

Security Clearance Application Process - How to Guide NOAA Corps Officers

Top Secret Clearance Instructions

This guide provides step by step instructions for how to complete and submit your application for top secret security clearances while serving in the NOAA Corps. **All NOAA Corps Officers** must have at least a Secret Clearance. Top secret or higher level clearances may be required based on your position, and will only be granted if required for your duties.

Please follow the instructions carefully, any errors will cause delays in your clearance application.

Top Secret Clearances - Position specific and requires supervisor request

Top Secret Clearances or other clearances higher than secret are only granted for specific NOAA Corps positions that require access based on their duties. These designations are more unique and require specific information from your supervisor and their request/approval.

Top Secret clearance requires all the same forms as Secret (**with different information, please do not follow the secret clearance instructions for those forms**). You will also need to fill out additional forms based on the type of clearance.

The following 5-6 steps are required depending on type:

1. OF306 form (submit to OPF)
2. Fair Credit Reporting (submit to OPF)
3. Resume (submit to OPF)
4. Fingerprints (Electronic submission preferred, Officer will need to send confirmation)
5. *SCI positions only: SCI Request Memo*
6. Submission of Forms via OPF online

Step 1: Form OF306 [Declaration for Federal Employment, OF 306 \(opm.gov\)](#)

- This form has clear instructions, please follow them carefully

Step 2: [Fair Credit Reporting](#) Form

- Name of Requesting Agency is the Department of Commerce

Step 3: Professional Resume

- Submit your most recent resume in PDF format

Step 4: Fingerprints

- ***Electronic is the preferred method to submit fingerprints. If you are not able to do so, you will have to mail in the physical fingerprint cards.***
- For most locations, you can have fingerprints done by a local Police Department. You can also check with your supervisor/peers to see if they have recommendations for the best place to go.
- If you are located near Silver Spring, you [can use this site](#) to make an appointment (select “NOAA Fingerprinting” from the dropdown)
- Submitting: Electronic prints are preferred. If Electronic cards are not available, the actual cards must be submitted. Copies of the printed cards cannot be accepted.

Step 5 (For SCI positions only): SCI Request Memo

This memorandum should be written on departmental letterhead and contain the following:

DATE

MEMORANDUM FOR: Nicholas Schnare
Director of Security

FROM: SUPERVISOR

SUBJECT: SCI Access request for NAME

This memo is a request for XXXXXX be granted SCI access, including **SI, TK, HCS and G** (*whichever access is needed.*)

XXXXXX requires access at the TS/SCI level as a part of their inherent duties in LINE OFFICE/DIVISION. *Explanation of duties that requires SCI.*

XXXXXX is critically important to the operations of LINE OFFICE/DIVISION. *Explanation of duties, and how program could be hindered or fail without this person having SCI.*

Step 6: Submission of Documentation to OPF Online

When completed, submit the first 3 forms (OF306, Fair Credit Reporting, and Professional Resume) via OPF online. Also include the SCI memo if applicable.

1. Select “Open Action Request (aka ticket)”
2. From the top menu (Area/Category of request), select “Security Clearance”

3. From Subcategory, select the "Security Clearance Package"
4. You can submit multiple attachments, **please label them:**
 - a. Last name_First name_File name
 - b. Ex: "Roberts_Jennifer_Fair credit reporting"

From this point, a CPC staff member will work on completing your application, and may reach out for follow up questions or additional forms as required.