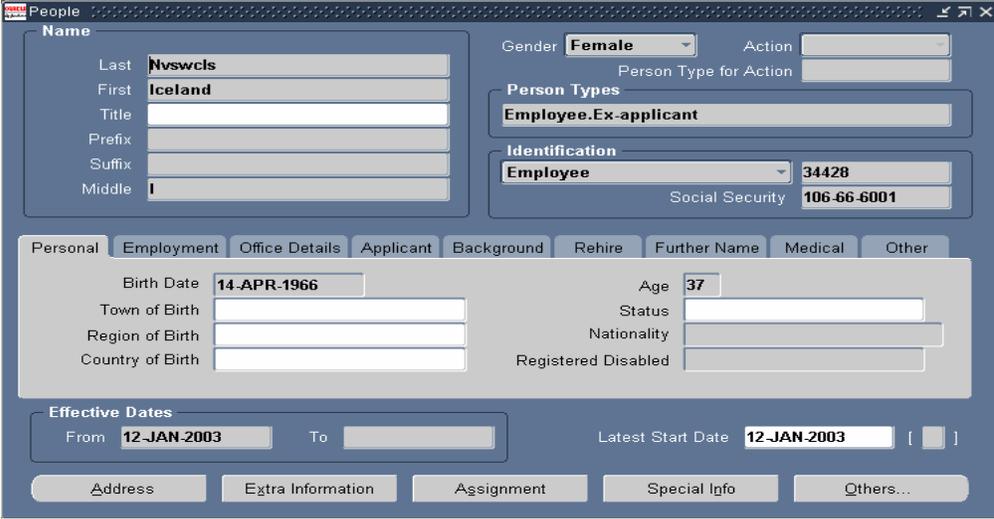
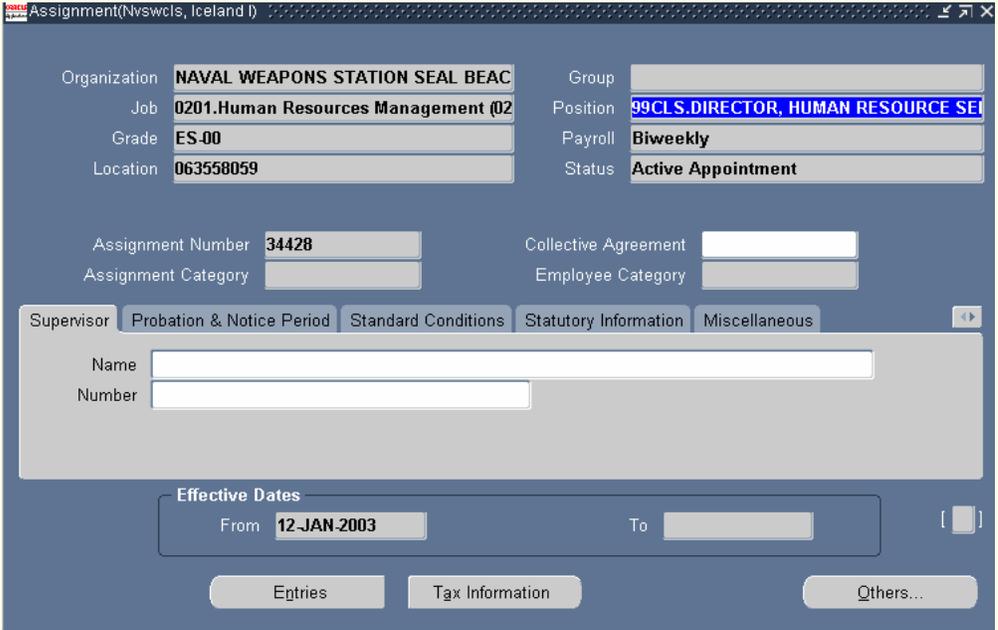


VIEWING SECURITY CLEARANCE INFORMATION

This section outlines the steps to determine security information for new/current employees.

STEP	ACTION
1	To locate the employee's assigned position - From the Navigation List – Click on People → Enter and Maintain → <Open>
2	<p>The Find Person Window displays.</p> <ul style="list-style-type: none"> Click in the Full Name data field and type in all or part of the last name, then press Tab. Select the appropriate employee. Click <OK>. Click <Find>. 
3	<p>The People Window displays.</p> <ul style="list-style-type: none"> Click <Assignment>. 

