

Mandatory Check-In Sheet
SECURITY

Issued By: _____

Date: _____

PLEASE PRINT CLEARLY

Full Name: _____
LAST NAME, FIRST NAME AND FULL MIDDLE NAME

Rank/Rate/Civilian: _____ Dept Assigned: _____

Email (Personal Ok): _____

Phone (work, home or cell): _____

Position Title: _____ Installation: _____

Supervisor Name: _____

SECURITY REMINDERS

SF312 and other security briefings may be required if access is issued.

Upon transfer, resignation, separation, etc. it is required that you check-out with this security office for security debriefing.

Acknowledge, Sign: _____ Date: _____

PRIVACY ACT STATEMENT

FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

AUTHORITY: 5 U.S.C.301, Departmental Regulations and E.O.9397 (SSN)

PURPOSE: To check security status, submit investigations on personnel as require for their position.

ROUTINE USES: Information is close-hold and shared with only those with a need-to-know. Supervisory personnel will have access to information concerning their employees. Information is maintained in a database with limited access. Disclosure of information is treated as 'FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE.'

DISCLOSURE: Mandatory for all personnel requiring security clearance or clearance eligibility for their rating, position or contract. Failure to disclose required information may result in denial of clearances or eligibility that is required for the position/billet.