

1810 AMENDING SUBVERSIVE ACTIVITIES CONTROL ACT OF 1950

48 and 49 (Step 1). The Worksheet (DSA Form 707) will not contain any of the privileged information questions. Special instructions relative to the completion of the form will be provided to assist the applicant in the completion of the form. When the Worksheet (DSA Form 707) is completed, the contractor or the employee should type the DD Form 48 or 49 packet (Step 2). Part II of the form is the portion to be completed by the employer (Step 3). It contains about the same information as is called for on the top portion of the present DD Forms 48 and 49. This part of the new forms will now be found at the bottom of the first page of both the DD Form 48 and DD Form 49.

When all of the information has been transcribed from the Worksheet (DSA Form 707) onto the DD Form 48 or 49, the contractor should check the form to make sure all questions are properly answered. The form will then be returned to the employee and he will be requested to complete the questions in Part III of the form containing the privileged information discussed previously. This will be done in private (Step 4).

When the employee has completed this portion of the form he will fold the form so that his responses to the privileged questions are concealed (Step 5). Then, in the presence of a witness, the employee will sign the form and date it. The witness shall also sign attesting that he has witnessed the signature (Step 6). The employer should then give the completed Fingerprint Card to the employee. The employee, in the presence of a representative of the employer, will then place the completed DD Form 48 or 49, together with the Fingerprint Card, in an envelope which will be provided. This preprinted envelope, addressed to DISCO, has been designated as DSA Form 703. The employee will seal the envelope, sign across the flap of the envelope and return it immediately to his employer (Step 7). In those cases involving owners, officers, directors, partners, regents, trustees or executive personnel (OODEPs) - who are cleared as part of a facility security clearance - the contractor should not use the preaddressed envelope, DSA Form 703. Instead, the contractor shall transmit the forms to his cognizant security office. The DSA Form 704 envelope should be used for this purpose. The contractor will be required to address the DSA Form 704 to his cognizant security office.

Because privileged information is being provided, new procedures have been adopted for the handling of those cases in which the DD Form 48 or 49 is not properly completed. Under the new procedures, if the information pertains to the nonprivileged (open) portion of the form, the employer will be queried. If the information concerns the privileged portion of the form, a letter will be sent to the employee via the contractor. The letter to the employee will advise him with respect to the additional information which must be provided. This letter will be in a sealed envelope as an attachment to a letter to the contractor. The contractor will be advised to deliver the sealed envelope to the employee and to have the employee complete the privileged information in the same manner as when the original form was completed. The employee will then place his reply in the envelope provided. This envelope, after being sealed by the employee, will be given to the contractor who will mail it to DISCO.