guideline for financial considerations, Guideline F.

Disqualifying Factors: Behavior Or Condition Falls Within One Or More Of The Following Categories

- (a) Inability to satisfy debts;
- (b) Unwillingness to satisfy debts regardless of the ability to do so;
- (c) A history of not meeting financial obligations;
- (d) Deceptive or illegal financial practices such as embezzlement, employee theft, check fraud, expense account fraud, mortgage fraud, filing deceptive loan statements, and other intentional financial breaches of trust;
- (e) Consistent spending beyond one's means or frivolous or irresponsible spending, which may be indicated by excessive indebtedness, significant negative cash flow, a history of late payments or of nonpayment, or other negative financial indicators;
- (f) Failure to file or fraudulently filing annual federal, state, or local income tax returns or failure to pay annual federal, state, or local income taxes as required;
- (g) Unexplained affluence, as shown by a lifestyle or standard of living, increase in net worth, or money transfers that are inconsistent with known legal sources of income;
- (h) Borrowing money or engaging in significant financial transactions to fund gambling or pay gambling debts;
- (i) Concealing gambling losses, family conflict, or other problems caused by gambling.

Mitigating Factors (Conditions That Could Mitigate The Financial Consideration Security Concern)

- (a) The behavior happened so long ago, was so infrequent, or occurred under such circumstances that it is unlikely to recur and does not cast doubt on the individual's current reliability, trustworthiness, or good judgment;
- (b) The conditions that resulted in the financial problem were largely beyond the person's control (e.g., loss of employment, a business downturn, unexpected medical emergency, a death, divorce or separation, clear victimization by predatory lending practices, or identity theft), and the individual acted responsibly under the circumstances;
- (c) The individual received or is receiving financial counseling for the problem from a legitimate and credible source, such as a nonprofit credit counseling service, and there are clear indications that the problem is being resolved or is under control;
- (d) The individual initiated and is adhering to a good-faith effort to repay overdue creditors or otherwise resolve debts;
- (e) The individual has a reasonable basis to dispute the legitimacy of the past-due debt, which is the cause of the problem, and provides documented proof to substantiate the basis of the dispute or provides evidence of actions to resolve the issue;
- (f) Affluence resulted from a legal source of income;
- (g) The individual has settled with the appropriate tax authority to file or pay the amount owed and complies with those arrangements.



Key Terms

Personal Statement: Provide a clear and concise written explanation addressing EACH concern individually. Outline circumstances that may have been beyond control that caused the issue(s) to occur (i.e. loss of employment, family member, death or health issues, etc.), and why they are unlikely to recur.

Disputed Charges: If the charges are disputed, include supporting documentation showing the dispute was submitted to the creditor/credit bureau with an updated credit report, as applicable. Solely providing a statement that the debt is not owed or indicating intent to resolve the debt in the future will not mitigate the security concern.

Good Faith Effort: If creditors are unwilling to provide relevant documentation, provide a statement outlining the circumstances and showing a good faith effort to resolve the debt (i.e. the account in question no longer exists due to a merger/acquisition).

Credit Reports: Pull and provide a credit report from Experian, TransUnion, and/or Equifax (if the request indicates accounts listed on only one of the reports, submit that one to show it was resolved). Visit <https://www.annualcreditreport.com> for a free weekly online credit report. Pulling your credit report will not affect your credit score. *Note:* Although Credit Karma is free, it does not provide the account information necessary to show a positive update in financial history.

Statute of Limitation or Charge-off: Debts dropping off the credit report due to expiration of the statute of limitation or debts that are charged off **do not** constitute mitigation of the debt. It's critical to demonstrate that the delinquent debt was resolved via a payment plan or other action.

Supplemental Information Request: The Defense Counterintelligence and Security Agency's (DCSA) Adjudication and Vetting Services (AVS) issues a Supplemental Information Request (SIR) when the DCSA adjudicator needs additional details to make a security clearance determination.

Letter of Intent: DCSA issues a Letter of Intent (LOI) to notify the Service member that the agency intends to deny or revoke their security clearance. The LOI is a preliminary decision, not a final one. This is a formal, non-final letter informing the Service member that adverse information was found during their background investigation. It outlines the intent to deny or revoke their clearance and is accompanied by a Statement of Reasons (SOR).

Statement of Reasons: DCSA AVS issues a Statement of Reasons (SOR), which outlines why the Service member's security clearance may be denied or revoked. The SOR is a formal document with the specific, fact-based security concerns that have led to a preliminary decision to deny or revoke a person's security clearance eligibility.

Supplemental Statement of Reason: DCSA AVS issues a Supplemental Statement of Reason (SSOR) when new information or evidence is added to a security clearance case. This document is an amendment to the initial Statement of Reasons (SOR) and outlines new or additional security concerns that arise after an initial SOR has been sent to the Service member.

Letter of Denial: DCSA AVS issues a Letter of Denial (LOD), which is a formal notification to an applicant of a final decision to deny a security clearance. A LOD is issued after the Service member's full background investigation has been adjudicated and any due process actions, such as responding to a SOR, have been completed.

