THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.53
		Revised:	9/1/78
SUBJECT:	Security Clearance	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:	All Regular and Temporary Staff		
ISSUED BY:	Personnel Office and the Office of the Vice-President for Academic Affairs		

I. Policy

The University may require a security clearance of its staff members, as a condition of employment in certain positions. Such clearance may be necessary for incumbents or applicants for employment, if their work requires access to information classified by the Federal Government. The determination of need for security clearance for specific positions or projects will be mutually determined by the University and the responsible Government Agency.

II. Regulations

A. University staff members holding positions which are determined to require security clearance, and applicants for these positions, will be informed of this regulation prior to any investigation into their background.

B. Pending security clearance, a staff member will not be allowed access to classified information.

III. Procedure

RESPONSIBILITY		ACTION
Research Security Officer and the Government Agency	1.	Determine the need for security clearance.
	2.	Inform the employing unit of need for security clearance for staff members working on research project and provide necessary forms.
Employing Unit Supervisor	3.	Inform staff members that security clearance is required and request completion of clearance forms.
Staff Member	4.	Complete security forms.
		a. If unwilling to comply with security investigation, inform supervisor of the decision.

RESPONSIBILITY		ACTION
Employing Unit Supervisor	5.	Inform Employment Section about employees who do not wish to submit to clearance investigation.
Employment Section	6.	Contact the employee not wishing to submit to clearance check and provide assistance in relocating to another position within the University, if a suitable position is available.
Research Security Officer	7.	Inform employing unit supervisor of outcome of security investigation.