<p>4</p>	<p>The Assignment Window displays.</p> <ul style="list-style-type: none"> Click into the left side of the Position data field (the entire data field will automatically highlight). Click the right mouse button and Click on copy.  <p>The screenshot shows a software window titled 'Assignment(Nvswcls, Iceland I)'. It contains several data entry fields: Organization (NAVAL WEAPONS STATION SEAL BEAC), Job (0201.Human Resources Management (02)), Grade (ES-00), Location (063558059), Group (empty), Position (99CLS.DIRECTOR, HUMAN RESOURCE SE), Payroll (Biweekly), Status (Active Appointment), Assignment Number (34428), and Effective Dates (From 12-JAN-2003). There are also tabs for Supervisor, Probation & Notice Period, Standard Conditions, Statutory Information, and Miscellaneous. At the bottom, there are buttons for Entries, Tax Information, and Others...</p>
<p>5</p>	<ul style="list-style-type: none"> Close the Assignment and People windows.
<p>6</p>	<ul style="list-style-type: none"> From the Navigation List – Click on Work Structures → Position → Description → <Open>
<p>7</p> 	<ul style="list-style-type: none"> The Find Window will display – Close this window using the “X” in the upper right hand corner of the window display. Press F11 – Click in the Date Effective Name – Click the right mouse button and Click on paste. <p>Note: The position title you copied previously will be pasted in the Date Effective Name data field.</p> <ul style="list-style-type: none"> Press Ctrl F11.

8

The position information will populate the Position Window display.

- Click <Others>.

The screenshot shows a 'Position' window with the following details:

- Name: 99CLS.DIRECTOR, HUMAN RESOURCE SERVICE CENTER.57184.NV70.APPR
- Start Date: 05-JAN-2003
- Date Effective Name: 99CLS.DIRECTOR, HUMAN RESOURCE SERVICE CENTER.57184.
- Type: Single Incumbent
- Organization: NAVAL WEAPONS STATION SEAL BEACH
- Job: 0201.Human Resources Management (0201)
- Hiring Status: Active
- Location: 063558059
- Effective Dates: From 12-JAN-2003
- Status: Valid

Buttons at the bottom include: Validate, Occupancy, Extra Information, Work Ch, and Others... (B). A red arrow points to the 'Others...' button.

9

- Select Navy – Click <OK>.

The screenshot shows a 'Navigation Options' dialog box with a list of agencies:

- Defense Commissary Agency
- Defense Contract Audit Agency
- Defense Finance And Accounting
- Defense Logistics Agency
- Defense Security Service
- Defense Threat Reduction Agency
- Education Agency
- DOD Inspector General
- Navy
- US University Of Health Sciences
- Virtual Position
- Washington Headquarters Service
- Navy Local National
- BBO/BB Data
- Armed Forces Retirement

The 'Navy' option is circled in red. A red arrow points to the 'OK' button.

10

The Navy Window displays.

- Click **US Federal Position Group 1**.
- Click in the **Details** area.

The screenshot shows the 'NAVY' window with the following details:

- Type:
 - Acquisition Program Information
 - Demo Project Information
 - Multiple Agency Information
 - Navy
 - US Federal Position Group 1
 - US Federal Position Group 2
 - US Federal Position Obligated
 - US Federal Valid Grade Info
 - US University Of Health Services
- Details: 2414..N42S11.A.E.8888.CSCS.CS.F..00..1...2.09..CH..P247615N42S11

Buttons at the bottom include: Validate. Red arrows point to 'US Federal Position Group 1' and the 'Details' field.

11

The US Federal Position Group 1 Window displays listing the Position Sensitivity and the Security Access.

The screenshot shows a window titled "Extra Position Information" with the following fields and values:

Personnel Office ID	2414	HRSC-Southwest (2414)
Office Symbol		
Organization Structure ID	N42S11	
Occupation Category Code	A	Administrative
FLSA Category	E	Exempt
Bargaining Unit Status	8888	Ineligible for Inclusion In A Bargaining Unit
Competitive Level	CSCS	
Competitive Area	CS	
Work Schedule	F	Full-Time
Part-Time Hours Biweekly		
Functional Class	00	Not Applicable
Position Working Title		
Position Sensitivity	1	Nonsensitive (NS) National Security Risk
Security Access	0	No Access Required; ENTNAC/NAC/NACI Required
PRP/SCI		...
Supervisory Status	2	Supervisor or Manager
Type Employee Supervised	09	CIV/MIL

At the bottom of the window are buttons for OK, Cancel, Clear, and Help. Two red arrows point to the "Position Sensitivity" and "Security Access" fields.