Letter of Revocation: A letter of revocation (LOR) is the final, formal notification that a security clearance has been officially canceled or withdrawn. This action is taken after a full review of all evidence is complete. A LOR is issued when there is a determination that the Service member no longer meets the standards for accessing classified information.

Notice of Intent to Appeal: After receiving an unfavorable security clearance decision, such as a denial or revocation, a Notice of Intent to Appeal (NOIA) is sent to the Service member. This is the first official step in the formal appeals process and provides a Service member the opportunity to appeal the decision or not.

Service member Financial Consideration Checklist

Did you know your finances could impact your security clearance? All Service members must obtain and maintain a favorably adjudicated Secret (Tier 3) or higher clearance. As outlined in Department of Defense Instruction (DoDI) 1344.09, Indebtedness of Military Personnel, Service members are required to pay their just, or valid, debts. Financial behaviors such as living beyond your means, failing to pay debts, and neglecting financial obligations may indicate poor self-control issues or disregard for rules. Such behavior can raise concerns about your reliability, trustworthiness, and capacity to safeguard classified information. Furthermore, Service members must make a good faith effort to resolve outstanding debts, demonstrating responsible financial management.

- Be proactive about your finances by meeting with a free, credentialed financial service provider at your installation. They can assist you with preventing or addressing financial issues. Locate your nearest Military & Family Readiness Center or visit <https://finred.usalearning.gov/pfcMap>.
- Provide as much information as possible to your Security Office. Do not wait for the Security Office to contact you.
- If you do receive an inquiry via your Security Manager, answer all inquiries on time, always write a personal statement, and make good faith efforts to resolve delinquent debt(s) by making payment arrangements.
- Ensure that you make payment arrangements for charge-offs and for items that are listed on the SOR but may have dropped off your credit report. Regardless of the charge-off status, you still have a financial obligation. It will be considered during the adjudication process.

Timeline For Response

- Respond within **30 days** to a Supplemental Information Request (SIR), Letter of Intent (LOI), Statement of Reason (SOR), or Supplemental Statement of Reason (SSOR).
- For Letters of Denial (LOD)/Letters of Revocation (LOR), individuals need to sign the Notice of Intent to Appeal (NOIA) within 10 days and submit appeal documentation in DISS within 30 days.

Acceptable Mitigating Documents

- Proof of payment/receipts
- Payment arrangement(s) with proof of payments
- Current, complete credit report(s)
- Evidence of receiving financial counseling
- Receipts or copies of payment format (check, bank statement, record of electronic transfer, money order)
- Tax records/tax transcripts
- Releases from judgment or wage attachment
- Statements of account or letters from creditors verifying the status of delinquent accounts
- Current statements reflecting a systematic effort to reduce delinquent debts
- Bankruptcy records/Chapter 13 bankruptcy trustee report with proof of payments to the trustee
- Mortgage modification with proof of payment
- If you settle a large debt, provide proof of how you obtained the funds to pay it. (example: If you settle a \$30,000 debt, show how you got the money.)
- Debt consolidation agreement with proof of payments
- Legal source for proof of affluence
- Commander/Supervisor recommendation; must be signed (electronic signature is acceptable)
- Police and/or court documentation
- Disciplinary or punitive action documentation
- Personal statement (highly recommended); must be signed (electronic signature is acceptable)
- Statement or documented assistance from a credentialed financial service provider, as applicable. Obtain free assistance at a local Military & Family Readiness Center or <https://finred.usalearning.gov/pfcMap>.
- Character reference statement(s); must be signed (electronic signature is acceptable)
- Job or performance evaluation, awards, and/or recognition (official copies)

Note: Service members have the option not to respond to these RFAs, but choosing not to respond may result in a revocation/denial.

Instructions for response to RFA

- Address ALL security concerns listed in the SIR, LOI/ SOR, SSOR, or LOD/LOR.
- Failure to address each listed security concern will likely result in a denial or revocation of a security clearance, or in upholding a denial or revocation on appeal.
 - o Gather any documentation that supports your case.
 - o Response and supporting documentation should be organized in the same order as the security concerns presented in the SOR (use dividers or tabs to help organize the supporting documentation).

Financial service provider Checklist For Security Concern Counseling Sessions

BEFORE THE INITIAL SESSION

To ensure a successful SOR counseling session, Service members are required to provide the following documents:

- All documentation from the DCSA AVS.
- A list of all current income and expenses needed to complete an initial spending plan. Copies of the last two months' bank and/or credit card statements may be helpful to establish current spending estimates.
- Copy/copies of the current credit report that the SOR addresses for eligibility determination. This information is within the SOR. If the delinquency was found at all three credit bureaus, then only one credit report from any of the bureaus is necessary. Refer the Service member to <https://www.annualcreditreport.com>.

