

Frequently Asked Questions on Clearances & Accesses for New Employees

Security
SHARED SERVICES
AN ENTERPRISE SHARED SERVICE

NORTHROP GRUMMAN

Northrop Grumman Corporation is a Contractor for the United States Government and Provides Products and Services for U.S. Military and Intelligence Organizations

Security Clearances

A clearance may be at the **Confidential, Secret** or **Top Secret** level, and is typically granted through the DoD via the Office of Personnel Management. If you currently hold a clearance at your present employer or through the military, it may be transferable to Northrop Grumman. Clearances are typically transferable for a two-year period from the date of debrief. Please notify the Talent Acquisition representative handling your application if you hold a current DoD clearance.

If you do not hold a security clearance, you will be required to go through a background check before being granted a clearance. You will be asked to complete an Electronic Personnel Security Questionnaire that contains information regarding your family and questions about your personal background.

Specifically the questionnaire includes the following information:

- Everywhere you have lived and who can verify that location.
- Your education.
- Who are your parents, your siblings and your spouse and children and where do they live (If you don't know, you may indicate that).
- Everywhere you have worked, your military history, and who was your supervisor.
- Everywhere you have traveled outside the U.S. and the purpose of the travel.

The questionnaire then asks a series of personal questions which will assist in determining your trustworthiness to protect classified information.

- Your employment record.
- Your police record.
- Your close contacts with foreign nationals in the U.S. or overseas and your ownership of overseas property.
- Your use of drugs or alcohol that may have been illegal or resulted in arrest, counselling or treatment.
- Your mental state and whether you have been in treatment or counselling (other than marriage counselling).
- Your personal financial history including bankruptcy, wage garnishments, repossessions, tax liens and unpaid judgments.
- Whether you have been a party to any civil court actions.
- Whether you have ever had a security clearance revoked.
- Whether you belong to an organization that advocates the overthrow of the U.S.

Would You Like to Know More About Obtaining a Department of Defense Clearance? E-mail your questions to the DSS website at www.dss.mil.

If you have received an offer for a position at Northrop Grumman you may call our Enterprise Security Shared Service Center at 1-888-532-1075.

If you are considering an offer from us you may also email our Enterprise Security Shared Service Center at: ESSS_DoD@ngc.com.

Clearance Qualifiers

This process is not designed to select perfect people but rather those people that exhibit high standards of honesty and integrity.

What can disqualify you?

- You are not a U.S. citizen.
- You were dishonorably discharged from the military.
- You are currently involved in illegal drug use.
- You have been judged as mentally incompetent or mentally incapacitated by a mental health professional.
- You have had a clearance revoked for security reasons (note: after one year reapplication can be completed).
- You are considered a dual citizen AND you are currently holding a passport from a country other than the U.S.

What may not disqualify you but may delay the receipt of a DoD clearance?

- You have significant foreign national contacts (immediate family members living in other countries).
- You own property in another country.
- You have been convicted of a felony within the past 10 years.
- You have a history of illegal drug use or alcohol abuse.
- You have a significant history of financial problems with heavy indebtedness and late payments (over 180 days), bad debts, fairly current tax liens, repossessions and garnishments.

Access

Northrop Grumman executes contracts that require "access" to US Government intelligence community information. Most Intelligence Agencies conduct their own investigations or will transfer a current DoD security clearance reviewing the adjudication prior to granting access.

If you have a current "access" from a restricted program customer, please tell the Talent Acquisition Representative handling your application. If you cannot reveal the name of the customer who granted the access, the Security department will determine the access level without violating any secrecy requirements.

To receive a restricted program access you will require a current DoD clearance and may be required to undergo an additional investigation and agree to a polygraph.