

# Request for Temporary Eligibility to Hold a Sensitive Position

Last Name:	First Name:	Middle Name:	Suffix:	SSN (last 4 digits):
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**Instructions:** This form must be completed by a candidate and his/her Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) sponsor to request temporary eligibility to hold a sensitive position. The candidate should carefully review Section A, check the appropriate box, sign and date the certification, and return the completed form to the ATF sponsor who will complete Section B.

### Section A. Candidate Information and Acknowledgment

Due to the critical need to fill positions, ATF may exercise its authority to grant you temporary eligibility to hold a sensitive position prior to the full completion and adjudication of your background investigation (BI) for a public trust position. If the information contained in your partially completed BI meets very stringent requirements, you may be granted temporary eligibility to hold a sensitive position and access ATF information, information technology (IT) systems, and/or unescorted access to ATF facilities. You will be granted final access if no disqualifying information is uncovered upon completion and adjudication of your BI. However, your temporary eligibility to hold a sensitive position may be withdrawn, and your employment terminated, if unknown or discrepant information is uncovered that negatively impacts your selection. If this occurs, you will have no rights to rebut or appeal the withdrawal of the temporary eligibility and/or removal from your position. ATF is not required to give any reason for either action.

#### Temporary Eligibility to Hold a Sensitive Position Certification:

Please carefully review and consider both options listed below regarding your past and current activities, in order to determine if accepting temporary eligibility to hold a sensitive position is appropriate.

- Accept Temporary Eligibility to Hold a Sensitive Position.** I have read and understand the risk associated with being granted temporary eligibility to hold a sensitive position prior to completion and adjudication of my BI. I accept the risk associated with being granted temporary eligibility.
- Delay Being Granted Temporary Eligibility to Hold a Sensitive Position.** I have read and understand the risk associated with being granted temporary eligibility to hold a sensitive position prior to completion and adjudication of my BI. Although I still want to be considered for the position, I would like to delay being granted temporary eligibility until my BI has been completed and adjudicated. I understand that, if approved, my entrance on duty date may be delayed.

Candidate Signature:	Date:
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### Section B. ATF Sponsor

**Instructions:** ATF sponsors (e.g., contracting officer's representative and human resources specialist) will complete Section B and submit this document, along with all other applicable personnel security forms, to the Personnel Security Division (PSD) to request approval for a candidate to be granted temporary eligibility to hold a sensitive position. Prior to submitting this request, ATF sponsors must consider whether the candidate for temporary eligibility to hold a sensitive position is eligible for access to ATF information, IT systems, and/or unescorted access to ATF facilities. ATF sponsors should follow the guidance outlined in the quick reference guides for ATF sponsors located on the ATF Connect, Office of Professional Responsibility and Security Operations, PSD portal page.

#### Request for Temporary Eligibility to Hold a Sensitive Position

- **Short-Term Employment/Service (less than 6 months)** - When an ATF sponsor requests eligibility for an individual requiring short-term access, the PSD will conduct a pre-employment screening. If screening results are favorable, the temporary eligibility to hold a sensitive position will be processed in lieu of a BI.
- **Long-Term Employment/Service (6 months or more)** - An ATF sponsor or applicable program office personnel will make the decision whether to request temporary eligibility to hold a sensitive position for an individual selected for a long-term employment/service position. If approved and partial BI results are favorable, temporary access may be granted prior to completion of the full BI.

Review of Request for Temporary Eligibility to Hold a Sensitive Position - The PSD will review this request and make a determination whether to approve, reject, or disapprove it. Typical reasons for rejecting/denying a request include incomplete submission, lack of a detailed justification, and/or identified concerns (suitability or security). The PSD will notify the ATF sponsor of the temporary eligibility determination.

(Note: If temporary eligibility is approved and derogatory information is discovered during the course of the personnel security process, the individual's access to ATF information, IT systems, and/or unescorted access to ATF facilities may be rescinded.)

Position Requiring Temporary Eligibility to Hold a Sensitive Position:  Contractor  Task Force Officer  Volunteer/Intern

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**ATF Sponsor/Requestor Information**

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Name:	Title:	Telephone Number:
Email Address:	Office:	Date of Request:

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Justification for Requesting Temporary Eligibility to Hold a Sensitive Position: *(Include risk and impact of waiting to onboard the candidate.)*

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**Privacy Act Statement**

The following information is provided pursuant to Sections 3 and 7(b) of the Privacy Act of 1974 (*5 U.S.C. § 552a(e)(3)*):

1. **Authority.** Solicitation of this information is made pursuant to Executive Orders 13764 and 13467. Disclosure of this information by the individual is voluntary.
2. **Purpose.** The purpose of this collection is to determine if the candidate for employment can be granted temporary eligibility to hold a sensitive position prior to completion and adjudication of the full background investigation.
3. **Routine Uses.** The information will be used by ATF to make a determination as set forth in the Purpose section of this Statement. This information becomes a part of the permanent personnel security record of all individuals and is included in Internal Security Record System - Justice/ATF-006 (*68 FR 3555-6*) and is subject to all of the published routine uses of the system of records. Specifically, information may be disclosed by ATF to third parties while making a determination as to the individual's fitness for employment or service opportunities with ATF.
4. **Effects of Not Supplying the Requested Information.** Failure to supply complete information may require ATF to make a determination of the individual's eligibility for employment or service opportunities with ATF based on the information available.
5. **Disclosure of Social Security Number (SSN).** Disclosure of the individual's SSN is voluntary. Under Executive Order 9397, ATF has the authority to solicit an individual's SSN. The number may be used to verify the individual's identity.

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**Paperwork Reduction Act Notice**

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used to determine the eligibility of the applicant to engage in certain operations, to determine the location and extent of operations, and to determine whether the operations will be in conformity with Federal laws and regulations. The information requested is required to obtain or retain a benefit and is mandatory by statute (*18 U.S.C. § 843*).

The estimated average burden associated with this collection is 5 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Reports Management Officer, Resource Management Staff, Contract and Forms Section, Bureau of Alcohol, Tobacco, Firearms and Explosives, 99 New York Avenue, NE., Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget control number.