DURING THE INITIAL SESSION

- Remind the Service member they must address all security concerns and all accounts listed in the SIR, LOI, SOR, SSOR or LOD/LOR. Failure to address each listed security concern will likely result in a denied or revoked security clearance or an upheld denial or revocation on appeal.
- Service members and leaders should be aware that repeated “no interest emergency loans,” including loans from aid societies, might indicate a pattern of underlying financial issues that can negatively affect the adjudication/continuous vetting process. Addressing these patterns early is crucial for maintaining financial stability and security clearance eligibility.
- Assist the Service member in creating a spending plan.
- Prioritizing debt repayment is a key component of sound financial management and supports long-term stability.
- The Service member should maintain thorough records of all communications with creditors. This includes keeping a detailed log of phone calls, following up verbal conversations with written correspondence (email or mail), and retaining copies of all documents exchanged. Financial service providers are not authorized to contact creditors or create documentation on behalf of the Service member; the responsibility for establishing a clear and complete “paper trail” rests solely with the individual.

- Service members must contact delinquent creditors directly to resolve outstanding debts and obtain documentation confirming a \$0 balance. Financial service providers **shall not** make these contacts or negotiate on behalf of the Service member.
- The Service member should prepare a response to the DCSA AVS inquiries for on-time submissions. Supporting documentation is highly recommended for inclusion in their response: completed spending plan, current credit report, documentation of erroneous credit items removed from credit report, and receipts showing \$0 balances on SOR items. Service members have **30 days** to respond to SIR, LOI, SOR, and SSOR. For LOD/LOR, they must sign the NOIA within **10 days** and submit appeal documentation within **30 days**. One-time extensions can be requested in DISS by the Security Office, if needed.
- Remind the Service member that the financial service provider is available for follow-up questions and assistance as needed.

If the Service member cannot immediately satisfy all debts on the SOR with savings or budget surplus:

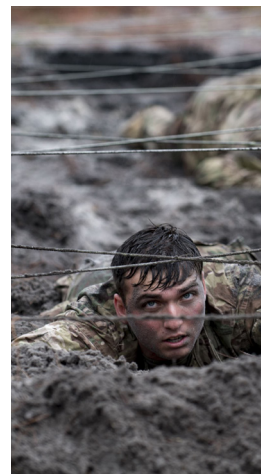
- Assist them in establishing a monthly payment that aligns with their priorities and what is affordable within their spending plan.
- Schedule a follow-up appointment with the Service member and remind them of the following action items.
- The Service member must contact creditors to resolve past due payments. Only the Service member should negotiate payment plans with creditors and document the agreed-upon plan.
- The Service member should not commit to payments that will exceed the available spending plan surplus. (e.g., debt payments total \$600, but the surplus is only \$400).
- The Service member should secure documentation from each creditor to prove any payments that have been made. For example, new statements showing payments received, payment receipts, etc.
- The Service member is responsible for providing all supporting documentation. It is highly recommended to include: completed spending plan, current credit report, documentation of erroneous credit items removed from credit report, and receipts showing payment plans, payments made and/or \$0 balance for SOR items.
- Remind the Service member that the financial service provider is available for follow-up questions and assistance as needed.

STATEMENT OF SUPPORT

A financial service provider who is certified via a national accreditation agency may write a statement of support for a Service member with the provided standardized letter template, if applicable.

UNACCEPTABLE PRACTICES: WHAT FINANCIAL SERVICE PROVIDERS SHOULD AVOID

- Under no circumstances should a financial service provider advise a Service member not to make payments on debts. Solely providing a statement that the debt is not owed or indicating intent to resolve the debt in the future will not mitigate the security concern. If creditors are unwilling to provide relevant documentation, the Service member should provide a statement outlining the circumstances and showing a good faith effort to resolve the debt (i.e. the account in question no longer exists due to a merger/ acquisition).
- Financial service providers **shall not** make phone calls to creditors and/or banks on behalf of the Service member, nor shall they participate in or be present during such calls, as this could create undue liability for both the Service member and the Department.
- While financial counseling can help address debt and financial issues, it is essential to refrain from providing legal advice and instead refer Service members to the local legal assistance office.



Financial Service Provider Statement of Support Template

Financial service providers should adhere to the established checklist and empower Service members to take ownership of their financial tasks. Financial service providers should avoid spending excessive time on tasks outside the defined scope of work.

NOTE: The financial service provider should replace the italicized and underlined text with the appropriate information.

SEAL

DATE

OFFICE SYMBOL

Financial Readiness Program

MEMORANDUM THRU SECURITY DIVISION, DPTMS, ADDRESS

MEMORANDUM FOR DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY,
ADJUDICATIONS AND VETTING SERVICES, FT MEADE, MD 20755

SUBJECT Service member's name Steps to Correct Potentially Negative Credit Report Items

1. Service member's name was seen at the (*installation name*) Financial Readiness Office on Date, in reference to potentially negative accounts on her/his credit report.
2. A review of their Experian, TransUnion and Equifax credit reports, pulled date, revealed derogatory debt occurred in correspondence to explain situation provided by Service member.
3. A proposed financial summary was compiled, demonstrating the ability to meet present monthly expenses.
4. Throughout our meetings, Service member's name has/has not been receptive to recommendations addressing the financial concerns, as well as working to monitor her/his actual expenses through a developed spending plan. Discussions have focused on the importance of ensuring he/she is tracking his funds to provide the means to meet his financial obligations. Service member plans to meet with a financial counselor on a monthly basis.
5. If further financial information is needed, please contact counselor's name, at (XXX) XXX-XXXX or email address.

