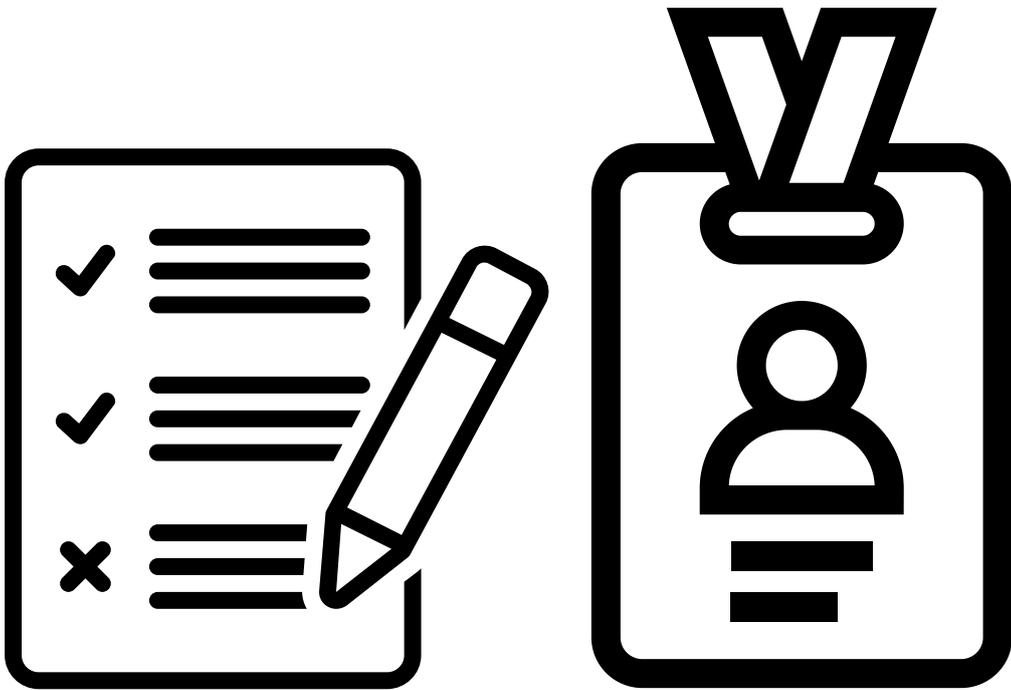


Defence Assistance Program Baseline Security Clearance and reporting changes





Thank you for choosing to work with Endeavour Foundation.

We have written this Easy Read.

Bold
Not bold

We have put hard words in **bold**.

This means the letters are **thicker** and **darker**.

We explain what these words mean.

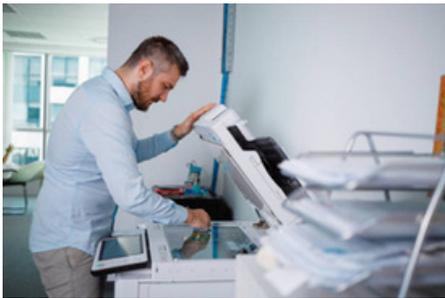


This Easy Read is about the **security clearances** you need when working in the **Defence Assistance Program**.



Australian Government
Department of Defence

The **Defence Assistance Program** is also called **DAP**.



You work for DAP at a Defence site.



Defence keeps Australia safe.



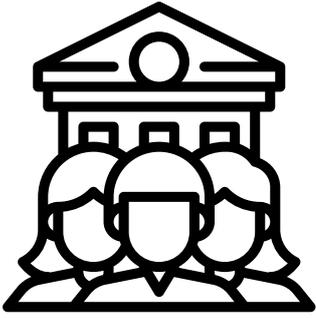
Everyone who works with Defence must have something called a **Baseline Security Clearance**.



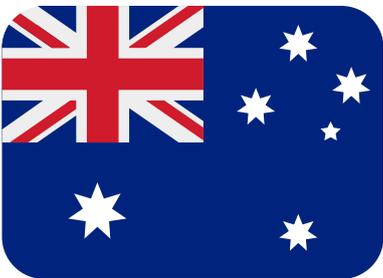
Having a **security clearance** means Defence trusts you to work with them.



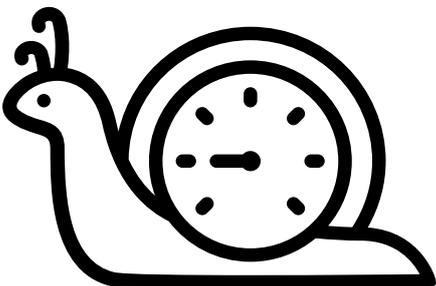
If you want to work for DAP you must have a **security clearance**.



The Australian Government Security Vetting Agency or the 'Agency' give the **Baseline Security Clearance**.



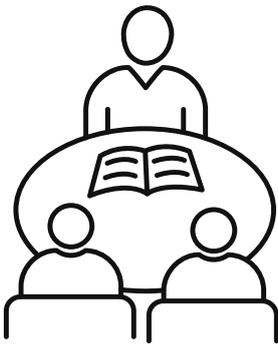
You must be an Australian citizen to get a **Baseline Security Clearance**.



It might take a long time to gather this information that needs to go on the form for a **Baseline Security Clearance**.

