



AUSTRALIAN GOVERNMENT SECURITY VETTING AGENCY

Ongoing personnel Security Management—Aftercare

(information for agencies and industry partners)

Personnel security maintenance, or security clearance 'after care', is a critical ingredient in minimising risk and maintaining the integrity of personnel security across the Australian Government.

To achieve this requires partnership between the Australian Government Security Vetting Agency (AGSVA) and all Australian Commonwealth Departments and industry partners. To support an effective culture, all parties need to meet their responsibilities.

AGSVA responsibilities

- Undertake periodic reviews of all clearances through re-evaluation and revalidation services.
- Manage reports of change of circumstances by reviewing, assessing, investigating and providing advice and guidance on any necessary follow up actions.
- Conduct Reviews for Cause, and, if identified, notify agencies of any serious concerns, and make a determination as to whether clearance subjects are still suitable to hold a security clearance.
- Provide timely and accurate advice through our Customer Relationship Managers and our Client Service Centre.

Agencies and industry partners' responsibilities

Maintain open communication with the AGSVA, including:

- advise of any significant changes of circumstances regarding individuals who hold a security clearance
- notify when individuals leave or join your agency or organisation
- notify when individuals depart on long term leave
- report concerning behaviours in individuals who hold a security clearance.

Agencies need to advise all clearance holders to report significant changes in their personal circumstances and should also advise the AGSVA of any significant changes reported to them by third parties. The preferred method for agencies to report changes in circumstances is to use an *SVA004 Change of Circumstances Report*, available from the Security Officer Dashboard.

Agencies can also report changes of circumstances by letter, email or fax:

- mail: AGSVA, PO Box 1500, Edinburgh SA 5111
- email: agsva.vsc@defence.gov.au
- fax: 08 7389 6151

If you are using one of the above three methods, please ensure you include the full name and date of birth of the clearance subject.

Clearance subjects are to report changes in their personal circumstances by completing and submitting an *SVA003 Change of Circumstance Notification*, available from the AGSVA website.

Agencies are to advise the AGSVA when a clearance subject leaves their employ or departs on long term leave by completing and submitting an *SVA015 Cessation of Existing Security Clearance and Cancellation of Security Clearance Assessment Request*, available from the Security Officer Dashboard.

If the clearance subject is transferring to a new agency and still requires a security clearance, the new agency is to request a security clearance transfer by completing and submitting an *SVA001 Security Clearance Request*, available from the Security Officer Dashboard.





Reporting and acting on concerning behaviours

As outlined in the Australian Government *Personnel Security Management Protocol*, examples of behavioural triggers that warrant notification to the AGSVA include:

- accessing or attempting to access restricted areas
- a sudden decline in work performance
- signs of addiction or financial problems
- an overzealous interest in sensitive or classified information
- taking videos, photos, diagrams or notes of classified information
- working odd hours or attempting to be alone in a facility
- unnecessarily taking classified or confidential information home
- unexplained absences from work
- unexplained travel overseas
- unexplained affluence
- unexplained or concealed contact with foreign nationals
- repeated breaches of security, and
- an inability to provide plausible explanations for any of these triggers.

Taken in isolation any of these triggers might be harmless—worth noting are patterns of behaviour, pieces of a puzzle that can be combined to create a bigger picture.

The simplest way to report concerning behaviour to the AGSVA is to complete and submit an *SVA004 Change of Circumstances Report*. If the matter is considered urgent, the *Change of Circumstances Report* should also be supported with a phone call to us.

Once we receive the *Change of Circumstances Report*, we will determine the best course of action. This may involve one or more of the following:

- a Review for Cause which could include interviews with the individual and their supervisors
- an early full revalidation of their clearance.

Agencies/industry partner resources

Resource	Available from
The Australian Government Contact Reporting Scheme (CRS – for government agencies). Documents available include: <ul style="list-style-type: none"> • <i>Recognising Espionage</i>—contains 'indicators' of insider activity • <i>Contact Reporting Scheme and Travelling Overseas</i> 	GovDex: http://www.govdex.gov.au or email: cr@asio.gov.au http://www.tisn.gov.au
<i>The Insider Threat to Business—A personnel security handbook</i>	Trusted Information Sharing Network for Critical Infrastructure Resilience http://www.tisn.gov.au
<i>Australian Government Protective Security Policy Framework</i>	Attorney General's Department http://www.protectivesecurity.gov.au/pspf/Pages/default.aspx
<i>Australian Government Personnel Security Management Protocol</i>	Attorney General's Department http://www.protectivesecurity.gov.au/personnelsecurity/Pages/Australian-Government-personnel-security-management-protocol.aspx
<i>Australian Government Agency Personnel Security Guidelines</i>	Attorney General's Department www.protectivesecurity.gov.au/personnelsecurity/Pages/Supporting-guidelines-to-personnel-security.aspx
AGSVA website	http://www.agsva.gov.au/

