

SPECIAL INSTRUCTIONS FOR FELLOW AND SECURITY OFFICER CBKS (AWC SECURITY) FORM 633)

1. The form, as well as necessary enclosures, must be completed, and mailed to Department of the Army, U.S. Army War College, Security, 122 Forbes Avenue, Carlisle, PA 17013-5219 (DSN 242-4440/3233):

CBKS (AWC SECURITY) FORM 633 (Security Requirements)

a. SECTION I, CBKS (AWC Security) Form 633--TO BE COMPLETED BY INDIVIDUAL

(1) The fellow must complete Section I immediately and hand carry (as practical) to your local Security Officer/G2. If investigative forms must be completed to upgrade/update your security clearance, those must be completed by the suspense date provided by your local Security Officer/G2. Your local Security Officer/G2 must complete Section II and return CBKS (AWC Security) Form 633 NLT 15 May 2003.

(2) Any questions concerning the requirement of completing or not completing forms for a SSBI should be referred immediately to your local Security Officer/G2.

(3) This complete packet from USAWC (Info Paper, CBKS (AWC Security) Form 633, and these Special Instructions) must be furnished to your Security Officer immediately for assistance in fulfilling all your security requirements.

(4) This form must be completed on each fellow and the original CBKS (AWC Security) Form 633 returned to USAWC with required enclosures.

b. SECTION II, CBKS (AWC Security) Form 633--TO BE COMPLETED BY YOUR LOCAL SECURITY OFFICER

(1) PART A: Local Records Checks (LRCs)

(a) LRCs must be completed on each individual by the Security Officer.

(b) LRCs must be completed within the last 60 days (date security official completes and certifies Part A, CBKS (AWC Security) Form 633).

(2) PART B: DD FORM 1879 (Request for Personnel Security Investigation)

(a) SSBI must be submitted if individual does not have a SSBI/SBI-PR which is less than five years old.

(b) When the investigation is initiated, a photocopy of the DD Form 1879, **SF 86 (Security Clearance Application)** and Agency Use Information (SF86) **must be mailed** to USAWC. Upon receipt of these forms, USAWC will monitor the progress of this investigation.

(3) PART C: Verification of Individual's Security Clearance

(a) This verification of security clearance must be completed, regardless of the level of clearance now possessed by the fellow. Any subsequently granted security clearance or Interim Top Secret will be verified as specified above and forwarded to USAWC.

(b) If by 12 Jun 03, the individual has less than a final Top Secret clearance and the investigation is still pending, an Interim Top Secret clearance must be granted and received by USAWC not later than 1 Jul 03.

2. Please ensure that CBKS (AWC Security) Form 633 is completed in accordance with the above instructions. Mail the CBKS (AWC Security) Form 633 (original copy) with the required enclosures to USAWC in the self-addressed envelope provided.

3. If any security requirements are pending, please annotate Section III of CBKS (AWC Security) Form 633 and attach appropriate enclosures. We recommend that you retain photocopies of all correspondence for suspense and to facilitate follow-up requirements.

4. Please notify the USAWC Security Office if any change to the verified security clearance occurs, or any derogatory information surfaces prior to PCS/TDY to Carlisle Barracks.

PLEASE SUSPENSE THESE REQUIREMENTS FOR ANY NECESSARY FOLLOW-UP ACTION(S) OR DOCUMENTATION/NOTIFICATION TO USAWC.