

DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard

**PERSONNEL SECURITY ACTION**

**SECTION I - SUBJECT INFORMATION**

(ITEMS 1 THROUGH 9 MUST BE COMPLETED FOR ALL ACTIONS)

1. Date	2. Name (Last, First, Middle)	3. Maiden Name/Aliases		
4. SSN	5. Date of Birth	6. Place of Birth	7. Position	8. Rank/Rate (Military) 9. Pay Grade (Civilian)
10. Local Records Check a. U.S. Citizenship Verified:  b. Continuous Service w/no break greater than 24 mo:  c. Military: <input type="checkbox"/> PDR <input type="checkbox"/> Health <input type="checkbox"/> CG5522  d. Civilian: <input type="checkbox"/> OPF <input type="checkbox"/> CG5522  e. Results:  Validated by:			11. Previous Investigation/Clearance Record  a. Investigation Type:  b. Investigation Date:  c. Investigation Expiration:  d. Investigating Agency:  e. Clearance Level:  f. Adjudicating Agency:  g. SF-312 Executed:	

**SECTION II - ACCESS INFORMATION (LOCAL USE ONLY)**

12. Access Level Granted:	Date:	Access Brief Conducted:
13. Access Terminated:      Date:	Termination Brief Conducted:	
14. Reason for Termination:		

**SECTION III - ACTION REQUESTED**

15. EQIP Request ID (Req'd for 17, 18, & 19):	16. Position Sensitivity Level:
17. <input type="checkbox"/> Investigation Requested:	Clearance Level Requested:
18. <input type="checkbox"/> Interim Level Requested:	Date Paperwork Submitted to SECCEN:
Justification for Interim:	
19. <input type="checkbox"/> Reconsideration Date:	Amplifying Info:
20. <input type="checkbox"/> Reciprocity:      Previous Agency:	Date Departed Agency:
21. <input type="checkbox"/> Other:	Amplifying Info:

**SECTION IV - CONTINUOUS EVALUATION PROGRAM/DEROGATORY INFORMATION**

22. Type of Report:	Date of Incident	Date Access Suspended	Attachments (check all that apply)	
Interim Report #	Description of Incident (below)		<input type="checkbox"/> CG3307 <input type="checkbox"/> CG4910 <input type="checkbox"/> Unit Memo <input type="checkbox"/> Other <input type="checkbox"/> Reports (Police/Civil/Medical)	

**SECTION V - ADMINISTRATIVE**

23. Remarks/Enclosures	24. Requestor Unit Address
	Requestor Name
	25. Security Manager Approval (Req'd for Tier 5/5R requests)
	Date

## INSTRUCTIONS FOR COMPLETING CG-5588

1. **DATE OF REQUEST:** YYYY/MM/DD format
2. **NAME:** Last Name, First Name, Middle Name
3. **MAIDEN NAME/ALIASES:** Type "NONE" if no other names to report; Use Block 21 for additional space
4. **SSN:** Social Security Number only
5. **DATE OF BIRTH:** YYYY/MM/DD format
6. **PLACE OF BIRTH:** Enter city & state if U.S. born, or city and country if foreign born
7. **POSITION:** Use one of the following abbreviations:
 

