FEMA Fact Sheet

Reciprocity Process

Reciprocity has been in effect for the National Security entity across the government officially since July 2, 1998 when it was first codified in the Director of Central Intelligence Directive (DCID) 6/4. It has since been expended to all the authorities that govern National Security clearances, the most recent was in November of 2007, which refined the process for the entire federal government**.** The rules are straightforward, finite and the same across the federal government.

- The Reciprocity process can**, will and must** be utilized for all applicants who qualify per federal regulations. Major requirements:

  - The Background Investigation the applicant currently has on record has to be current, valid and meet the requirements for the proposed position in accordance with all federal regulations.
  - The applicant must have been employed with the federal government in the last two years. A break in service of two years or more from the federal government requires a new investigation.

- All Background Investigation have to be able to be verified by the Personnel Security Branch via Classified or Unclassified means in order for Reciprocity to be considered.
- Human Capital Division is responsible for providing all required information to the Personnel Security Branch in order to verify the applicant's investigation and clearance to complete the reciprocity process.
- The applicant will need to provide a hard copy SF 86 or SF 86C to the Personnel Security Branch, Adjudicative Unit for review as part of the Reciprocity process. The forms are used for evaluation of any new information.

  - SF 86 are required for individuals whose investigations are older then two years since date of completion.
  - SF 86C are required for individuals whose investigations have been completed within the last two years.

- For National Security/ Special Sensitive positions (SCI) the Personnel Security Branch also utilizes the Reciprocity process. However, prior to approval the investigation has to be received from the investigative body for review in conjunction with the SF 86 or SF 86C.
- Reciprocity may be **Denied** if new information is developed and can not be mitigated during the adjudication process.
- Reciprocity will **NOT** be accepted for Special Sensitive positions (SCI) if the original SCI was granted under a Waiver, Exception or Deviation. The only exception is when the Waiver, Exception or Deviation was granted by DHS Office of Security.
- Persons granted a Security clearance via reciprocity must receive the appropriate security briefing before their FEMA clearance will be valid.
- Questions may be directed to the Personnel Security Branch Customer Service Office at (202) 646-3790.
- Tinell K. Pratt, Acting Branch Chief 202-646-3927
- Kenneth Garner, Deputy Chief Security Officer 202-646-2035

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Authorities:

June 15, 2005 FEMA Chief Security Officer Reciprocity Guidance Memorandum
July 17, 2006 Clay Johnson III Reciprocity Recognition Memorandum
November 14, 2007 Clay Johnson III Reciprocity Recognition Memorandum
Director of Central Intelligence Directive (DCID) 6/4, July 2, 1998
DHS Management Directive 11050.2