



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMON BOULEVARD, ROOM 244
FORT JACKSON, SOUTH CAROLINA, 29207

ATMT-LTB-SD

1 July 2018

MEMORANDUM FOR All personnel permanently assigned and/or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #30 – **Personnel Security**

1. References:

a. AR 380-67, Personnel Security Program

2. The purpose of this policy memorandum is to provide guidance for all Security Clearance related requests. All Security Clearance related concerns, requests, and actions must be submitted through the USASD Security Mailbox: usarmy.jackson.cac.mbx.usad-security@mail.mil

3. Security related concerns, requests, and actions include, but not limited to: clearance upgrade, clearance renewal, clearance verification, access, investigation/re-investigation inquiries, visitor pass, permanent certificate requests, indoctrination (read-on) requests, SIPR token requests, Statement of Reasons, adjudication requests, ERB/ORB/SRB, reporting foreign related activities, eQiP access, requesting SF86, updating address and employment information for investigators, fingerprint inquiries, and State Department Memorandums for Embassy visits.

5. Students are not authorized to contact the Fort Jackson Installation Security Office, the Fort Gordon Security Office, or any other Security Offices for account servicing. These agencies do not provide direct service or support to assigned Students. Any action or request sent to these agencies will either be returned without action or not actioned without any notification.

6. National Intelligence University (NIU) Students coordinate with NIU Security for initial instructions and initial document submission to NIU Security. NIU Security will coordinate and submit Student documents to USASD Security for further processing.

7. Foreign Area Officers In-Regional-Training Students are required to complete Security requirements NLT 90 days prior to leaving CONUS to designated training OCONUS location. This is in efforts to ensure Students do not arrive to the embassy or training location without the proper access or clearance for that location.

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8. Naval Post Graduate School Students (NPS) are authorized to visit the local Security Office in Monterey, CA to obtain most Security services.

9. JPAS printouts are no longer provided. Instead a security verification memorandum will be given in lieu of which contains the “Personnel Summary Information” from JPAS.

10. A wealth of information is located on the USASD website, Security tab. The information provided is geared towards assisting Students in answering the majority of frequently asked questions and concerns. Ensure to visit the website prior to calling or emailing the Security mailbox: <http://usasd.armylive.dodlive.mil/security-clearance/>

11. The point of contact for this memorandum is the undersigned at (803) 751-5305.

ALEJANDRA D. PEACH
CPT, AG
Commanding