

MEMORANDUM OF UNDERSTANDING

between

*The Security and Emergency Planning Staff of the U.S. Department of
Justice*

and

The Assassination Records Review Board

for

Security Clearance Adjudication Support

The Assassination Records Review Board (ARRB) has requested the assistance and counsel of the Department of Justice Security and Emergency Planning Staff (DOJ/SEPS) in the review of background investigations for the adjudication of security clearances for candidates for permanent employment by the ARRB. This assistance and counsel will be provided in accordance with the terms of this Memorandum of Understanding (MOU).

The ARRB and DOJ/SEPS acknowledge that the ARRB has the sole

Memorandum of Understanding

Page 2 of 5

authority to grant security clearances for the ARRB's employees under Executive Order 10450 (1953), which governs "Security Requirements for Government Employees." The assistance covered by the MOU is being provided by DOJ/SEPS at ARRB's request in order to provide assistance and consultation to the ARRB in ARRB's adjudication of clearances for candidates for permanent employment at the ARRB. DOJ/SEPS security clearance adjudication support to the ARRB under this MOU will include the review by DOJ/SEPS of Sensitive Background Investigations (SBIs) that have been or will be conducted by the Office of Personnel Management (OPM) by separate agreement with the ARRB. DOJ/SEPS will make written recommendations to the Security Officer of the ARRB for the granting or denial of clearances on a case by case basis. In each instance that DOJ/SEPS makes a recommendation for the granting or denial of a

Memorandum of Understanding

Page 3 of 5

clearance, the recommendation will set out in detail the facts on which the recommendation is based and the rationale underlying the recommendation. DOJ/SEPS staff will also be available to the ARRB Security Officer to discuss or explain its written recommendations.

DOJ/SEPS security clearance adjudication support to the ARRB will be limited to review of the SBI conducted by OPM and any additional relevant information. No office of DOJ shall conduct or be required to conduct separate or additional background investigations of the ARRB staff whose files are reviewed by DOJ/SEPS for purposes of providing advice and recommendations to the ARRB for the ARRB's use in its adjudication of clearances. DOJ/SEPS' recommendations will provide advice and counsel on the ARRB's evaluation of facts and information relevant to the

Memorandum of Understanding

Page 4 of 5

candidate's suitability for federal government employment and/or trustworthiness for access to information classified under the provisions of Executive Order 12356 (or any successor Executive Order and its implementing directives).

Requests for supporting advice and counsel from DOJ/SEPS shall be made in writing from the Security Officer of the ARRB to [who at DOJ? the Director, Security and Emergency Planning Staff at DOJ?]. As part of the ARRB's written request, the ARRB will forward to DOJ/SEPS a copy of each candidate's security file and any related materials compiled as part of OPM's background investigation on the candidate. [To comply with the provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), the written request shall also be accompanied by a statement signed by the candidate who was

the subject of each investigation for which a recommendation has been requested acknowledging that he or she is aware of and consents to ARRB's consultation with DOJ/SEPS with the knowledge that facts or information evaluated shall be retained consistent with applicable statutes.]

The Security Officer of the ARRB or his designated representative will ensure that access to these recommendations is restricted to persons directly involved in making a determination as to the person's suitability for employment by the ARRB and/or trustworthiness for access to classified material. The Security Officer of the ARRB or his designated representative shall maintain records of the identities of persons receiving access to the recommendations and such records shall be furnished to DOJ/SEPS upon request. No person having access to DOJ/SEPS'

recommendations will reproduce or disseminate the recommendations except in accordance with procedures agreed to by the Security Officer of the ARRB or his designated representative and the [Director of SEPS] or his designated representative.

The ARRB agrees not to allow the candidate or any person outside of the employment or security clearance process direct access to the recommendations. Any request by the candidate for access to the recommendation will be referred to DOJ for processing that request in accordance with the Privacy Act and with the Freedom of Information Act (5 U.S.C. §552). However, in all cases in which DOJ/SEPS makes a recommendation under this MOU, the recommendation and explanation of the basis for the recommendation will become a permanent part of the

employee's security file.

In view of the ARRB's limited term of existence under the provisions of its enabling legislation, *The President John F. Kennedy Records Collection Act of 1992* (44 U.S.C. §2107 note), and the ARRB's corresponding need to complete its adjudication of candidates' security clearances in a timely fashion, DOJ/SEPS agrees to provide the ARRB with a recommendation no later than [10 working days] after DOJ/SEPS' receipt of a written request for that assistance from the ARRB and the complete background investigation file on which DOJ/SEPS will base its recommendation.

For the Department of Justice:

For the Assassination Records
Review Board:

[name]

David G. Marwell
Executive Director

Date

Date

[additional signatures?]