**FEDERALLY MANDATED TIMELINE**

**INITIATION PHASE: 180 DAYS**
- Employer extends employment offer contingent on security clearance approval

**APPLICATION PROCESS: 90 DAYS**
- Employer provides potential hire SF 86
- Applicant gathers information required on SF 86
- Applicant completes eQIP (electronic version of the SF 86)
- Facility Security Officer or company representative reviews eQIP. Either approves and passes on to DISCO or rejects and requests more information from applicant.

**REVIEW PROCESS: 90 DAYS**
- Adjudication agency conducts a background check, reviewing applicant’s credit, past employers, schools, references, records with local law enforcement agencies and whatever else is required.

**INVESTIGATIVE PHASE: 44 DAYS**
- Adjudication agency reviews background check and determines if a candidate should be awarded a security clearance.

**ADJUDICATIVE PHASE: 20 DAYS**
- That adds up to 244 days.

**WHAT IT ALL MEANS — GLOSSARY OF TERMS**

**SF 86: Standard Form 86** is a questionnaire for National Security Positions. The form is used as the basis for an investigation to determine a person's eligibility for a security clearance.

**FSO: Facility Security Officer.** The FSO is responsible for maintaining the security of a facility, including the screening and hiring of security-cleared employees.

**JCAVS: Joint Clearance Access Verification System.** A subsystem of the Joint Personnel Adjudication System (JPAS), the JCAVS is the platform the Facility Security Officer uses to initiate the investigation and review the eQIP.

**DISCO: Defense Industrial Security Clearance Office.** Component of DDS that processes, adjudicates and grants security clearances for contractors under the National Industrial Security Program (NISP).

**IRTPA: Intelligence Reform and Terrorism Prevention Act of 2004.** This act requires that adjudication agencies decide on 90% of applications within 60 days from receiving an application for clearance.

**HOW CAN COMPANIES SPEED UP THE PROCESS TO GET QUALIFIED PEOPLE WORKING SOONER?**

The answer is by making the initiation phase shorter and more efficient. With tighter deadlines, that phase can drop from 180 at the most to less than 52.


20% of security clearances requested through the OPM. Higher level clearances may take longer to investigate and adjudicate.