Respectfully,

Counselor's name

Service

Job title

DOW Personnel Security Appeals Process

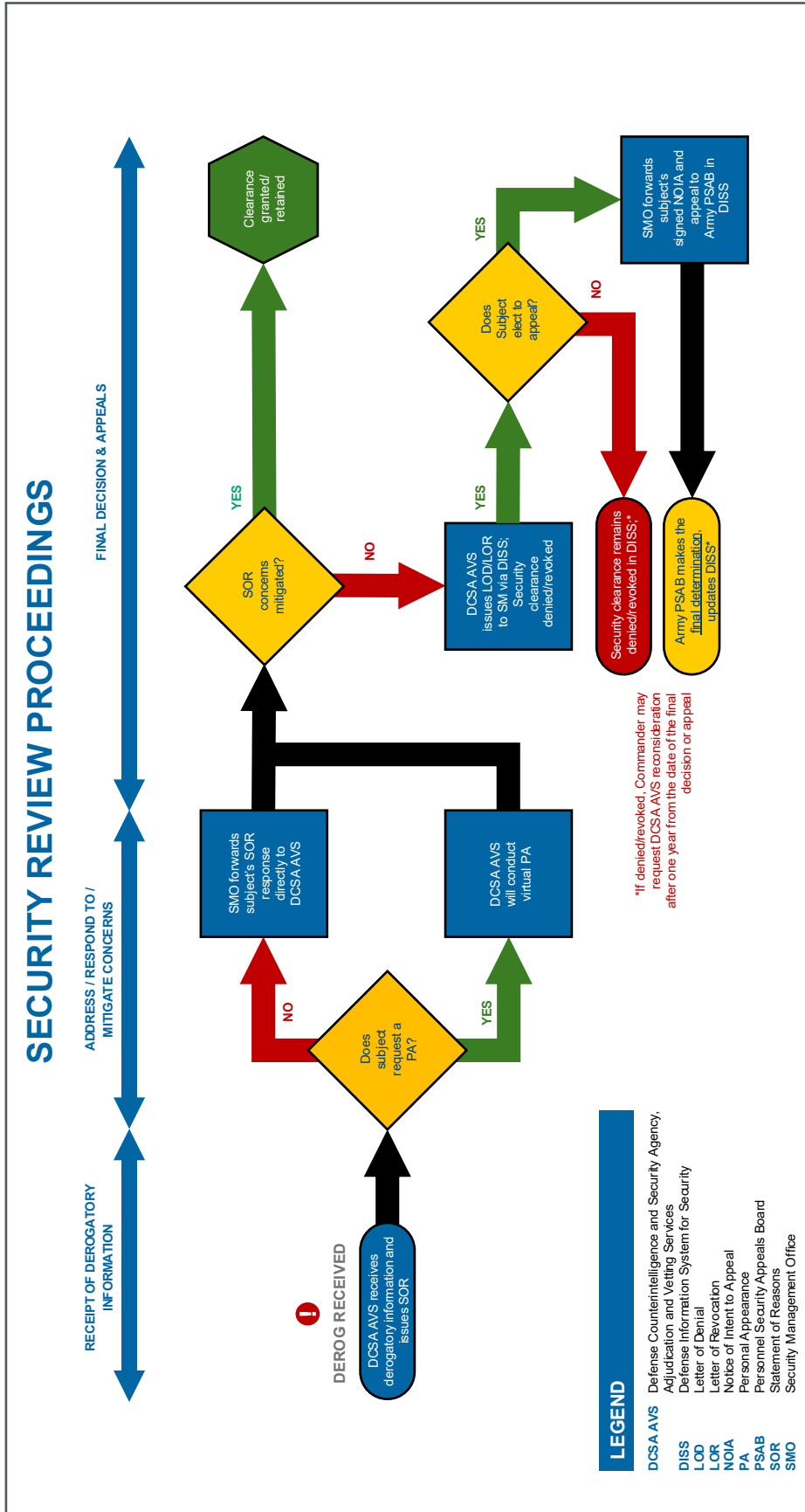



Figure 2: The Security Review Proceedings as of 9 December 2024
 Resources: Security Executive Agent Directive 4, National Security Adjudicative Guidelines, 8 June 2007
<https://www.dni.gov/files/NCSC/documents/Regulations/SEAD-4-Adjudicative-Guidelines-U.pdf>.

