



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE, AHS2
ARLINGTON, VA 22204-1373

ARNG-OIS-S

30 March 2018

MEMORANDUM FOR ARNG G-2s of all states, Puerto Rico, The U.S. Virgin Islands, Guam, and The District of Columbia

SUBJECT: Submission of Tier 5 (T5/T5R) Background Investigations

1. References:

- a. DoD 5200.2-R, Personnel Security Program, Jan 87.
- b. Rapid Action Revision to AR 380-67, Personnel Security Program, 24 Jan 14.
- c. DA PAM 611-21, Military Occupational Classification and Structure, 22 Jan 07.
- d. Memorandum, Office of the Assistant Secretary Manpower and Reserve Affairs (SAMR), 12 January 2016, subject: Army Federal Investigative Standards Implementation.

2. This memorandum provides the requirements for requesting a T5 or T5R (formerly SSBI, PPR, SBPR) background investigation for all military personnel. Any service member submitted for a T5 or T5R investigation must be a U.S. citizen, have a requisite MOS or specialty classification under DA PAM 611-21 or assigned paragraph/line on an approved manning document such as Table of Distribution and Allowances (TDA), Mission Table of Organization and Equipment (MTOE) or Deployment Manning Document (DMD) where T5 investigation is required. This policy is effective immediately.

3. The Army Audit Agency (AAA) conducted an audit of ARNG Personnel Security processes in early 2015. One of the findings of the audit documented spending over \$20 million on T5 and T5R investigations for personnel without a valid requirement. ARNG G2 in coordination with Personnel Security Investigation Center of Excellence (PSI-CoE) updated the submission process in order to ensure all investigation requests are justified in response to the number of unwarranted T5 requests.

4. It is required that the UIC/Para/Line and MOS are included in the comments field of the Personnel Security Investigation Portal in order to validate the background investigation request. The comment field will include the requisite MOS or specialty classification in accordance with reference 1c. Personnel in a position not coded for a T5 or T5R investigation on a current approved manning document will require the following:

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- a. Letter of Justification (LOJ/ETP) signed by a Battalion Commander or higher;
 - b. LOJ/ETP reviewed, approved and signed by both the State G/J-1 and G/J-2;
 - c. LOJ/ETP must receive approval and signature by the ATAG or TAG before being sent to ng.ncr.ngb.arng.list.g2—personnel-security@mail.mil;
 - d. ARNG G-2 validates the requirement for final approval. If approved, the appropriate approval line is required in the PSIP comment field; and
 - e. PSIP requests that do not contain the required comments or are left blank are rejected by PSI-CoE.
5. Point of contact for this memorandum is Mr. Kevrain Ford at (703) 601-8263, DSN 327-8263, email: kevrain.k.ford.civ@mail.mil



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