

U.S. DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY

PRIVACY ACT NOTICE FOR SECURITY INTERVIEWS

NOTICE REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 1303,1304,3301) TO BE GIVEN TO EMPLOYEES OR CONTRACTORS INTERVIEWED AS PART OF AN INVESTIGATION TO DETERMINE SUITABILITY FOR CONTINUED EMPLOYMENT OR FITNESS FOR A SECURITY CLEARANCE, AND/OR TO RESOLVE ALLEGATIONS(S) OF MISCONDUCT.

AUTHORITY: Executive Order 10450 and 12968, as administered by Departmental Manuals 441 and 442.

PRINCIPAL PURPOSE: The principal purposes for which requested information may be used include the following, depending on the nature of the inquiry:

- To permit determination of the individual's suitability for continued employment;
- To permit a determination of the individual's fitness for a security clearance for access to classified information;
- To apprise the individual of possible adverse information and to give him/her the opportunity to clarify or refute it;
- To facilitate obtaining necessary additional investigation.

ROUTINE USE: The information solicited may be used:

- To determine whether disciplinary action is warranted;
- To determine suitability for assignment to certain sensitive positions;
- By other federal agencies which may in the future require the information for the same principal purposes.

RESPONSE MANDATORY OR VOLUNTARY: The individual's response to relevant questions in the interview is considered to be voluntary. However, an incumbent has an obligation to account for the performance of duties and to establish fitness for continued security clearance, unless any such response would violate the right not to testify against himself/herself in a criminal matter.

EFFECTS OF NOT PROVIDING ALL OR PART OF THE INFORMATION REQUESTED: Should the individual decline to give all or part of the information requested, the U.S. Geological Survey may make its determination on the basis of the information it has acquired. If an incumbent declines to furnish required information, other than under a claim of constitutional rights, the refusal may form a basis for disciplinary action, including dismissal.

ADDITIONAL NOTICE: If the circumstances of the investigation are such that adverse action could result, the employee may be accompanied by one individual as counsel, who may be required to qualify for a security clearance.

I, _____, acknowledge being apprised of the foregoing, on

_____	_____
(Date)	(Signature)
Witness: _____	_____
(Signature of person administering the notice)	(Print or type name of person administering the notice)