PERSONNEL SECURITY ACTION REQUEST

PART I - SUBJECT INFORMATION

(Items 1 Thru 8 must be completed for all requests)

1. Name (Last, First, Middle)	2. SSN	3. Grade/Rank	4. Designator/MOS/RATING

5. Status	6. Former Maiden Name/Aliases	7. Date of Birth (YYYYMMDD)	8. Place of Birth

(Items 9 thru 11 required when requesting SCI eligibility determination)

9. Date and Place of Current Marriage (YYYYMMDD)	10. Date and Place of Divorce (YYYYMMDD)

11. Citizenship of: a. Parents: _____ b. Brothers: _____ c. Sisters: _____

d. Spouse/Cohabitant: _____ e. Children: _____

PART II - LOCAL SECURITY REQUIREMENTS

12. U.S. Citizenship verified: ☐ YES ☐ NO

13. Local Records Check Accomplished: ☐ Favorable ☐ Unfavorable (ATTACH ANY UNFAVORABLE COMMENTS).

14. Subject has continuous service with no break greater than 24 months verified: ☐ YES ☐ NO

PART III - NOTIFICATION OF COMMAND ACTION

15. ☐ Final ☐ Interim ☐ Top Secret ☐ Secret ☐ Confidential clearance granted IAW OPNAVINST 5510.1H requirements.

16. Personnel Security Investigation mailed to DIS on (YYYYMMDD): _____

17. Subject's clearance and access were administratively lowered without prejudice to: ☐ No Clearance ☐ Confidential ☐ Secret.

18. Suspended subject's access for cause to: ☐ SCI Only ☐ All Classified Information on (YYYYMMDD): _____ (ATTACH DETAILS)

19. Other:

PART IV - DONCAF ACTION REQUESTED

20. Determination Requested: ☐ Confidential ☐ Secret ☐ Top Secret ☐ SCI Eligibility ☐ TIS (YYYYMMDD) _____

(CIVILIAN) ☐ Non-Critical Sensitive ☐ Critical Sensitive ☐ Special Sensitive

21. Other:

PART V - ADMINISTRATIVE

22. Remarks/Enclosures

23. Requesters Complete Mailing Address:	24. UIC/RUC/OPFAC (SUBMITTING): _____ 25. UIC/RUC/OPFAC (RETURN): _____ 26. NSG Asset: ☐ YES ☐ NO

27. Date	28. Name, Grade/Rank, Title and DSN/Commercial Number	29. Signature

CLEAR

INSTRUCTIONS FOR COMPLETING OPNAV 5510/413

1. NAME: Last name in all CAPS, omit commas, hyphens, periods, apostrophes or blanks within the name.

2. SOCIAL SECURITY NO: Use hyphens after the 3rd and 5th digits.

3. GRADE/RANK: Self-explanatory.

4. DESIGNATOR/MOS/RATING: 1630, 1100, 0211, IS1, CTTCS, RM2, etc.

5. STATUS: Use one of the following codes:

B - Active Duty Enlisted	I - NAF Employee	N - Academy Cadet	V - Consultant
C - Active Duty Officer	J - Civilian Educator	Q - Nato	W - Non-DoD Affiliated
D - Reserve Enlisted	K - Contractor	R - Civilian Temporary/Seasonal/Co-op	X - Officer Candidate
E - Reserve Officer	L - General/Flag Officer	S - Delayed Entry Program	Z - Unknown
H - Civilian Employee	M - ROTC - Cadet	T - Retired General/Flag Officer	5 - Warrant Officer - Active
		U - Foreign National Employee	6 - Warrant Officer - Reserve

6. FORMER/MAIDEN NAMES/ALIASES: If no other names enter "None".

7. DATE OF BIRTH: Year, month and day.

8. PLACE OF BIRTH: Enter state if US born; city and country if foreign born. Specify part of country if politically divided (e.g., North or South Korea).

9. DATE AND PLACE OF CURRENT MARRIAGE: Year, month and day, and city and state. **(SCI ONLY)**

10. DATE AND PLACE OF DIVORCE: Year, month and day, and city and state. **(SCI ONLY)**

11. CITIZENSHIP OF PARENTS, BROTHERS, SISTERS, SPOUSE/COHABITANT/CHILDREN. **(SCI ONLY)**

12. U.S. CITIZENSHIP VERIFIED: Check Yes or No.

13. LOCAL RECORDS CHECK ACCOMPLISHED: Check Favorable or Unfavorable. If there is unfavorable information, provide details under item 22 or on an addendum sheet.

14. SUBJECT HAS CONTINUOUS SERVICE WITH NO BREAK GREATER THAN 24 MONTHS VERIFIED: Check Yes or No.

15. INTERIM/FINAL CLEARANCE GRANTED TO TOP SECRET/SECRET/CONFIDENTIAL: Check Interim or Final and check either Top Secret/Secret or Confidential.

16. PERSONNEL SECURITY INVESTIGATION MAILED TO DIS ON: Date package forwarded to DIS; year, month and day.

17. SUBJECT'S CLEARANCE AND ACCESS WERE ADMINISTRATIVELY LOWERED WITHOUT PREJUDICE TO: Check the appropriate answer.

18. SUSPENDED SUBJECT'S ACCESS FOR CAUSE TO: Check either SCI Only or All Classified. Provide year, month and day of suspension and provide detailed information either under item 22 or on an addendum sheet.

19. OTHER: To be used for changes such as name or status or to advise that an individual who has security clearance eligibility without access has been moved to a non-sensitive position.

20. DETERMINATION REQUESTED: Check ALL the determinations that are required. Civilians will usually have at least two requested actions checked (e.g., position sensitivity and clearance) and requests for SCI should also indicate clearance level required (as well as position sensitivity if civilian).

21. OTHER: If other than clearance, identify action required.

22. REMARKS/ENCLOSURES: If space is sufficient, provide details from items 13 and/or 18. Also use this space to provide an unclassified "Statement of Urgency and Justification" for non-routine requests for SCI eligibility or any other narrative necessary to support your request.

23. REQUESTERS COMPLETE MAILING ADDRESS: When results are to be returned to the Submitting Command/Unit, provide the complete mailing address of Submitting Command/Unit, also enter UIC/RUC/OPFAC in item 24. When the Submitting Command/Unit is requesting a clearance for a Gaining Command/Unit, provide the complete mailing address of the Gaining Command/Unit, also enter UIC/RUC/OPFAC in item 25, if known.

24. UIC/RUC/OPFAC (SUBMITTING): UIC of Submitting Command/Unit.

25. UIC/RUC/OPFAC (RETURN): UIC of Command/Unit requiring final eligibility message.

26. NSG ASSET: If the individual is in a Naval Security Group Billet, check Yes.

27. DATE: Self Explanatory.

28. NAME, GRADE/RANK, TITLE, AND DSN/Commercial No: Self Explanatory.

29. SIGNATURE: Self Explanatory.