



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
1000 ARMY PENTAGON
WASHINGTON, DC 20310-1000

DAMI-CDS

MAY 11 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Local Records Checks for Background Investigations

1. Purpose. To provide clarifying guidance and policy for the conduct of local records checks.
2. Background. The Office of Personnel Management (OPM) conducts local record checks as a part of all initial and periodic background investigations. Accordingly, local records checks are not a necessary element for the submission of background investigations to OPM.
3. Policy. Effective immediately, local records checks are no longer a required element for the submission or request of an initial or periodic background investigation. This includes all personnel security and suitability investigations, e.g., an initial or periodic reinvestigation, investigations requested to upgrade a security clearance, or other investigations that support suitability for employment or contract. The following applies to local records checks:
 - a. A local records check is not required to grant an interim security clearance for a new civilian employee.
 - b. Commanders may conduct a local records check of personnel, base military police, medical, and local/command security records, as applicable, to support interim clearance decisions for other than new civilian employees.
 - c. Local records checks are restricted to those activities on a military installation, post, camp, or station.
 - d. Local records checks will be conducted separate from the background investigation submission process and will not delay or impede the submission/request of a background investigation.

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4. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. Teane Smith, (703) 695-2629, e-mail: teane.smith@us.army.mil.



PATRICIA P. STOKES
Senior Security Advisor, DISL

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