Information needed for Baseline Security Clearance application

You can start gathering some of this information now for a **Baseline Security Clearance**. They need details for the last five years of:



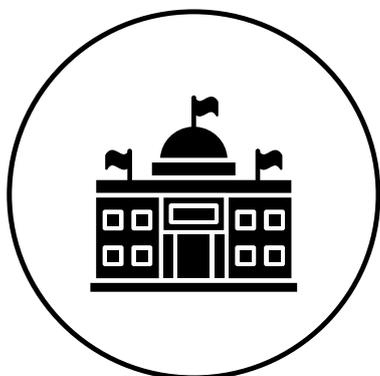
- Where you have worked
- Where you have lived
- Any training or study you did
- Overseas travel (past ten years)
- Any Clubs of which you are a member



They also need details about your:

- Partner, Parents, Siblings
- Anyone you live with who is over 18
- Overseas relatives

Information needed for Baseline Security Clearance application



They will also need to know

If you have any official Foreign Government contacts.

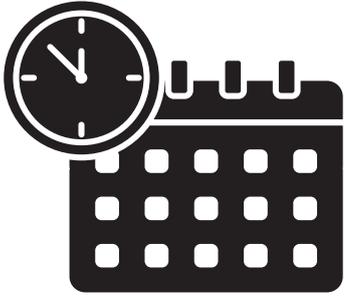


The name and contact details for a:

- person who can tell them about you and your character



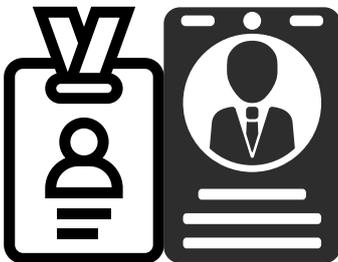
- person who you have worked for who can tell them about you at work.



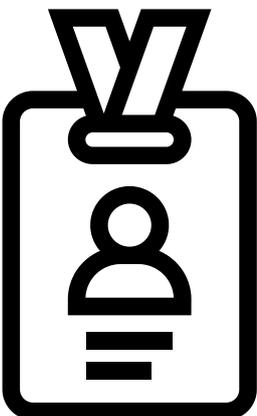
It could take between two to eight months for your form to be processed by the Agency and for you to receive a **Baseline Security Clearance**.



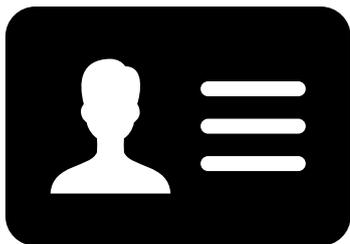
Don't worry, your Team Coordinator or Support Officer will help you access the base so you can work at DAP while the security clearance is being processed.



There are other types of access cards you will use while you are waiting for **Baseline Security Clearance**.



The first access card you will use is a **Visitor Identification Card (VIC)** Your Team Coordinator or Support Officer will help you with this.



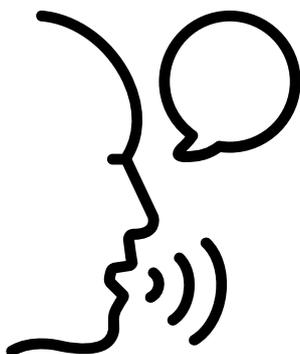
You will need to bring a government issued Photo ID with you each day you use a VIC.



The second type of access card you will use is a **Defence Common Access Card (DCAC) Uncleared**. Your Team Coordinator or Support Officer will help you apply for this.



Once the Agency gives you **Baseline Security Clearance** you will have it for 15 years.



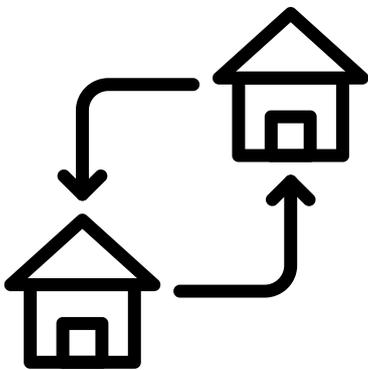
During that 15 years you need to let the Agency know if any of your personal information or the personal information about anyone over 18 that you live with changes.



We may ask you if you have reported any changes to the Agency or if you have any changes to report.



These changes are called 'Report change of circumstance' on the Agency website.



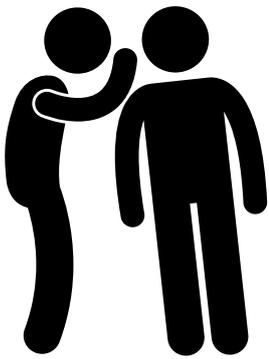
Changes of circumstance that you need to report to the Agency are things like:

- If you move house or a new person over the age of 18 moves in
- If you or someone over 18 that you live with travels overseas
- If you or someone over 18 that you live with has had a criminal charge or warning
- If you have a major change in financial circumstances.

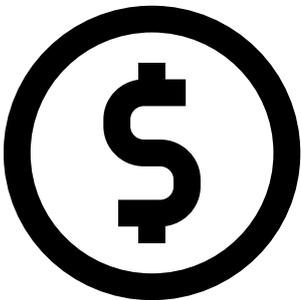




The information you give the Agency is private.



They will only use it to tell Defence you can be trusted to work on one of their DAP sites.



It does cost money to get a security clearance.

Endeavour Foundation will pay for your security clearance.



If you have any questions, talk with your Team Coordinator or Support Officer and go to the agency's website for more information:

defence.gov.au/security/clearances