COURSE SYLLABUS

Personnel Security Adjudication Course (Self-Paced)

Learn how to apply adjudicative criteria to make clear, defensible suitability or clearance decisions in alignment with federal guidelines.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/personnel-security-adjudication-course-self-paced



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Course Outline

Module 1: Adjudicator Responsibility

- Understanding the role of the adjudicator in assessing security risks and making security clearance decisions.
- Reviewing the adjudication process and the importance of impartial, unbiased decision-making.
- Examining the factors influencing suitability and security clearance decisions, including past conduct and current behavior.

Module 2: Overall Process

- Exploring the process of security clearance adjudication from start to finish.
- Understanding the importance of thorough background checks and investigations.
- Learning about the different types of investigations and risk designations for positions within the government.

Module 3: Decision Standards

- Overview of decision standards for granting or denying security clearance eligibility.
- Learning how to apply federal regulations, credentialing, and agency standards in decision-making.
- Understanding the impact of an employee's financial, personal, and professional history on the adjudication process.

Module 4: Adjudicative Guidelines

- Reviewing the 13 adjudicative guidelines that assess an individual’s eligibility for national security clearance.
- Understanding the concept of the “whole person” in adjudicating security clearance decisions.
- Exploring how to apply mitigating and disqualifying conditions for each of the adjudicative guidelines.

Module 5: Case Summaries

- Analyzing case studies to identify potential derogatory conduct and mitigating conditions.
- Understanding how to interpret security concerns in real-world scenarios.
- Applying knowledge of decision standards and adjudicative guidelines to make informed decisions.

Module 6: Adjudication Process

- Step-by-step breakdown of the adjudication process from case initiation to final determination.

- Understanding the process of gathering and evaluating evidence, making determinations, and taking appropriate actions.
- Recognizing the importance of due process and the role of appeals in the adjudication process.