

**U.S. DEPARTMENT OF ENERGY
HEADQUARTERS CLEARANCE REQUEST AND NOTIFICATION**

(Forward completed PART 1 with enclosures to Office of Safeguards and Security (OSS))
PRIVACY ACT STATEMENT ON REVERSE OF BLUE COPY

PART I - REQUEST FOR CLEARANCE ACTION

1. REQUESTOR <input type="checkbox"/> Human Resources <input type="checkbox"/> Headquarters Program Office <input type="checkbox"/> Inspector General		2. APPLICANT JOB TITLE/GRADE		3. APPLICANT ROUTING SYMBOL																				
4. DATE OF REQUEST	5. APPLICANT DATA Full Name: _____ DOB: _____ SSN: _____ POB: _____ Citizenship Status: _____			6. APPLICANT STATUS <input type="checkbox"/> DOE Employee/Consultant <input type="checkbox"/> DOE Contractor/Consultant <input type="checkbox"/> Other (<i>Specify</i>): _____																				
7. CONTRACTOR NAME: _____ (Complete name -- not initials) Contract No: _____ Expiration Date: _____		SUBCONTRACTOR NAME: _____ (Complete name -- not initials) Contract No: _____ Expiration Date: _____																						
8. CLEARANCE REQUESTED <input type="checkbox"/> Q <input type="checkbox"/> L	9. SPECIAL PROCESSING <input type="checkbox"/> Reciprocity <input type="checkbox"/> Interim <input type="checkbox"/> AAAP	10. ACTION REQUESTED <input type="checkbox"/> Initial Clearance <input type="checkbox"/> Downgrade <input type="checkbox"/> Downgrade to BAO <input type="checkbox"/> Upgrade <input type="checkbox"/> Extension <input type="checkbox"/> Reinvestigation <input type="checkbox"/> Reinstatement <input type="checkbox"/> Transfer <input type="checkbox"/> Cancellation																						
11. JUSTIFICATION: Identify the specific job activity requiring a clearance. Describe in detail the duties of the position and check the highest level of classified information to be accessed, or list specific area access that is required. (<i>Attach a separate sheet if required</i>) Applicant's duty station: <input type="checkbox"/> Germantown <input type="checkbox"/> Forrestal <input type="checkbox"/> Other: _____				ACCESS: <table style="width:100%; border: none;"> <tr> <td></td> <td align="center"><u>RD</u></td> <td align="center"><u>FRD</u></td> <td align="center"><u>NSI</u></td> </tr> <tr> <td>TS</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>S</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>C</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>SNM</td> <td align="center"><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>		<u>RD</u>	<u>FRD</u>	<u>NSI</u>	TS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SNM	<input type="checkbox"/>		
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12. ENCLOSURES <input type="checkbox"/> SF-86, "Questionnaire for National Security Positions" <input type="checkbox"/> OF 612, "Optional Application for Federal Employment" or Resume <input type="checkbox"/> OF 306, "Declaration for Federal Employment" <input type="checkbox"/> FP Cards (SF-87 Federal Employees/FD-258 Contractors) <input type="checkbox"/> DOE F 5631.18, "Security Acknowledgement" <input type="checkbox"/> DOE F 472.1. "Credit Release" (Fair Credit Reporting Act) <input type="checkbox"/> Results of Preemployment Checks <input type="checkbox"/> DOE F 5631.21, "Security Badge Request" <input type="checkbox"/> Other (<i>Specify</i>): _____		13. I certify that U.S. Department of Energy (DOE) clearance is required in order to perform official duties. Applicant _____ is _____ is not currently being processed for clearance by another agency. Preemployment checks conducted and the applicant was found suitable for employment. Routing Symbol HSO _____ MA _____ COR _____ <p align="center">ALL SIGNATURES MUST BE TYPED/PRINTED AND SIGNED</p>																						

PART II - CLEARANCE NOTIFICATION

1. DOE clearance has been: <input type="checkbox"/> Granted <input type="checkbox"/> Upgraded <input type="checkbox"/> Extended <input type="checkbox"/> Downgraded <input type="checkbox"/> Transferred <input type="checkbox"/> Reinstated		
2. Effective date: _____	3. Case File No. _____	
4. Applicant's current clearance status: <input type="checkbox"/> Q <input type="checkbox"/> L		
Note: For DOE employees/consultants, it is the responsibility of the servicing Personnel Office to forward this information to the requesting office. For DOE contractors/consultants, the requesting DOE program office will notify the contractor security official of this information. Notification to the individual may be made orally; in no case will this notification be made to the individual in writing. Applicant will be provided with initial security briefing before being permitted access to classified data or Special Nuclear Material (SNM). Written records of such initial and continuing briefings are required. Maintain this notification for your records. If Individual terminates or transfers, notify the Personnel Security Program.		
"Security Badge Request" Sent to: FORS ____ GTN ____ Date: _____ _____ (Date Sent)		_____ Manager, Personnel Security Program

OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 30 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 Information, Records, and Resource Management, HR-41 - GTN, Paperwork Reduction Project (1910-1800), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, DC 20503.

PRIVACY ACT STATEMENT

Collection of information requested is authorized by the Atomic Energy Act of 1954, as amended, and by Executive Orders 10865, 10450, and 12356.

The name of the individual is used as an identifying factor to establish and maintain records of DOE personnel clearance actions in the DOE System of Records DOE-42, "Personnel Security Clearance Index." This form will become part of the individual's Personnel Security File (Department of Energy System of Records DOE-43, "Personnel Security Clearance Files").

Disclosure of the information requested on this form is voluntary. However, if the information is not provided, the request for DOE security clearance or access authorization cannot be processed. Access to the information provided is permitted only to authorized Federal Government investigative agencies and to DOE personnel directly involved in the processing of the determination of the eligibility of the individual for security clearance or access authorization.