

## **Policy 7-005: Security Clearances**

### **I. Purpose**

To establish requirements and responsibilities regarding government security clearance.

### **II. Policy**

- A. A security clearance is required for all personnel who have or expect to have access to classified information. A clearance may also be required by some investigators who need access to government installations, such as launching sites, etc.
- B. Security clearances will be arranged by the principal investigator through the security officer, office of the vice president for research. These clearances are usually valid for the period of time the individual remains at the university.
- C. Department of defense regulations require that all persons holding security clearances must sign a briefing statement when clearance is granted and a termination statement at the time of leaving the university. The security officer should be contacted to carry out these Procedures.

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[Note: Parts III of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

### **III. Contacts**

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice):

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- B. Policy Officer: Vice President for Research.

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining -requirements of particular Policies... ." University Rule 1-001-III-B & E