



## WHO HAS A SECURITY CLEARANCE?

It is a condition of employment that all ongoing and non-ongoing MOP(S) Act employees (electorate or personal staff) employed by a Minister or Assistant Minister obtain and maintain a Negative Vetting 2 security clearance (NV2 clearance).

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## WHAT HAPPENS DURING THE SECURITY CLEARANCE PROCESS?

Once MaPS receives an employment agreement from a Minister, Assistant Minister or their authorised officer, MaPS commences an NV2 security process with the Australian Government Security Vetting Agency (AGSVA).

MaPS also advises the relevant portfolio agency's Security Adviser of the employment and commencement of the AGSVA clearance process.

AGSVA and MaPS will each email the employee information to assist them in completing the ePack, including provision of a unique login password. At this time, MaPS also provides further information to the employee, the *Ministerial staff – meeting your security clearance obligations and Security clearance Application Guide Book*.

The employee should complete the e-pack application as quickly as possible. AGSVA will contact the employee directly with reminders to complete the ePack and to provide required documentation.

Once AGSVA has determined the security clearance application, MaPS will be copied into the email advising the employee of their decision.


## HOW LONG WILL IT TAKE TO RECEIVE MY CLEARANCE?

While AGSVA will prioritise NV2 clearances for employees, AGSVA advises it may take 100 business days for an NV2 clearance to be processed once the ePack has been completed and supporting documentation received.

MaPS encourages employees to complete the ePack and submit all documentation as quickly as possible.

## CAN I ACCESS MATERIALS WHILE I AM WAITING FOR MY CLEARANCE?

If a MOP(S) Act employee has an existing Security Clearance, their portfolio agency can consider whether temporary access arrangements or eligibility waivers under the Protective Security Policy Framework (PSPF) apply.

 To view the PSPF, visit [Protective Security Policy Framework](#) and [Policy amendments – stakeholder responsibilities for ministerial staff security clearances | Protective Security Policy Framework](#)

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## WHAT IF YOU NEED A POSITIVE VETTING SECURITY CLEARANCE (PV CLEARANCE)?


The portfolio agency is required to identify if an employee is required to obtain a PV clearance. While the portfolio agency will advise MaPS of a requirement for a PV clearance, all costs associated with a PV clearance are to be met by the portfolio agency. AGSVA advises that a PV clearance may take 180 business days to determine.

Under the PSPF there are no temporary access arrangements which will allow overarching access to PV materials while waiting for a PV clearance to be processed. A Portfolio agency can permit access on a case-by-case basis to materials subject to the express approval of the Agency responsible for the PV material.

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## FURTHER INFORMATION

While MaPS initiates the NV2 process, while you are undertaking the security clearance process, further queries may be directed to:

 AGSVA - [Security | Sectors | Defence](#)  
call: 1800 640 450 or  
email: [securityclearances@defence.gov.au](mailto:securityclearances@defence.gov.au)

If you have questions, please do not hesitate to contact the MaPS Helpdesk.



[MPShelp@finance.gov.au](mailto:MPShelp@finance.gov.au)



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