SECURITY CLEARANCE GUIDE

The Department of Defence requires Australian Defence Force (ADF) employees to have a security clearance appropriate to their employment.

The Australian Government Security Vetting Agency (AGSVA) is the central vetting agency for the Australian Government and conducts the security clearance. Through a process of collecting relevant information, background checks, and interviews as required, they will make an informed assessment of an applicant's suitability for a security clearance.

Australian Citizenship is a requirement for a security clearance and a clearance will only be granted to a non-citizen in exceptional circumstances.

The Security Clearance Request and Package

Once Defence Force Recruiting (DFR) requests a clearance on the applicant's behalf to the AGSVA, the applicant will be issued a Security Clearance Package. This has two components;

1. Online ePack questionnaire

Applicants will receive an email with login details for AGSVA's eVetting portal including the first half of their password. DFR will provide the applicant with the second half of the password. Applicants need to login and submit their ePack questionnaire online.

2. Sending forms and personal documents to AGSVA

Once the online questionnaire is submitted, three forms will become available to the applicant along with a Security Clearance Package Checklist. The checklist will advise of the personal documents the applicant is required to provide to the AGSVA along with the forms. AGSVA may also contact the applicant for more information if needed.

Delays in actioning the Security Clearance Package and providing the required documentation will delay the vetting process. If applicants are unable to obtain the required security clearance in time, this may impact on their ability to commence or continue training.

Security Clearance Level Requirements

Negative Vetting 1 (NV1)

The minimum security clearance level required for all Full Time and Part Time (Reserve) General Entry and Officer Entry candidates is NV1. Current policy requires applicants for NV1 jobs to have a checkable background for the previous 10 years. This means applicants must provide credible referees (non-family members)) who are able to provide information about the applicant covering an extended period of time. Required information for an NV1 includes, but is not limited to, the following:

• Residences
• Employment
• Education
• Financial Information
• Travel

The information provided is used as the basis for conducting a range of background checks and inquiries. The individual circumstances will determine the number and complexity of the questions and the supporting documents required for the NV1.

All roles require an NV1 security clearance unless listed in the NV2 or PV job list below.

Negative Vetting 2 (NV2)

NV2 is the minimum security clearance level required for entry for the following ADF jobs:

Army:
- Electronic Warfare Operator
- Cyber Analyst

Navy:
- Communication and Information Systems Sailor
- Electronic Warfare Sailor
- All submariner roles (except those requiring PV, listed below)

Air Force:
- Airborne Electronics Analyst
- Air Surveillance Operator

Your individual circumstances will determine the number and complexity of the questions and the supporting documents required for NV2.

Positive Vetting (PV)

PV is the minimum security clearance level required for the following ADF jobs on entry:

Navy: DFR will initiate a NV1 security clearance for applicants applying for Intelligence Officer, and once in Service, Navy will request an upgrade to a PV. All other roles below will be initiated by DFR as a PV:
- Cryptologic Linguist
- Cryptologic Systems
- Cryptologic Network
- Electronic Warfare Submariner
- Communication and Information Systems Submariner

Air Force (DFR will initiate an NV2 security clearance for applicants for the following roles, and once in Service, Air Force will request an upgrade to a PV):
- Intelligence Officer
- Intelligence Analyst (Signals)
- Intelligence Analyst (Operations)
- Geospatial Intelligence Analyst
- Network Technician
- Cyber Warfare Officer
- Cyber Warfare Analyst

Your individual circumstances will determine the number and complexity of the questions and the supporting documents required for PV.

Further Information

Support will be provided by DFR during the initial application process.

For more detailed information on the AGSVA, the security vetting process and specific clearance level requirements, please refer to the AGSVA website, http://www1.defence.gov.au/security/clearances