



# clearance track

a fast, secure way to manage your clearances



**Manage clearances in one place:** Clearance track gives you a single place to manage all clearance paperwork, including 4311, 4414, and SF86 forms, and the mandatory Cleared Personnel Certification Report. It allows you to view reports, such as personnel by clearance type, personnel by contract, and an individual's clearance history, active perm certs, previous SF86 documents, and status in the clearance process.



**Save time:** Clearance track decreases processing time from 5-10 minutes per employee to under a minute for most common actions. It generates paperwork and fax cover sheets for you, auto-fills fields with stored data, and automates notifications. For the 4311 alone, Clearance track generates paperwork for:

- ✓ Initial investigations
- ✓ Re-investigations
- ✓ Crossovers
- ✓ Badge renewals
- ✓ Terminations
- ✓ Clearance upgrades



**Decrease frequency of badge deactivations:** Clearance Track sends reminder e-mails prior to important dates such as badge renewal expirations, floating dates that are about to expire, and 5-year SF86 updates.



**More accurate, consistent data:** Decrease your rate of returns to near zero for incorrectly filled out forms by using Clearance Track to auto-fill the right data in the right fields, avoid copy and paste errors and highlight missing fields.



**Increase efficiency of less experienced security officers:** Clearance Track was developed with the direction of experienced security officers, and includes step-by-step processes to help newer officers understand and comply with deadlines, regulations and requirements.



**Facilitate collaboration between security officers:** Shared reminders and easy-to-follow processes make it simple for multiple security officers to collaborate and for one officer to pick up where another left off.



**Decrease completion time and error rate for completing SF86:** Clearance Track auto-fills many fields for the SF86, SF86A, and the Consumer Credit Release.

Interested in finding out more about Clearance Track? Contact us at [clearancetrack@nearinfinity.com](mailto:clearancetrack@nearinfinity.com) or [www.nearinfinity.com](http://www.nearinfinity.com)