



THE INTERIM SECRET PROCESS

An Interim Secret clearance (also known as “Interim Secret eligibility”) is based on the completion of minimum investigative requirements and granted on a temporary basis, pending the completion of the full investigative requirements for the final secret clearance. Interim Secret clearances can be issued quickly, but are not sufficient for access to special categories of classified information, such as COMSEC, NATO, and Restricted data.

The Personnel Security Branch will automatically consider applicants/employees who will occupy a position designated as Non-Critical Sensitive or Critical Sensitive for an Interim Secret Clearance. The Interim Secret Clearance will be granted based on the favorable completion of the preliminary checks that are accomplished as part of the suitability and security clearance process.

The following aspects of the Interim Secret Clearance process are in effect.

- A. Positions eligible for Interim Secret considerations can **only be designated National Security/ Non-Critical Sensitive or National Security/Critical Sensitive**. The positions designation is located on the OF 8, which can be obtained from Human Capital.
 - B. The applicant will also be required to complete and submit e-QIP for the proper level investigation prior to consideration for an Interim Secret eligibility clearance.
 - C. The Office of Security will make a risk based determination when granting an Interim Secret Clearance based on preliminary checks. When in doubt, the Office of Security will always side on the side of National Security.
 - D. The Program Office and the Human Capital Division will be notified when the applicant has been approved for an Interim Secret clearance.
 - E. An Interim Secret clearance can be denied to an individual in accordance with EO 12968, DHS MD 11050.2.
 - The applicant has **no appeal process** as a result of being denied an Interim Secret clearance.
 - Denial of an Interim Secret clearance is not grounds for Human Capital Division to withdraw the job offer.
 - F. Interim Secret clearances are temporary, 180 days (EO 12968) with option for extension (another 180 days).
 - G. The applicant must still be able to meet final requirement of eligibility for Top Secret or Secret clearance. Therefore, the approval or denial of Interim clearance should not be taken as an indicator of the final determination. (*see more on conditional letter*).
 - H. Once an Interim Secret clearance has been granted, the applicant has to sign a Conditional Letter of employment prior to the granting of an Entry on Duty date by the Human Capital Division (HCD).
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- The applicant will return the signed Conditional Letter of Employment to HCD.
- HCD will forward the Conditional Letter of Employment to the Personnel Security Branch, Adjudications Unit.
- The applicant is not required to sign the Conditional Letter of Employment. The applicant has the option to choose to wait for the full investigation and granting of the full clearance. HCD can not withdraw the tentative offer of employment if the applicant chooses this option.

I. Interim Secret clearance is not a right.

J. Questions may be directed to the Personnel Security Branch Customer Service Office at (202) 646-3790.

Authorities:

- Executive Order 10450
- Executive Order 12968
- DHS Management Directive 11050.2
- 5 CFR 732.2

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"FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards."

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