

PIV-II PROCEDURES

In order to comply with the Homeland Security Presidential Directive 12 (HSPD-12) you will need to complete the Personal Identity Verification (PIV) procedure through our office. This process will also allow you be issued the new DOE "Smartcard" identification badge when they come online. Please complete the attached PIV forms as soon as possible in order to expedite the completion of your verification process. The attached PIV form will need to be completed (Part A Only) and have your Supervisor or Federal Contact sign the Part A portion. Question 1 in Part A should have a checkmark next to "Replacement" and 1a, Reason for Replacement, should say PIV-II. Question 2 must also be filled in.

For those that **HAVE** had a prior Background Investigation (BI) within the last 10 years: Check "No (Prior BI)" and on the line following agency, type the Federal agency that sponsored the investigation. You DO NOT have to be fingerprinted or fill out an SF-85 on e-QIP. **Please return completed PIV form to room G-222 (GTN).** *Note: If you have completed all requirements for and awaiting your initial security clearance (L/Q) for the DOE, simply state the DOE as the Agency and Pending L or Q Access. Most of the positions here at HQ are non-sensitive positions, which don't require security clearances, so simply being hired by the DOE does not constitute a previous BI. If you are unsure whether or not you have had a prior BI, you will need to proceed as if you HAVE NOT had a prior BI.*

For those that **HAVE NOT** had a prior Background Investigation: **Complete and submit the Security Investigation Sheet to room G-222 (GTN) for initiation into E-QIP (If mailed please use Official Use Only mailing procedures).** Once you complete the SF-85 (E-QIP) print the two signature forms and release the questionnaire. On the PIV Form check "Yes" and take the completed PIV form, SF-85 Signature Pages, OF-306 and Resume (*Federal employees of 5 years or less*) to the badge office along with two forms of identification M-F between the hours of 1:30 – 3:30 for fingerprinting. Please be sure to inform the Badge Office Clerk you are completing the PIV-II process not regular PIV (you already have a badge).

Federal Employee's: In the area designated sponsor information (13-16) please place your **Supervisor's** information and have them sign the form (17).

Contract Employee's: In the area designated sponsor information (13-16) please place your **Federal Sponsor's** information and have them sign the form (17).