Supplemental Information Request (SIR) Sample


DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY
BUILDING 600 10TH STREET
FORT GEORGE G. MEADE, MD 20755-5615

PERSONNEL SECURITY

January 3, 2025

MEMORANDUM FOR MR. JOHN Q. DOE, 123-45-6789

THROUGH: HEADQUARTERS, DEPARTMENT OF THE ARMY
(ATTN: SECURITY MANAGEMENT OFFICE)

SUBJECT: Supplemental Information Request

References: (a) DoDM 5200.02, Procedures for the DoD Personnel Security Program (PSP), April 3, 2017
(b) Security Executive Agent Directive 4, National Security Adjudicative Guidelines, June 8, 2017

1. The Defense Counterintelligence and Security Agency Adjudication Vetting Services (DCSA AVS) review of a Vetting Risk Operations Continuous Evaluation (VROC) Incident Report, December 10, 2024, disclosed information that may have a bearing on your eligibility for access to classified information, and assignment to duties that have been designated national security sensitive, and/or access to Sensitive Compartmented Information (SCI).

2. The following information is required in order for the DCSA AVS to make an eligibility determination:

a. You provided a response to the DCSA AVS on October 3, 2023, stating that you set up payments plans to satisfy your delinquent debt. The DCSA AVS request that you provided an updated copy of your payment plans and the current status of your delinquent debt.

3. DCSA AVS requests that you sign the attached Acknowledgement of Receipt form and return the form to your Security Management Office (SMO) and/or SCI SMO within thirty (30) calendar days from the date of this letter.

4. DCSA AVS requests you provide this information to your SMO and/or SCI SMO within thirty (30) calendar days from the date you sign the Acknowledgment of Receipt. Further, you are advised that if the information is not received within the specified time frame, an unfavorable eligibility determination may be rendered.

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Updated on: 20250303

5. Please direct any questions regarding this memorandum to your SMO and/or SCI SMO.

Jane Z. Doe by xxx
Jane Z. Doe
Division Chief
Adjudication and Vetting Services

Attachments:
1. Acknowledgment of Receipt
2. Personal Financial Statement

Figure 3: The Supplemental Information Request (SIR) Sample

Acknowledgement Of Receipt For Supplemental Information Request Sample

Acknowledgement of Receipt for Supplemental Information Request to Subject

Mr. John Q. Doe, 123-45-6789

I acknowledge that I have been informed of the Defense Counterintelligence and Security Agency Adjudication Vetting Services (DCSA AVS) request for information to aid in the determination of my eligibility for access to classified information, and/or assignment to duties that have been designated national security sensitive, and/or access to Sensitive Compartmented Information (SCI). I understand that failure to provide the information within the specified time frame may result in an unfavorable eligibility determination.

I further understand that this form must be returned to my organization's Security Management Office (SMO) or Sensitive Compartmented Information (SCI) SMO within thirty (30) calendar days.

NAME

DATE

ENTER ORGANIZATION'S SMO/SCI SMO INFORMATION

SAMPLE

SMO/SCI SMO Contact (Print name & sign)

SMO/SCI SMO Contact (Official Job Title)

SMO/SCI SMO Contact (email address & phone number)

Date

Figure 4: The Acknowledgment of Receipt For Supplemental Information Request Sample

Statement Of Reasons (SOR) Sample

STATEMENT OF REASONS (SOR) FOR MR. JOHN Q. DOE, 123-45-6789

The information listed below was derived from the documents listed at the end of this attachment (Attachment 1, Statement of Reasons). Each item of disqualifying information falls under one or more of the security guidelines listed below.

GUIDELINE F: Financial Considerations

Available information shows issues of Financial Considerations on your part.

Failure to live within one's means, satisfy debts, and meet financial obligations may indicate poor self-control, lack of judgment, or unwillingness to abide by rules and regulations, all of which can raise questions about an individual's reliability, trustworthiness, and ability to protect classified or sensitive information. An individual who is financially overextended is at greater risk of having to engage in illegal or otherwise questionable acts to generate funds. Affluence that cannot be explained by known sources of income is also a security concern insofar as it may result from criminal activity, including espionage.

Per the Adjudicative Guidelines, conditions that could raise a security concern and may be disqualifying include:

A TransUnion Credit Bureau Report (CBR), obtained by the DCSA AVS on April 11, 2024, revealed the following discrepant information:

You are indebted to GM FINANCIAL for an account that has been charged off in the approximate amount of \$25,937.00. As of the date of this Statement of Reasons, the account remains delinquent.

You are indebted to FIRST INV SC for an account that has been charged off in the approximate amount of \$20,943.00. As of the date of this Statement of Reasons, the account remains delinquent.

You are indebted to ONEMAIN for an account that has been charged off in the approximate amount of \$8,188.00. As of the date of this Statement of Reasons, the account remains delinquent.

You are indebted to CONNS for an account that has been charged off in the approximate amount of \$2,942.00. As of the date of this Statement of Reasons, the account remains delinquent.

