

# CLEARANCE REINVESTIGATION CHECKLIST & INSTRUCTIONS

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**THE FOLLOWING STEPS AND INSTRUCTIONS SHOULD BE FOLLOWED BY AN INDIVIDUAL COMPLETING THEIR CLEARANCE REINVESTIGATION.**

- COMPLETE AL F 470.1 NNSA PERSONNEL SECURITY CLEARANCE ACTION REQUEST FORM WITH YOUR SNL MANAGER OR FACILITY SECURITY OFFICER:**  
[DOE AL F 470.1 NNSA Personnel Security Clearance Action Request](#)

### ***Reinvestigation***

Review the instructions on pages 2 and 3 of the [DOE AL F 470.1 NNSA Personnel Security Clearance Action Request](#). In the "CLEARANCE ACTION" section of the form:

1. Under "Requested Action(s)" use the drop down menu to select "Reinvestigation."
2. Under "Clearance History" select "Currently holds", then choose the clearance holder (either "DOE Clearance" or "Other Agency") and then use the drop down menu and choose the level of clearance (either L or Q).

### ***Downgrade***

If your SNL Manager decides to downgrade your clearance, you will not be required to go through the clearance reinvestigation process this fiscal year, as the timeline for DOE L clearances calls for clearance reinvestigation every ten years. Notify us so we may cease your reinvestigation process. Your SNL Manager must complete the AL F 470.1 NNSA Personnel Security Clearance Action Request Form and request a downgrade.

### ***Retiring***

If you are retiring this fiscal year, send an email to [clearance-nm@sandia.gov](mailto:clearance-nm@sandia.gov) notifying the Personnel Security Clearance Office of your intended date of retirement and be prepared to submit an official letter of intent to retire.

- LOG INTO THE ELECTRONIC QUESTIONNAIRE FOR INVESTIGATIONS PROCESSING (e-QIP):**

From a computer that has internet capability, log into e-QIP at [www.opm.gov/e-qip/](http://www.opm.gov/e-qip/)

- Click *Enter e-QIP Applicant Site*.
- The next page will display three green check marks indicating Web Browser compatibility. Scroll down, click *Continue*.
- Log into the e-QIP system using one of the two options below:
  1. Unless you recently completed an e-QIP packet and registered an account, you are considered a new user and must click "Register for Username and password" and follow the prompts (enter SSN, answer 3 golden questions, choose your security questions, etc).
  2. If you registered after June 24, 2012, please log in with the username and password you created at that time.
- If you receive "Page Cannot be Displayed," return to the page with the three green check marks:
  - Click "Tools," select "Internet Options."
  - Click the "Advanced" tab, scroll to the bottom and click on "TLS 1.0."
  - Click "OK."
- You may now attempt to access the e-QIP site again.

- ELECTRONICALLY COMPLETE THE SF86 QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS**

Below are instructions you must follow to complete your e-QIP SF-86 correctly. These instructions will prevent your e-QIP from being returned/rejected back to you (and having to re-do all the yes/no questions throughout your packet).

### **General Information:**

- Addresses: **complete** physical addresses are required. P.O.Boxes are not acceptable. If you are unable to provide a complete physical address then you must provide directions to the location.
- When listing SNL work locations, include the building and room numbers along with the physical street address.

- Provide COMPLETE information. When you are unable to provide requested information, you must add a comment explaining your inability to provide the information. Responses such as “I don’t know,” “None,” “N/A,” and “Unknown” are **not** valid without an explanation.

#### Sections 1-4 – Identifying Information

- Use your full legal name (last, first, middle). The name entered here must match DOE’s records.
- If your city of birth is located in a county, make sure to also include the county.
  - **For Washington, D.C.:** For city input “Washington”; leave the county blank; for the state select “DC”

#### Section 5 - Other Names Used

- If applicable, include names from former marriages regardless of timeframe.
- Include nicknames or initial only if you have used as a legal signature (i.e., *Jon* for *Jonathan* or *J.* for *Jonathan*).
- Married/divorced women must answer “Yes,” list their maiden name, and check the box for maiden name. Do this even if you never took your husband’s last name. Add a comment that your name was not changed upon married.
- No gaps in dates. Provide entries for all names used from DOB to the date you started using your current name.

