

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
PERSONNEL MANAGEMENT MANUAL
Advisory Memorandum #24-01

2800 Automated Position-Personnel System

January 2024

TO: Department and Agency Directors, Human Resources and Affirmative Action Officers

FROM: Jessica Rowe, Director of Staffing Services

SUBJECT: Clearance Code Format Change

DATE: January 11, 2024

Please be advised that the clearance code format will change from numeric to alpha-numeric starting this month. This change will occur for Institution pay period agencies effective January 11, 2024. For Administration pay period agencies, this change will occur effective January 18, 2024.

Changing formats will improve the efficiency of the CRIF process and ensure that agencies have an adequate supply of clearance control numbers each pay period. This change is to clearance code formats only and will not impact clearance code expiration dates or how they are used. Please see below example:

Current Format: 23-A-15-1234 (numeric)
New Format: 23-A-15-A234 (alpha-numeric)

If you have any questions, please contact the Career Mobility Office at cmo@cs.ny.gov or call 1-800-553-1322/518-485-6199.