

## Learning More about Security Clearances

Many positions at Abacus Technology require a background investigation in order to be granted access to a certain facility or network. That background investigation is handled by the Office of Personnel Management (OPM) and may be at the Secret or Top Secret clearance level.

If you currently hold a clearance or government background investigation at your present employer or through the military, it may be transferable to Abacus Technology. Clearances are typically transferable for a two-year period from the date of debrief. Please notify the recruiter or hiring manager handling your application if you hold a current clearance or government background investigation.

If you do not hold a security clearance, you will be required to go through a background check before being granted a clearance and, in some instances, you may not be able to begin work until the clearance is in place. You will be asked to complete an Electronic Personnel Security Questionnaire that contains information regarding your family and questions about your personal background.

Specifically the questionnaire includes the following information:

- Everywhere you have lived and references that can verify that location
- Your educational history
- The names of your parents, siblings, spouse, and children and where they live (if you do not know, you may indicate that)
- Your work history, military history, and the names and contact info for your supervisors
- Everywhere you have traveled outside the U.S. and the purpose of the travel.

The questionnaire then asks a series of personal questions which will assist in determining your trustworthiness to protect classified information:

- Your employment record
- Your police record
- Your close contacts with foreign nationals in the U.S. or overseas and your ownership of overseas property
- Your use of drugs or alcohol that may have been illegal or resulted in arrest, counseling or treatment
- Your mental state and whether you have been in treatment or counseling (other than marriage counseling)
- Your personal financial history including bankruptcy, wage garnishments, repossessions, tax liens, and unpaid judgments
- Whether you have been a party to any civil court actions
- Whether you have ever had a security clearance revoked
- Whether you belong to an organization that advocates the overthrow of the U.S.

### Clearance Qualifiers

This process is not designed to select perfect people, but rather people that exhibit high standards of honesty and integrity.

*What can disqualify you?*

- Not being a U.S. citizen
- Being dishonorably discharged from the military
- Currently being involved in illegal drug use

- Being judged as mentally incompetent or mentally incapacitated by a mental health professional
- Having a clearance revoked for security reasons
- Being considered a dual citizen AND currently holding a passport from a country other than the U.S.

*What may not disqualify you but may delay the receipt of a clearance?*

- Having significant foreign national contacts (immediate family members living in other countries)
- Owning property in another country
- Being convicted of a felony within the past 10 years
- Displaying a significant history of financial problems with heavy indebtedness and late payments (over 180 days), bad debts, fairly current tax liens, repossessions, and garnishments.

### **Special Access**

Abacus Technology executes contracts that require special access to U.S. Government intelligence community information. Most Intelligence Agencies conduct their own investigations or will transfer a current DoD security clearance reviewing the adjudication prior to granting access. If you have current special accesses from a restricted program customer, please tell the recruiter and hiring manager handling your application. If you cannot reveal the name of the customer who granted the access, the Security department will determine the access level without violating any secrecy requirements. To receive a restricted program access, you will be required to hold a current DoD clearance and may be required to undergo an additional investigation and agree to a polygraph.

### **Public Trust**

Programs supporting civilian agencies of the Federal Government may require a background investigation to be conducted and a Public Trust granted in order to support that program. If you have an existing Public Trust at your present employer it may be transferable to Abacus Technology. If you are required to initiate a new background investigation, the information requested from you will be similar to the data points already highlighted as being part of the clearance process.

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Note: This information is intended as a general overview of the security and background investigation process. Any information or qualifiers are subject to change at the Federal Government's discretion. Each Federal agency has identified and follows a specific process for granting access and may differ from the information provided above.

If you would like to learn more about the clearance or background investigation process, please visit the DSS and OPM websites listed below.

DSS website: [www.dss.mil](http://www.dss.mil)

OPM website: [www.opm.gov](http://www.opm.gov)

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If you have received an offer for a position at Abacus Technology, or are considering an offer from us, and have questions regarding the security process please notify the recruiter or hiring manager.