You are indebted to VERIZON for an account placed for collection by in the approximate amount of \$2,280.00. As of the date of this Statement of Reasons, the account remains delinquent.

You are indebted to CAINE WEINER for an account placed for collection by PROGRESSIVE in the approximate amount of \$364.00. As of the date of this Statement of Reasons, the account remains delinquent.

SAMPLE

You are indebted to CREDIT COLL for an account placed for collection by PROGRESSIVE in the approximate amount of \$90.00. As of the date of this Statement of Reasons, the account remains delinquent.

You are indebted to FLAGSHIP CRD on an account that is past due in the approximate amount of \$1,077.00, with a total balance of \$25,099.00. As of the date of this Statement of Reasons, the account remains delinquent.

You provided a financial assessment from the Army Community Service Management and Financial Readiness Program Specialist, dated October 3, 2023. You were recommended to set up a payment plan after GTC debt balance is paid off, which revealed you had a delinquent GTC Credit Card of \$896.00 per month. They recommended you set up payment arrangements with GM FINANCIAL, FIRST INV, and ONE Main. The DCSA AVS sent you a Supplemental Information Request (SIR) on January 2, 2025, requesting you provide proof of your payment plans to satisfy your delinquent debt. You provided an updated assessment, however, you failed to provide any proof that you have actively been attempting to resolve your delinquent debts.

A Vetting Risk Operations Continuous (VROC), Continuous Evaluation Incident Report (CEIR), dated December 10, 2020, disclosed a Transunion CBR, obtained on November 24, 2020, revealed charge off accounts with ONEMAIN, FIRSTINVSC, GMFINANCIAL, and KOHLSCAPONE, along with a collection account with ATTDIRECTV.

A VROC CEIR, dated April 3, 2020, disclosed an Experian CBR, dated February 6, 2020, revealed collection accounts with DEWALDPROPERTIES, STREAMSPEGPLLC, and ATTDIRECTV, a charge off account with FIRSTINVSERVICINGCO, and a past due account with KOHLSCAPONE.

Your Office of Personnel Management (OPM) Tier 3 Investigation, closed on October 24, 2018, provided a 3-in-1 CBR, dated September 20, 2017, which revealed a total of \$3,131.00 of delinquent debts.

Your inability or unwillingness to satisfy your delinquent debt and your history of financial delinquencies indicates poor self-control, lack of judgment, or unwillingness to abide by rules and regulations, which raises questions about your reliability, trustworthiness, and ability to protect classified or sensitive information. Therefore, your financial situation is a security concern. (Guideline F, Attachment 6)

Figure 5: The Statement Of Reasons (SOR) Sample

Letter of Denial (LOD) Sample



PERSONNEL SECURITY

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY
BUILDING 600 10TH STREET
FORT GEORGE G. MEADE, MD 20755-5615

May 1, 2025

MEMORANDUM FOR HEADQUARTERS, DEPARTMENT OF THE ARMY
(ATTN: SECURITY MANAGEMENT OFFICE)

SUBJECT: Instructions for Handling Memorandum of Denial/Revocation, Re: Mr. John Q. Doe, 123-45-6789

References: (a) DoDM 5200.02, Procedures for the DoD Personnel Security Program (PSP), April 3, 2017
(b) Security Executive Agent Directive 4, National Security Adjudicative Guidelines, June 8, 2017

1. In accordance with the above references, a decision has been made by the Defense Counterintelligence and Security Agency Adjudication and Vetting Services (DCSA AVS) to deny or revoke the above-named Subject's eligibility for access to classified information and/or assignment to duties that have been designated national security sensitive and/or access to Sensitive Compartmented Information (SCI). The DCSA AVS' final assessment of the applicable security concerns that resulted in this decision is documented in the attached Memorandum of Denial/Revocation addressed to the Subject.

2. If not already accomplished, your organization must comply with applicable regulations by terminating the Subject's access to classified information and/or assignment to duties that have been designated national security sensitive and/or access to SCI. Your organization must designate a security official as point of contact who will be responsible for promptly completing the following actions for the Memorandum of Denial/Revocation:

a. Deliver the Memorandum of Denial/Revocation to the Subject.

b. Ensure that the Subject understands that (i) he/she may appeal this decision to the DoD component Personnel Security Appeals Board (Appeals Board) in one of two ways, or (ii) he/she may elect not to appeal. The Subject must promptly notify your organization of his/her intended action. If the Subject elects to appeal, the Subject may either:

(1) **APPEAL WITHOUT A PERSONAL APPEARANCE.** Within ten (10) calendar days of receipt of the denial or revocation, the Subject must notify the Appeals Board, via the designated security official, of his/her intention to appeal without a personal appearance. See the Notice of Intent to Appeal (Attachment 1). Within thirty (30) calendar days of receipt of the denial or revocation, the Subject must provide the Appeals Board with a written statement in support of the appeal and any documents or other supporting material explaining why the Appeals Board should overturn the DCSA AVS' denial /revocation via the designated security official;

