

# U.S. Department of Energy Clearance Access Request

(Form becomes Official Use Only when filled in)

CPSO

Submitting SON

DOE Number (if known)

Primary Program Office Code(s) (i.e., EM, FE, IF, OE, SC, etc.) (If known)

### Subject Information - All items in this section are mandatory

Employee Type  Employee email  Employee Phone

Name (Last, First, Middle, Suffix)  SSN  Date of Birth

Place of Birth (City, County, State (or Country if not U.S.))

Citizenship  Dual Citizenship Country (if applicable)

Dual Citizen?  Additional Dual Citizenship Country (if applicable)

Job Title  Work Location

### If individual is a Contractor Incumbent, Contractor Applicant, or Contractor Consultant, complete applicable items

Prime Contract Company  If Subcontractor, Company Name

Prime Contract Number  Sub Contractor Contract Number (if applicable)

Prime Contract Expiration Date  Sub-Contract Expiration Date (if applicable)

Employing Company Facility Security Officer POC & Phone  Employer Code  Facility Code  Is Subject a KMP?

### Clearance, Access, and Justification - All items in this section are mandatory

Action Requested  Current Clearance Level of Subject  Current Clearance Required

Will Subject be submitted for a SAP?

**Justification:** Provide detailed information (*without revealing classified data*) as to why the Subject requires access. This description must include a full explanation of the information to be accessed, frequency of access, and for what programs/projects the information is needed.

### To be filled out by the Cognizant Personnel Security Office receiving the completed Clearance Access Request Form

May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). Department of Energy review required before public release.

Exemption number & category  Name/Org  Date

Guidance (if applicable)

**Documents:** (Check all that apply and forward to DOE Personnel Security.) (Request will not be processed until all checked Documents are received) Per DOE O 472.2, Attachment 2, paragraph 2.a. - 2.f: All initial security clearance requests (to include requests for reinstatements and reapprovals) must include the justification, as set forth above, and all boldfaced items (except in cases where reciprocity applies, as indicated by an '\*'):

- Proof of Negative Drug Screen Results:** Results of drug test within 60 calendar days of the individual's e-QIP signature or, for cases being considered under reciprocity, within 60 calendar days of the date of the security clearance request (not required for state or local governments)
- \*e-QIP:** A complete e-QIP submission which indicates no illegal use of controlled substances for at least 12 months preceding the individual's signature.
- \*Fingerprints:** Fingerprints taken electronically via an approved capture method (e.g., at a GSA-provided HSPD-12 enrollment center) (not required if a previous investigation included a classifiable fingerprint search by FBI).
- \*Resume or OF 612, Optional Application for Federal Employment:** Federal Applicants and Employees Only.
- DOE F 5631.18, Security Acknowledgment**
- \*Fair Credit Reporting Disclosure and Authorization:** A completed fair credit reporting disclosure authorization, compliant with the Fair Credit Reporting Act, codified at 15 U.S.C. s1681 et seq. and approved for use by the Director (once obtained, this authorization may be used by DOE for conducting credit checks directly with consumer agencies as part of its personnel security program.
- Other (i.e., Birth Certificate, Certificate of Naturalization, Reinvestigation documentation, etc.)(Specify below)

**Certifications (as applicable)**

**By signing below I hereby certify the individual listed in this request is required to possess a security clearance at the level indicated and that the job, duties, access areas, and classified information access listed are an accurate description of the individual's position.**

Requesting Official/Supervisor Signature		Requesting Official/Supervisor Name/Title/Phone	
Contractor Certifying Official Signature		Contractor Certifying Official Name/Title/Phone	
Federal Certifying Official Signature		Federal Certifying Official Name/Title/Phone	
Date Clearance Access Request forwarded to DOE Personnel Security			
DOE Personnel Security Signature		DOE Personnel Security Official Title/Phone	

**OMB BURDEN DISCLOSURE STATEMENT**

Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Management, MA-90, GTN, Paperwork Reduction Project (1910-1800), U.S. Department of Energy, 1000 Independence Ave., SW, Washington, DC 20585-1290; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, DC 20503.

**PRIVACY ACT STATEMENT**

Collection of the information requested is authorized by the Atomic Energy Act of 1954, as amended, and by Executive Orders 13764, 10865, and 13526. Disclosure of the information on this form is voluntary; however, your decision not to complete this form could result in a delay in (or denial of) processing this request (or any future request for reinstatement) of your U.S. Department of Energy (DOE) access authorization/security clearance.

