

Job Aid

Security Review Proceedings Overview for National Security Short

The Office of the Under Secretary of Defense for Intelligence and Security (OUSD[I&S]) Department of Defense (DOD) Due Process and Appeals Reform (DPAR) Implementation memorandum, dated April 2023, outlined seven reform requirements. All DOD Components with the authority to adjudicate security clearance eligibility shall implement the following for all military service members, DOD civilians, and contractor personnel:

1. Provide the opportunity for a personal appearance (PA) prior to a denial or revocation decision for all civilian employees and military service members. This option must be clearly stated in the letter of intent (LOI). DOD Components shall conduct the PA or utilize the Defense Office of Hearing and Appeals (DOHA) to conduct the PA on their behalf, which shall include the issuance of a recommendation from DOHA to the DOD element. DOHA shall continue to provide PAs for industry, as required by DODD 5220.6.
2. Provide a written LOI with a written Statement of Reasons (SOR) prior to denial or revocation, using standard LOI and SOR templates developed by DOHA and Defense Counterintelligence and Security Agency (DCSA).
3. Use standard Letter of Denial (LOD) or Letter of Revocation (LOR) templates established by DCSA.
4. Perform a legal review of all LOIs, SORs, and LODs and LORs prior to issuance to an individual. Any DOD Component that lacks sufficient resources to conduct this review shall utilize DOHA until the element is able to conduct the legal review itself.
5. Provide individuals choosing to appeal an LOD or LOR with the opportunity to present new evidence to appeal boards. This opportunity shall be clearly stated in the written LOD or LOR.
6. Designate a point of contact (POC) in the written LOI, LOD, and LOR. This POC must have expertise in due process and appeals procedures and may provide the individual with appropriate procedural guidance only regarding process matters.
7. Ensure that appeal boards include no more than one member from the security field. Note, the remaining appeal board members will be staffed in accordance with guidance in the DODM 5200.02 and DODD 5220.6, or its successor.

Based on the April 2023 OUSD(I&S) DPAR memorandum, DCSA implemented new Security Review Proceedings (SRP) for military, civilian, and contractor personnel requiring sensitive compartmented information (SCI) eligibility in December 2024. Note, cleared contractor personnel who are adjudicated for collateral (Confidential, Secret, Top Secret) are not affected by DCSA SRP implementation. The table that follows summarizes how due process differs prior to DCSA SRP implementation.

Question	Due Process (Pre-DPAR)	Security Review Proceedings (Post-DPAR)
How can the individual respond to the SOR?	The individual is given the opportunity to provide only a written response to the SOR.	The individual is given the opportunity to provide both a written response to the SOR and request a virtual personal appearance with DCSA.
When is the individual given the opportunity to appear in person?	The individual is only given the opportunity to appear in person after the LOD/LOR is issued .	The individual is given two opportunities to appear in person: after the SOR is issued and after the LOD/LOR is issued .
Who conducts the appearance?	The individual will have the opportunity for a hearing at DOHA , and only after the LOD/LOR has been issued.	The virtual personal appearance is conducted by DCSA after the SOR is issued. The individual may also request a personal appearance with DOHA after receiving an LOD/LOR.
How can the individual appeal the decision if they ultimately receive an LOD/LOR?	The individual can appeal the LOD/LOR through either a written appeal to their component Personnel Security Appeals Board (PSAB) or appear in person before a DOHA Administrative Judge (AJ) .	The individual can appeal the LOD/LOR through either a written appeal to their component PSAB or appear in person before a DOHA AJ .