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Updated on: 20250226

-or-

(2) **APPEAL WITH A PERSONAL APPEARANCE.** Within ten (10) calendar days of receipt of the denial or revocation, the Subject must notify the Defense Office of Hearings and Appeals (DOHA) via the designated security official, of his/her intention to appeal with a personal appearance. See the Notice of Intent to Appeal (Attachment 1). DOHA will provide additional instructions and contact the Subject regarding the date, time and location of the personal appearance.

c. Inform the Subject that he/she **must** submit a "Notice of Intent to Appeal" (Attachment 1 to the Memorandum of Denial/Revocation) within **ten (10) calendar days** of his/her receipt of the DCSA AVS Memorandum of Denial/Revocation. The "Notice" is Subject's formal notification of whether he/she elects to appeal, and if so, which method of appeal the Subject has elected. Should the Subject refuse to complete the "Notice of Intent to Appeal", the designated security official will complete the "Notice of Intent to Appeal" verifying the date the Memorandum of Denial/Revocation was delivered to the Subject.

d. The designated security official will upload the completed "Notice of Intent to Appeal" form and transmit to the appropriate DoD Component Personnel Security Appeals Board via the Defense Information System for Security (DISS) within ten (10) calendar days from the Subject's receipt of the Memorandum of Denial/Revocation. For appeals to DOHA, upload the completed "Notice of Intent to Appeal" and transmit to the DCSA AVS. The DCSA AVS will forward your case file to DOHA. DOHA will provide additional instructions and will contact you regarding the date, time and location of your personal appearance. At the personal appearance, you may submit additional relevant information in support of your appeal. You may also bring witnesses to the processing to testify on your behalf. At the conclusion of your personal appearance, the AJ makes a recommendation concerning your eligibility. The AJ's recommendation is not binding to the Appeals Board. DOHA will forward its recommendation on your appeal to the Appeals Board. DOHA will also send your case file directly to the Appeals Board.

e. Ensure that the Subject understands the consequences of failure to exercise the options for appeal.

3. If you have any questions, please contact the DCSA AVS Call Center at commercial (667) 424-3850 or DSN 323-424-3850 or send a message via the DISS Portal. Due process and appeals procedural questions may also be addressed using the same number.

Jane Z. Doe by xxx
Jane Z. Doe
Division Chief
Adjudication and Vetting Services

Attachment:
Subject's Memorandum (w/attachments)

SAMPLE

Figure 6: The Letter of Denial (LOD) Sample

Letter of Revocation (LOR) Sample



PERSONNEL SECURITY

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY
BUILDING 600 10TH STREET
FORT GEORGE G. MEADE, MD 20755-5615

May 1, 2025

MEMORANDUM FOR MR. JOHN Q. DOE, 123-45-6789

THROUGH: HEADQUARTERS, DEPARTMENT OF THE ARMY
(ATTN: SECURITY MANAGEMENT OFFICE)

SUBJECT: Revocation of Eligibility for Access to Classified Information and/or Assignment to Duties that have been Designated National Security Sensitive

References: (a) DCSA AVS Memorandum, Intent to Revoke Eligibility for Access to Classified Information and/or Assignment to Duties that have been Designated National Security Sensitive, February 20, 2025
(b) DoDM 5200.02, Procedures for the DoD Personnel Security Program (PSP), April 3, 2017
(c) Security Executive Agent Directive 4, National Security Adjudicative Guidelines, June 8, 2017

1. In accordance with the above references, reference (a) informed you of our intent to revoke your eligibility for access to classified information and/or assignment to duties that have been designated national security sensitive. Attachment 1, Statement of Reasons (SOR), of this reference listed security concerns and adverse information supporting the preliminary decision. You were advised in our memorandum that if you failed to provide a response, we would make a final decision based on all available information. On February 25, 2025, you acknowledged receipt of our memorandum, and gave notice of your intent to respond; however, we have not received your response.

2. The Defense Counterintelligence and Security Agency Adjudication and Vetting Services (DCSA AVS) final decision on the security concerns presented in reference (a) is as follows:

a. Financial Considerations – As cited in your SOR, you have a history of financial delinquencies that go back to at least 2017 raising questions about your judgment, reliability, and trustworthiness. As you did not provide a response to the SOR, this concern has not been mitigated.

3. Given the security concerns, the DCSA AVS has revoked your eligibility for access to classified information and/or assignment to duties that have been designated national security sensitive using the provisions of the above referenced Personnel Security Regulation(s).

4. You may elect (i) not to appeal this decision, or (ii) to appeal this decision to the component Personnel Security Appeals Board (Appeals Board) in one of two ways described below. You

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must notify your designated security official of your choice within ten (10) calendar days of receipt of the DCSA AVS' decision utilizing Attachment 1, Notice of Intent to Appeal.

