

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**

*(Expires 03/30/2013)*

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## Sample National Criminal History Check Determination Memorandum Template (Favorable Adjudication)

To: CIP Access Control Officer

From: Personnel Security Adjudicator

Date:

Subject: National Criminal History Check Determination

This document certifies that a National Criminal History Check - Special Agreement Check (SAC) on the individual identified below has been completed by OPM and adjudicated, as indicated, by Reclamation.

Name:

Position:

Adjudication Date:

Adjudicative Determination: FAVORABLE

This individual has been found suitable for authorized unescorted access to Critical Cyber Assets. Provided all other requirements have been met, access to Critical Cyber Assets may be granted in accordance with Standard CIP -004-2. This determination is based on the following check:

OPM Special Agreement Check (SAC) #:

Dated:

This National Criminal History Check meets the requirements of Standard CIP-004-2, as defined by Reclamation's Personal Risk Assessment Process. A new Personal Risk Assessment will be updated at least every seven years for continued access.

Access to Critical Cyber Assets must be revoked within 24 hours for personnel terminated for cause and within seven calendar days for personnel who no longer require such access.

cc: Individual

Personnel file (Reclamation employees only)

Contract file (Contractors only)

CO / COR / PM (as needed)