

Personnel Security Frequently Asked Questions (FAQs)

Contractor/Consultant Badge/Clearance Request FAQs

- Q: I just submitted a request; can my contractor or consultant pick up his/her badge immediately?
- A: No, a MINIMUM of 5 working days is required for processing due to the large number of requests that are received. Requests are processed in the order they are received.
- Q: How do I know my contractors or consultants can pick up their badges?
- A: The Personnel Security database will send an automatic e-mail notification to the person listed as the SNL Requestor on the Contractor/Consultant Badge/Clearance Request form (SF 7643-CEC) notifying them that their requested badge is ready for pick up. At that time the SNL Requestor can notify their contractors or consultants to go to the Badge Office to pick up their badge.
- Q: I'm requesting an Upgrade for my contractor or consultant; do I have to submit the Contractor/Consultant Badge/Clearance Request form even though my contractor or consultant already has a badge?
- A: Yes, this form is required for every clearance action and is necessary.
- Q: Where do I send the forms and where are you located?
- A: Fax them together to 505-844-9739. We are located in IPOC Building. Going south on Eubank proceed toward the Kirtland gate, stay in lane that accesses the contractor gate (left lane) stay in the left lane and go thru light. Continue south (300 yards) until road looks like it ends. Curve to the left. (east 300 yards) You will see the IPOC building. The Badge Office is in Suite A-1 (Inside the main entrance, on the left).
- Q: I'm renewing my contractor or consultants badge for the upcoming year, do I need the Clearance/Request Recertification/Suitability Form (DOE F 472.1C)?
- A: No, this form is not needed for badge renewals as long as nothing is changing with regard to the individual's clearance such as the company or the level. If all that is needed is a new badge for the upcoming contract period, the only form needed is SF 7643-CEC.
- Q: I have 15 contractors that need to be renewed; do I have to do a separate form for each one?

A: No, you can fill out 1 Contractor/Consultant Badge/Clearance Request form and in the section where the Individual's Name goes type in "*See Attached List*". This can only be done for renewals, initial requests require the form. You will have to separate the contractors by cleared and uncleared and do a Badge/Clearance Request form with an attached list for each. The attached list should include each individual's FULL name, SSN, DOB, and clearance level.

Q: What is the HSPD-12 Badge Request Form and do I need it?

A: Yes, the HSPD-12 Badge Request Form (HSPD-12) is required for every clearance request except Upgrades. The clearance applicant will need to produce two forms of ID or a passport. A clearance packet will not be submitted to NNSA for processing until the clearances office has received these items from the clearance applicant *unless* the individual is located out-of-state.

Q: Who can I contact with clearance questions with regard to Contractors?

A: Clearance Specialist at 505-845-8270.

Q: Who can I contact with clearance questions with regard to Consultants?

A: Clearance Specialist at 505-844-4493.

Leave of Absence FAQs

Q: When I go on maternity leave, will I lose my clearance?

A: Not necessarily. If your maternity leave is for less than 90 working days, you do not need to be concerned about your clearance being terminated. If your leave is for a period longer than 90 working days, this is considered an Extended Absence, and your clearance will normally be terminated when you process your LOA. About 2 months before you are scheduled to return to work, your manager will need to submit a request to Reinstate your clearance, and you will need to complete a clearance packet to be submitted to DOE. If there are no significant changes or derogatory items in your clearance packet, the reinstatement will usually be completed within 2-3 weeks, but may take longer.

Q: Is there any way to maintain my clearance during an Extended Absence?

A: Yes, there is a process outlined on the Org. 04233-2 website for employee's managers to submit a Request to Maintain Clearance during a LOA. He/she must submit a letter to the Extended Absences Coordinator in the above Org. to seek approval from DOE. Once approved, the clearance remains active until the date approved, or the return to work of the employee, whichever comes first. If denied by DOE, the

clearance will be terminated and will need to be reinstated when the individual returns.

Q: Who can I contact with clearance questions in regard to LOAs?

A: Clearance Specialist at 505-284-9773.

Student Separation FAQs

Q: I am a student intern Separating Pending Return, what happens to my clearance while I am at school? Do I need to complete a Security Termination Statement?

A: Students who opt for the Separation Pending Rehire (SPR) option will maintain their clearance for up to one year. The student will have to complete the Student Separation Form checking the box for SPR and yes you will complete a Security Termination Statement. Fax these two forms together to Student Programs. The Security Termination Statement will be maintained by Student Programs in your personnel file and will be held onto until it is determined the clearance needs to be terminated, not to exceed the one year hold.

Q: I am a student on SPR, do I still have to abide by Reporting Requirements?

A: Yes, your clearance remains active, so you are still responsible for reporting all reportable incidents.

Q: Who can I contact with clearance questions in regard to student separations?

A: Clearance Specialist at 505-844-4493.

Termination FAQs

Q: What do I need to do to terminate my security clearance?

A: You must complete and submit the Security Termination Statement (STS), DOE F 5631.29, to Personnel Security.

Q: How soon do I have to notify Personnel Security that I no longer require my security clearance?

A: Personnel Security must be notified within **2 working days** from either the date of termination or the date it becomes known that the access authorization (security clearance) is no longer needed, whichever occurs first. Complete the Security Termination Statement and fax it to 505-844-9739 immediately.

Q: Does this form also take care of terminating my employment?

A: No, this form has nothing to do with termination of your employment. This form is specific for your security clearance and does not terminate your employment. By

completing this form, you are not terminating your employment but only your security clearance. Contact your HR Rep. for information on terminating employment.

Q: By completing the STS, I can still be employed?

A: Yes, completion of the STS only terminates your clearance so if you are in a position that doesn't require a clearance you can still work.

Q: Who can I contact with clearance questions in regard to terminations?

A: Clearance Specialist at 505-844-4493.

Data Report on Spouse (DRS) FAQs

Q: Do I need to fill out the Data Report on Spouse/Cohabitant if my spouse/cohabitant has a DOE Clearance?

A: Yes, per the new DOE Manual every cleared individual must submit a Data Report on Spouse whether or not the spouse/cohabitant has a clearance themselves.

Q: How long do I have to submit a DRS?

A: A DRS must be submitted within 45 days from the date of cohabitation to Personnel Security at MS-0171 or in Building 800/Room 125.

Q: Who can I contact with questions in regard to DRS's?

A: Clearance Specialist at 505-284-9519.

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