5. If you elect to appeal, you may do so in one of two ways:

a. **APPEAL WITHOUT A PERSONAL APPEARANCE.** If you choose to appeal directly to the Appeals Board, you must advise the Appeals Board, via your designated security official within ten (10) calendar days of receipt of this Memorandum. See the Notice of Intent to Appeal (Attachment 1). Your designated security official will upload the Notice of Intent to Appeal into the Defense Information System for Security (DISS) selecting the appropriate Appeals Board. Within thirty (30) calendar days of receipt of this Memorandum, you must provide the designated security official with your written statement and any supporting material to explain why the DCSA AVS denial/revocation should be overturned. Your appeal and supporting documentation will be transmitted to the Appeals Board by your designated security official via DISS to the President, Army Personnel Security Appeals Board, Department of the Army, DCS G-2, ATTN: DAMI-CD, 1000 Army Pentagon, Washington, DC 20310-1000, Email: usarmy.pentagon.hqda-dcs-g-2.mbx.chairman-army-psab@army.mil, Phone: 703-697-1336.

-or-

b. **APPEAL WITH A PERSONAL APPEARANCE.** If you choose to appeal with a personal appearance with the Defense Office of Hearings and Appeals (DOHA), you must advise your designated security official within ten (10) calendar days of receipt of this Memorandum. See the Notice of Intent to Appeal (Attachment 1). Your designated security official will upload the Notice into DISS. The DCSA AVS will forward your case file to DOHA. DOHA will provide additional instructions and will contact you regarding the date, time and location of your personal appearance. At the personal appearance, you may submit additional relevant information in support of your appeal. You may also bring witnesses to the proceeding to testify on your behalf. At the conclusion of your personal appearance, the AJ makes a recommendation concerning your eligibility. The AJ's recommendation is not binding to the Appeals Board. DOHA will forward its recommendation on your appeal to the Appeals Board. DOHA will also send your case file directly to the Appeals Board.

6. **Requesting Extensions of Time.** If you require additional time for any of these deadlines, submit a written request for extension to the appropriate appellate authority through your designated security official before the expiration of the original deadline.

7. **Choosing Not to Appeal the DCSA AVS Decision.** If you chose to not respond to this Memorandum, the DCSA AVS' decision will remain the final security determination on the merits in your case.

8. **Questions Regarding this Matter.** Direct any questions or concerns to your designated security official. For specific questions regarding due process and appeals procedures, contact DCSA AVS Call Center at commercial (667) 424-3850 or DSN 323-424-3850.

Jane Z. Doe by xxx
Jane Z. Doe
Division Chief
Adjudication and Vetting Services

Attachments:

1. Notice of Intent to Appeal
2. Instructions for Appealing

SAMPLE

Figure 7: The Letter of Revocation (LOR) Sample

Notice of Intent to Appeal (NOIA) Sample

Notice of Intent to Appeal (NOIA) for Subject

**PART I
ELECTIVE**

I, John Q. Doe, received a Memorandum of Denial/Revocation from the Defense Counterintelligence and Security Agency Adjudication and Vetting Services (DCSA AVS), dated May 1, 2025.

I elect to (check one of the following):

- Appeal in person for a hearing before a Defense Office of Hearings and Appeals (DOHA) Administrative Judge (AJ). The AJ's recommendation will be forwarded to the Personnel Security Appeals Board (PSAB) for consideration in its final determination of your appeal
- Appeal directly to the Personnel Security Appeal Board (PSAB) with a Written Appeal, which I will forward to the PSAB through my designated security official within 30 calendar days of signing and dating this form
- NOT Appeal

**PART II
CONTACT INFORMATION**

A. APPELLANT

Email: _____ Duty Email: _____
Home Phone: _____ Duty Phone: _____
Home Address: _____ Duty Address: _____

B. COMMANDER/DIRECTOR

Name: _____ Duty Phone: _____
Email: _____

C. UNIT POC

Name: _____ Duty Phone: _____
Email: _____

D. SECURITY MANAGER

Name: _____ Duty Phone: _____
Email: _____

**PART III
ACKNOWLEDGEMENT**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITHIN 10 CALENDAR DAYS OF RECEIPT OF YOUR MEMORANDUM OF DENIAL OR REVOCATION

For submission of this form, the preferred method is to scan/email to: usarmy.pentagon.hqda-dcs-g-2.mbx.chairman-army-psab@army.mil. If you have any questions or concerns, please contact your designated security official.

Provide copies to:
(1) Your Commander (2) Your Unit POC (3) Your Security Manager

(Signature) (Date)

Notice of Intent to Appeal (Security Official)

Designated Security Official:

This organization verifies the Memorandum of Denial/Revocation was delivered to Subject on _____
(Date)

Check all that applies:

- The Subject has signed the form acknowledging receipt.
- The Subject declared his/her intent not to sign the form acknowledging receipt and indicating whether or not he/she intended to appeal the DCSA AVS' denial/revocation.

Designated Security Official (Print & Sign Name) (Date)

Duty Phone: _____ Official Email: _____

SAMPLE

Figure 8: The Notice of Intent to Appeal (NOIA) Sample