

**1. Am I required to pass a federal background check?**

- a. Yes, in accordance with EO 10450, DOD 5200.R, and DODI 1400.25 you must be able to obtain at least a Tier 1 (T1) Favorable Adjudication.
  - i. The U.S. Government conducts background investigations to establish that applicants, either employed by the Government or working for the Government under contract, are suitable for the job. Information submitted is used primarily as the basis for your background investigation.
  - ii. Providing the information requested on the form is voluntary. However, if you do not provide the information requested, we may not be able to complete your investigation, or complete it in a timely manner. Inability to obtain a favorable adjudication on a federal background investigation will mean that you are ineligible for federal employment.
  - iii. Be completely honest and forthright when answering all questions. If necessary, provide clarification or an explanation. If you are unsure, please call Personnel Security at 645-2525.
- b. Some jobs require a Tier 3 (T3) Secret Clearance or Tier 5 (T5) Top Secret Clearance. If you are unable to obtain the level of background investigation required in the position description, you are not eligible for the position.

**2. What do I need for my Tier 1 (T1) background investigation?**

- a. Proof of citizenship status
  - i. At least one (1) of the following documents to show proof: U.S. Passport, Certificate of Citizenship, Naturalization Certificate, Certification of Report of Birth Abroad, Certification of Birth, Consular Report of Birth Abroad,
  - ii. or proof of legal status within the U.S., please include expiration date of these documents (i.e. Permanent Resident Card, Employment Authorization Card, U.S. Visa, USCIS Foreign Identification Number, etc.)
- b. Employment history (for past 5 years)
  - i. Current and previous work location addresses, official mailing addresses, supervisor names, addresses, and contact information
- c. Personal residence(s) (for past 5 years)
  - i. Full street addresses; these can be US mailing addresses that are not PO Boxes or a PSC address if stationed overseas.



- ii. Name and current contact information (address and phone number) of a person who knew you at each address.
- d. Three personal references with complete contact information.
- e. Educational Institutions (must at least include High School diploma information)
  - i. Full mailing addresses and month/year attendance dates.
- f. Selective Service ID number, if applicable.
  - i. If you need your Service Number call 1-847-688-6888 or visit <http://www.sss.gov> to obtain it.

**3. I am a foreign national, can I apply for a job?**

- a. If the job requires a T3 or T5 investigation, only US citizens are eligible for the position.
- b. If the job requires a T1 investigation, you can apply if you have an SSN or ITIN number.
  - i. However, after application, if you are selected for the position, you will be required to complete a federal investigation.
  - ii. If you cannot provide all of the required information for the investigation, your contingent offer may be rescinded.
  - iii. In the event that you do complete the background investigation documentation and you are able to start working, it is still possible that OPM is not able to adjudicate your investigation- if this happens you are not eligible for federal employment.

**4. I used to work for another federal agency, do I have to start a new background check?**

- a. If there was a favorable adjudication of that check, no adverse information since that check, and less than a two year break in service, MCCS can accept reciprocity on your prior investigation (this means minimal rechecking before hire).
- b. If any of the items in the above list are not fulfilled, the position requires a higher level of investigation, or the security department needs to verify information since the last check completed, a new check will be required.

**5. Can I have a Secret/Top Secret Clearance?**

- a. If the position you are selected for requires a T3 investigation, you will be vetted for it.



## **Q & A: BACKGROUND CHECKS**

- b. We cannot run investigations on personnel who do not have the requirement and justification in their Position Description and listed on the Critical Sensitive/Non-Critical Sensitive List approved by the MCIPAC Chief of Staff for MCCS Okinawa.
- c. If you are denied a T3 or T5 investigation or your T3 or T5 is revoked by the DODCAF, you are not only ineligible for the position that requires it, you will also become ineligible for every Tier of investigation below it.
  - i. MCCS Security is not authorized to run T1 investigations to try to change eligibility of persons in a Denied or Revoked status.



MCCS NAF Human Resources Office  
2F, Bldg. 5966, Camp Foster / DSN 645-3052  
Hours of Operation: 0730 - 1630 (Mon thru Fri)