<u>A/D MIL:</u> Military – Active Duty O-6 and below	<u>FLAG:</u> Active Duty or Reservist O-7 and above	<u>SES:</u> Senior Executive Service
<u>AUX:</u> Coast Guard Auxiliary	<u>HSWL:</u> Health Services, Work Life	<u>SLTPS:</u> State, Local, Tribal, and Private Sector
<u>CADET:</u> Academy Cadet	<u>INTERN:</u> Intern	<u>UNK:</u> Unknown
<u>CIV:</u> Civil Service (civilian)	<u>OC:</u> Officer Candidate	
<u>CONT:</u> Contractor	<u>SELRES:</u> Military – Reservist O-6 and below	
8. **RANK/RATE:** (for military members only)
  - a. Rank: standard officer abbreviations from CG Correspondence Manual, CIM 5216.4(series)
  - b. Rate: standard enlisted rate abbreviations from The Coast Guardsman's Manual (Tenth Edition)
  - c. Non-Military – enter "N/A" if not in military status
9. **PAY GRADE:** (for civilian employees only) GS1-GS15, or ES III-ES V; mark all others as N/A
10. **LOCAL RECORDS CHECK**
  - a. U.S. CITIZENSHIP: Select Yes/No from dropdown menu; verify via CGBI, E-Verify, U.S. Passport, Naturalization Certificate, Form I-9, etc.
  - b. CONTINUOUS SERVICE: Select Yes/No from dropdown menu; verify continuous service with no break greater than 24 months (CIM 5520.12(series)) for military, civil service, or gov't contractors requesting a new investigation or reciprocity
  - c. MILITARY PDR, HEALTH, CG5522: Check all that apply; indicate that a review of the member's PDR and Health records was conducted, or that a CG5522 was completed
  - d. CIVILIAN OPF, CG5522: Check all that apply; indicate that a review of the employee's OPF was conducted, or that a CG5522 was completed
  - e. RESULTS: Select Favorable or Unfavorable from dropdown menu; used to record the results of the record check; provide details of unfavorable information in Block 20 and use Block 21 if additional space is required
11. **PREVIOUS INVESTIGATION/CLEARANCE RECORD:** (Obtainable through CGBI/Cubes and Reports)
  - a. INVESTIGATION TYPE: Select from the drop-down menu
  - b. INVESTIGATION DATE: Date most recent background investigation was completed - NOT date clearance granted
  - c. INVESTIGATION EXPIRATION: YYYY/MM/DD format
  - d. INVESTIGATING AGENCY: Name the investigating agency
  - e. CLEARANCE LEVEL: Select from the drop-down menu
  - f. ADJUDICATING AGENCY: Name the adjudicating agency
  - g. SF-312 EXECUTED: YYYY/MM/DD format
12. **ACCESS LEVEL GRANTED/DATE/ACCESS BRIEF CONDUCTED:** Select Level from dropdown menu; YYYY/MM/DD format; Select Yes/No from dropdown menu
13. **ACCESS TERMINATED/DATE/TERMINATION BRIEF CONDUCTED:** YYYY/MM/DD format; Select Yes/No from dropdown menu
14. **REASON FOR TERMINATION:** State reason for termination
15. **EQIP REQUEST ID:** Enter the EQIP Request ID from EQIP. EQIP Request ID is required for Investigation Requests (17), Interim Clearance Requests (18), and Reconsideration Requests (19)
16. **POSITION SENSITIVITY LEVEL:** Select the position sensitivity level appropriate to the request made in questions 17-20 from dropdown menu
17. **INVESTIGATION REQUESTED/CLEARANCE LEVEL REQUESTED:** Check if applicable; select investigation type from dropdown menu; select clearance level from dropdown menu
18. **INTERIM LEVEL REQUESTED/DATE PAPERWORK SUBMITTED TO SECCEN/JUSTIFICATION FOR INTERIM:** Check if applicable; select clearance level from dropdown menu; YYYY/MM/DD format date current investigation request submitted; specify the reason for an interim request (e.g. *billet number and job description, attendance to classified meetings, etc.*)
19. **RECONSIDERATION/DATE/AMPLIFYING INFO:** Check if applicable; enter YYYY/MM/DD format for date SECCEN denied or revoked the clearance; explain reason for request
20. **RECIPROCITY/PREVIOUS AGENCY/DATE DEPARTED AGENCY:** Check if applicable; select Yes/No from dropdown menu; name the agency by which clearance was granted; YYYY/MM/DD format for date the person departed the previous agency
21. **OTHER/AMPLIFYING INFO:** Use drop-down options to select the appropriate action; include amplifying information in space provided
22. **TYPE OF REPORT/DATE OF INCIDENT/DESCRIPTION OF INCIDENT:** Select from the dropdown menu to indicate which report is being submitted (INITIAL, INTERIM (include # if it is the 1st, 2nd, 3rd, etc. interim report), FINAL, or INITIAL & FINAL (use when it is the initial report and no follow-up reports are required). YYYY/MM/DD format for date incident occurred; brief description of the event;  
**DATE ACCESS SUSPENDED:** if applicable; YYYY/MM/DD format for date Commanding Officer suspended access;  
**ATTACHMENTS:** check all that apply
23. **REMARKS/ENCLOSURES:** Used to expand or explain any of the above answers, or to briefly describe an event
24. **REQUESTOR INFORMATION:** Official Name and Address of unit completing form; Name of person completing form
25. **SECURITY MANAGER APPROVAL:** Required for Tier 5 and 5R investigations and date signed

### Privacy Act Statement

- AUTHORITY:** Executive Order 10450, Executive Order 12968, and 5 C.F.R. Parts 731, 732, and 736.
- PURPOSE:** To request background investigations for determining suitability for employment, or for assignment to or retention in a CG position, to determine eligibility for access to classified information, and to investigate reported incidents, as part of continuous evaluation of eligibility.
- ROUTINE USE:** The CG will use this information to conduct personnel security actions and may disclose this information to other U.S. Government agencies to authorized officials in accordance with the routine uses found at 75 Fed. Reg. 8088 (February 23, 2010).
- DISCLOSURE:** Disclosure of information is voluntary; however, failure to furnish the information requested may delay your investigation or you may be denied access to national security information necessary for the performance of your duties.