From Street to Seat – The Security Process

1. Candidate to Employee

- Candidate interview and hiring decision
- Offer created/approved and extended
- Candidate acceptance
- Candidate provides government identifying information (SSN/DoB/city of birth) in WorkDay
- MyID and candidate profile created in WorkDay
- Background and drug screen (3 days) ordered
- Person is available in SCUS to make clearance request

2. Manager Requests Clearance

- Manager identifies appropriate talent
- Requests clearance/access by entering data into the system
- System notifies stakeholders (Requestor, Site Security, Manager (if different than requestor), ESSS (via notification screen)

3. ESSS Processes Request

- Validates request is accurate (contract requirements, viable justification)
- Coordinates receipt of Citizenship Verification (3 days)
- Notifies personnel to complete the Security Clearance Paperwork (5 days)
- Reviews application for accuracy and completeness
- If rejected: Return application to the candidate to make necessary corrections (3 days). Candidate returns the Security Clearance Application for re-review and approval.
- Notifies personnel to complete fingerprints after the Security Clearance Paperwork is approved (5 days)
- Once fingerprints are processed, the approved Security Clearance Paperwork is submitted to the government for processing

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4. Government Conducts Review

Initiates action with appropriate entities (OPM, etc.)

Conducts Investigation. May require in-person interview.

Adjudicates investigation data

Notifies shared services of eligibility

5. ESSS Receives Eligibility Determination

Notifies Stakeholders
- Personnel receiving eligibility
- Manager
- Site Security
- Badging

Coordinates additional actions

i. EE signs SF312 (government acknowledgment of responsibility)

ii. EE completes required training

Department of Defense (DoD) Initial Security Clearance Briefing

iii. ESSS provides signed documents to government

Additional Information

The clearance process is a federally maintained program that is conducted by the United States Government. Northrop Grumman facilitates that request and paperwork process on your behalf. Northrop Grumman security will review your paperwork for accuracy and completeness before submitting, in compliance with federal regulations. Resources have been developed to ensure you complete the paperwork. Review these resources to eliminate rework from an incomplete submission (video / PDF).

You may have received a favorably adjudicated background investigation in the past that can be reinstated depending upon the circumstances. ESSS will work with you and the agency that completed the investigation to determine if you continue to have eligibility without completion of the full request.

More information about the background investigation process

Verifying an email or request for interview during the process