

Defence Assistance Program

Base access and security clearances

All Endeavour Foundation employees working with DAP services on Defence sites across Australia require a Baseline Security Clearance and a Defence Common Access Card (DCAC).

Before these are issued, employees are able to access bases using a Visitor Identification Card (VIC).

Steps to DAP security clearance and base access supported by Team Coordinators:

1. Visitor Identification Card (VIC) used for initial base access.
2. Apply for an 'Uncleared' DCAC.
3. Apply for Baseline Security Clearance.
4. Access base using a daily issued VIC until 'Uncleared' DCAC is issued, then use DCAC for daily base access.
5. After seven (7) weeks we will instigate Baseline Security Clearance.
6. Once Baseline Security Clearance is issued (can take up to eight months), apply for a 'Cleared' DCAC.
7. Continue to use 'Cleared' DCAC for daily access to base.
8. Renew security clearances at specified time periods.

Baseline Security Clearance

What is Baseline Security Clearance?

It is the lowest form of clearance to work at a Defence site or to access Defence information. It's valid for 15 years.

Why do you need Baseline Security Clearance?

This clearance ensures Defence that you are suitable to access secure sites and protected information.

What are the primary eligibility criteria for a Baseline Security Clearance?

You must be:

- an Australian citizen
- have a checkable background (i.e., the ability to check your background in Australia and overseas).

Who conducts the checks for Baseline Security Clearance?

The Australian Government Security Vetting Agency (AGSVA) is the central vetting agency for the Australian Government and conducts Baseline Security Clearance for Defence.

What information is requested for a Baseline Security Clearance?

Please see the detailed list of information requested by AGSVA on their website at:

www.defence.gov.au/security/clearances/applicants-holders/vetting-assessment-process

What checks are conducted for a Baseline Security Clearance?

- Verification of your identity
- Confirmation of Australian Citizenship and status of any other citizenships
- Background check
- Referee check

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- Digital footprint check
- National police check
- Financial history check

Further checks may be done (only if deemed necessary) such as a financial probity check, security interview and psychology assessment.

What personal information may I be asked to provide for a Baseline Security Clearance?

- Family history / relationships
- Past five years of addresses of where you have lived
- Details of memberships and associations
- Countries you have travelled to
- Health details
- Criminal history
- Sexuality
- Alcohol or drug use
- Financial wellbeing / credit history
- Religious beliefs

How will this personal information be collected, shared and stored to manage my privacy?

The Australian Government Security Vetting Agency (AGSVA) will collect and disclose personal information only when needed to fulfil security vetting functions for the Australian Government.

Why is this information requested for a Baseline Security Clearance?

AGSVA uses the information provided to create a picture of you. Vetting officers are qualified and trained professionals. Their job is to assess integrity in the context of national security, not pass judgement on you as an individual.

Refer to Department of Defence, [Why does AGSVA get personal?](#)

Can the information I provide result in me being found 'unsuitable' to hold a Baseline Security Clearance?

The most important thing is to be honest and upfront about your personal history. AGSVA determines suitability by assessing integrity using the following character traits, Honesty, Tolerance, Trustworthiness, Loyalty, Resilience and Maturity. Refer to Department of Defence, [Why does AGSVA get personal?](#)

What if I have a negative history?

The most important thing is to be honest and upfront about your personal history. A negative prior history does not automatically mean you are 'unsuitable' to hold a Baseline Security Clearance.

Refer to Department of Defence, [Why does AGSVA get personal?](#)

Are there any ongoing restrictions that will apply if I am given a Baseline Security Clearance?

Defence may impose travel restrictions to some countries – these usually reflect the travel advice of the Department of Foreign Affairs and Trade (DFAT) on travel restrictions for Australian citizens.

What are my ongoing obligations?

- Keeping the AGSVA up to date on any changes to your personal information.
- Reporting any suspicious contact or association with people and groups.
- Continuing to be of suitable character.
- Reporting overseas travels and debriefing.
- Registering to smartraveller.gov.au.

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Is there a fee to obtain a Baseline Security Clearance?

Yes, there is a fee to obtain a Baseline Security Clearance, and this will be paid by Endeavour Foundation.

Do I still need to hold a NDIS Worker Screening Check and Working with Children check/ Blue Card?

Yes, you are still required to have a NDIS worker check and Blue Card/Working with Children check, as these are legislative requirements for working in our sector.

Where can I get more information and make notifications to AGSVA?

More detailed information about security clearances can be found on the AGSVA website at:

defence.gov.au/security/clearances

How long will it take to receive Baseline Security Clearance?

Up to eight months.

Defence Common Access Card (DCAC)

This security pass allows access to bases and other buildings on base (if requested to and approved by Head of Resident Unit to be coded for other particular buildings).

When approved, an 'Uncleared' DCAC is issued. After Baseline Security Clearance is issued, employees are assisted by the Team Coordinator or Support Officer to apply for a 'Cleared' DCAC.

Requirements: Team Coordinator or Support Officer helps employees to apply for DCAC, which includes a current (no older than 30 days) National Police Check.

Note: Endeavour Foundation will pay for this second National Police Check.

ID requirements: a scanned copy of a government-issued photo identification.

Conditions for use: No requirement to be escorted on base.

Period of use: DCAC is valid for five years.

Visitor Identification Card (VIC):

On a first visit to a DAP site on a Defence base, DAP employees:

1. Be met at pass office by Team Coordinator or Support Officer.
2. Complete a five-minute online base induction.
3. Display the email confirming induction completed to security.
4. Produce physical government-issued photo ID.
5. Signed in by Team Coordinator or Support Officer.
6. Issued a 'Visitor Identification Card (VIC) for the day by security.

Employees access base using a daily issued VIC until issued with an approved DCAC.

Employees follow all of the above steps each day to receive a VIC except for Step 2. Once the base induction is completed it is valid for 12 months. The email confirmation of completion needs to be produced each day for issuing of a VIC.

Requirements: complete five-minute, online [base induction](#) on first visit and display email confirming induction completion to security (can be completed on phone on arrival at a base or ahead of time online).

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ID requirements: produce physical government issued photo ID (e.g. passport, driver's license, proof of age card) each day for issuing of a VIC.

Conditions for use: Visitor pass holder must be escorted at all times (this can be by DAP Team Coordinator, Support Officer or another cleared employee). A new VIC is required for each visit.

Period of use: 28 visits/ days within 12 months at any Australian Defence Base.