

DIRECTIONS TO COMPLETE
A
SECURITY CLEARANCE QUESTIONNAIRE (SF-86) WORKSHEET

1. A National Agency Check LOCAL CHECK (NACLC) is required for each Scholarship Midshipman, for Summer training and appointment as a Commissioned Officer. A NACLC provides the basis for access to classified information, up to and including secret. Your access to classified material will be effective for ten years from the date the Department of the Navy, Central Adjudication Facility (DONCAF) grants access. As incoming freshman you are required to complete a Security Clearance Questionnaire (SF-86) and have it **completed electronically within 30 days after start of school**. You will receive information on how to electronically submit your SF-86 during your first week of school.

2. You can download a copy of the SF-86 on the unit website, www.odu.edu/nrotc. Under students, click on security and then click on security clearance questionnaire. It is recommended that you complete the SF-86 worksheet before the beginning of Orientation Week. It will be more efficient for you to complete the SF-86 worksheet during the summer. I will review your SF-86 during Orientation Week and will return it to you during the first week of school.

3. If you have any questions, while completing the SF-86 worksheet, please give me a call at 683-4744 (Mr. Nash) or Email me at dvnash@odu.edu.

a. **SUBMIT A COMPLETE FORM.** Complete all of the blocks, provide all the information requested in each block, and be truthful. Listed below are some common mistakes that continually made:

1. The SF-86 worksheet will ask you for complete names, first – middle – last, if you don't know or cannot retrieve the middle name, put NMN/UNKNOWN:

2. Do not have any gaps between dates for residence or employment.

3. Where you have lived – Where you have lived, you need to go back to 16th birthday. Make sure you begin at the beginning of investigation scope, which will be your 16th birthday.

4. Where You Went To School – Where you went to school, you will need the address of the school.

5. Your Employment Activities – Employment – you will need address, supervisor names & telephone numbers, and you need to go back to your 16th birthday. Make sure you begin at the beginning of investigation scope, which will be to your 16th birthday. If you have periods of unemployment list those. You will need to list someone with his or her complete address to verify your periods of unemployment. For the supervisor address and telephone No., use the business address and number.

6. People Who Know You Well – Make sure at least one person is someone who new you at the beginning of the investigation scope, which will be to your 16th birthday.

7. Your Relatives and Associates - Don't forget to add your mother, father, brothers, sisters, in-laws, etc. You will need their birth dates; this block cannot be left blank.

8. Citizenship of Your Relative and Associates - If you are married to a Naturalized or Resident Alien or you indicated that any of your relatives are Naturalized or Resident Alien, you will need their Naturalization or Resident Alien number, the court, City, State, and date. If your spouse was born to American parents born overseas, list State Department, Washington, DC as their birthplace. Their birth certificates are file with the State Department.

b. Remarks. If you need to go into greater detail on any entry you make, use the remarks block.

c. Do not wait forever for information. If you have requested information from someone like an employer and they do not respond to your request, complete module with the most accurate information that you have. Use the remarks block to explain that you have attempted to contact this person or group and they have not responded.

d. If you cannot find the zip code or telephone no. on a person, school, or employer, you can access the Internet to look up this information.