



Security clearances for MOP(S) Act employees



WHO REQUIRES 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).

WHAT HAPPENS DURING THE SECURITY CLEARANCE PROCESS?

Once MaPS receives an employment agreement from a Minister, Assistant Minister or their authorised officer, MaPS commences a 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 will email the employee information to assist them in accessing the application. This includes information about setting up a Digital Identity in order to access [myClearance](#).

The employee is required to complete and submit their application within 20 business days. AGSVA will contact the employee directly with reminders to complete the application. AGSVA will also contact the employee if any additional information is required from the employee once the application is submitted.

Once AGSVA has finalised the security clearance process, the employee and MaPS will be notified of the outcome via email.

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 a NV2 clearance to be processed once the application and supporting documentation has been accepted as complete.

MOP(S) Act employees are required to complete the application and upload all of the required documentation as quickly as possible. This will assist in ensuring the assessment can progress in a timely manner.

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](#) (specifically, chapters 17 – Temporary Access and 20 – High Office Holders and their Support Staff)

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 process.

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.

CAN I ACCESS SUPPORT?

The security clearance process, including the disclosure of personal and sensitive information, can be difficult for some people.

The [Parliamentary Workplace Support Service \(PWSS\)](#) has a team of psychologists, counsellors and social workers available to provide support, such as:

- providing strategies and techniques to manage feelings of anxiety about the vetting process
- attending vetting interviews as a [support person](#)
- providing a debrief following a vetting interview to work through any emotional triggers or concerns.

You can contact the PWSS 24 hours a day, 7 days a week:

- Call 1800 PH PWSS (1800 747 977)
- SMS 0487 112 755
- Email support@pwss.gov.au

If the clearance applied for is not granted, the outcome will be provided to the Department of Finance who will work closely with the PWSS to advise the employee and the Minister's office.

FURTHER INFORMATION

For general enquiries regarding the process or require additional support in completing your NV2 application, further information can be found on the [AGSVA Website](#), or queries may be directed to:



AGSVA

call: 1800 640 450 or

email: securityclearances@defence.gov.au

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



MPShelp@finance.gov.au



02 6215 3333



maps.finance.gov.au