Your DOE access authorization/security clearance can be terminated regardless of whether this form is completed. Your name and Social Security Number are used as identifying factors to establish and maintain records of DOE access authorization actions in the DOE System of Records, DOE-43, "Personnel Security Files," and this form will be completed and maintained in your DOE Personnel Security File. Access to this record, within DOE and by other individuals, is permitted in accordance with the Privacy Act of 1974, as amended, 10 CFR Part 1008, and for routine uses in System of Records, DOE-43, "Personnel Security Files."

## Instructions

**CPSO:** Use the drop-down list to select the appropriate Cognizant Personnel Security Office that is responsible for security clearance processing.

**Submitting SON:** Enter the Submitting Office Number identifier of the office submitting the request.

**DOE Number:** Enter Subject's DOE Number, if known or applicable.

**Primary Program Code:** Enter the code for the primary program to which Subject will be assigned, if known.

### Subject Information - All items in this section are mandatory:

**Employee Type:** Use the drop-down list to choose the appropriate employee type for individual.

**Employee email:** Enter the employee's primary email address.

**Employee Phone:** Enter employee's primary phone.

**Name:** Enter individual's full legal name, including full middle name.

**SSN:** Enter the individual's full Social Security Number

**Date of Birth:** Use the calendar to select the Subject's date of birth, or manually enter in DD/MM/YYYY format.

**Place of Birth:** Enter city, county, state (or country if not U.S.) where Subject was born.

**Citizenship:** Choose appropriate country of individual's citizenship.

**Dual Citizen:** Use drop-down to select Yes or No. If Yes, then use drop-down lists to complete **Dual Citizenship Country** fields as applicable.

**Job Title:** Enter the Subject's job title.

**Work Location:** Enter location where Subject will work.

**If individual is a Contractor Incumbent, Contractor Applicant, or Contractor Consultant, complete applicable items**

**Prime Contract Company:** Enter the prime contractor company's name.

**If Subcontractor, Company Name:** Complete if individual works for one of the sub-contractors.

**Employing Company Facility Security Office POC & Phone:** Enter the Facility Security Office information for the company which employs the Subject.

**Facility Code:** Enter the employing company's Facility Code.

**Employer Code:** Enter employing company's Employer Code.

**Contract Number:** Enter the contract number for the Prime Contract.

**Sub Contractor Contract Number (if applicable):** If individual works a subcontractor, enter the Sub-contract number.

**Contract Expiration Date:** Use the Calendar to select the date the Prime contract expires, or manually enter in DD/MM/YYYY format.

**Sub-Contract Expiration Date (if applicable):** If applicable, enter the expiration date of the sub-contract, or manually enter date in DD/MM/YYYY format.

**Is Subject a KMP?:** Use drop-down list to select Yes or No to indicate if Subject is a Key Management Person for the company.

**Clearance, Access, and Justification - All items in this section are mandatory**

**Action Requested:** Use drop-down list to select appropriate action being requested.

**Current Clearance Level of Subject:** Use the drop-down list to select the Subject's current clearance level. If the Subject does not currently have a clearance, select Uncleared.

**Clearance Level Required:** Use the drop-down list to select the clearance level required for Subject to perform their duties.

**Will Subject be submitted for a SAP:** Use the drop-down list to select Yes or No.

**Justification:** Per DOE Order 472.2, Attachment 2, paragraph 1.i.: "A detailed description (without revealing classified information) as to why the individual requires access. The description must include a full explanation of the information to be accessed, how often the access is needed, and for what programs/projects the information is needed." Insufficient justification will be cause for rejection of request.

### Exemption Section

**To be filled out by the Cognizant Personnel Security Office receiving the completed Clearance Access Request Form**

### Documents Required

Check all that apply. Request will not be processed until all checked enclosures are received. Per DOE O 472.2, Attachment 2, paragraph 2.a. - 2.f: All initial security clearance requests (to include requests for reinstatements and reapprovals) must include the justification, as set forth above, and all boldfaced items (except in cases where reciprocity applies, as indicated by an '\*').

### Certifications (as applicable)

**NOTE: If signers have a PIV, then electronic signature is requested.**

**Requesting Official:** Person completing the request. This can be the person responsible for submitting the contractor requests, or if Subject is a Federal Applicant/Incumbent, then this can be the Supervisor, HC representative, office director, etc.

**Contractor Certifying Official:** The Certifying Official is responsible for certifying the clearance is required per all applicable laws, rules and regulations.

**Federal Certifying Official:** This can be the COR, COTR, or their designee for contractor positions. If local processes require Site Manager or other federal certifying official to approve the clearance access request, this is where this person signs. HSO (DOE HQ ONLY) signs here if the request will be processed by DOE Headquarters Personnel Security.

**Date Clearance Access Request forwarded to DOE Personnel Security:** Use calendar to select the date the clearance access request is sent to the appropriate CPSO, or manually enter date in DD/MM/YYYY format.