#### Section 10 – Dual/Multiple Citizenship & Foreign Passport Information

- Passport information is acceptable for citizen information unless you are a naturalized citizen. If you are a naturalized citizen, you must provide an Alien Registration Number, Citizenship Certificate Number, or Naturalization Certificate Number.
- If you answer “Yes” to “Do you now or have you EVER held dual/multiple citizenships?”, and one of citizenships was a U.S. citizenship, then you must enter your U.S. citizenship as one of the “foreign citizenship” entries.

#### Section 11 - Where You Have Lived (no P.O. Boxes please):

Investigators are looking for an immediate neighbor – one whom is in visual range of your house. You must include their address and phone number. If you do not know your neighbors, you may list someone else who can verify the residence, but be advised that they may still interview your neighbors, with or without your input.

#### Section 12 - Where You Went To School (no P.O. Boxes please):

- DOE does not accept addresses that start with “1 University...”. Provide a complete physical address or directions.
  - For UNM’s street address, enter 1924 Las Lomas Albuquerque, NM 87131.
  - Other universities: provide the physical location of the Admissions/Registrar’s office. Provide directions if you cannot provide a complete physical address.
- *Person Who Knew You* is required for education in the last 3 years. If you don’t have someone you can list, then use a professor. List the college address and phone number for his/her contact information.
  - *Correspondence/Distance/Extension/Online Schools:* a verifier is required. List someone who can verify knowledge of you receiving this education (friend, family, coworker, etc).

#### Section 13A – Employment Activities/Employment & Unemployment Record (no P.O. Boxes please):

- SNL employment:
  - Type of employment: Sandia National Labs is a Federal Contractor.
  - Use the following street address:
    - Sandia/NM: 1515 Eubank Blvd. SE, Building \_\_\_/Room \_\_\_\_, Albuquerque, NM 87123.
    - Sandia/CA: 7011 East Avenue, Building \_\_\_/Room \_\_\_\_, Livermore, CA 94550.
  - Telephone number (for both NM & CA): 505-844-0970.
  - You must include your SNL supervisor information with building and room number.
- Supervisor: Do not check the “Same as Employer” box. If you do not have supervisor information to provide, then list an individual who had most closely represented a supervisory role to your employment and add a comment explaining the lack of a supervisor and the individual’s role.
- If you are a contractor working for Sandia National Labs, please provide your Sandia Supervisor’s name and contact information (address, building and room number, phone number) in the comment box. **There must be a relationship between the contracting company and SNL.**
- **Unemployment** requires a *person* who can verify you were not working such as a relative or roommate. Do **not** use the Department of Labor.
  - If you were a student, you are considered ‘unemployed’ unless you had a job.

**Section 14 - Selective Service Record:**

- If applicable to you, include your Selective Service Number. To obtain your Selective Service Number, you may contact Selective Service at 1-847-688-6888 or find the information online at <https://www.sss.gov/RegVer/wfVerification.aspx>.

**Section 16 - People Who Know You Well:**

- Do not list your spouse, former spouse(s), relatives (blood or law), or anyone listed **elsewhere** on the form.
- When listing someone who works for SNL, you may use their home addresses or use the following format for work addresses:  
Sandia/NM: 1515 Eubank Blvd. SE, Building \_\_\_/Room \_\_\_\_, Albuquerque, NM 87123.  
Sandia/CA: 7011 East Avenue, Building \_\_\_/Room \_\_\_\_, Livermore, CA 94550.

**Section 17 – Marital Status:**

- **Married men: If your wife did not take your married name, add a comment stating this.** Otherwise **list an entry for spouse’s maiden name** for other names used.
- All former spouses must be included whether living or deceased, and regardless of timeframe.
  - Provide all their information, including current address, and telephone number.
    - ◆ If you do not have any contact with former spouse(s), for each entry add the comment “not in contact.”

**Section 18 - Relatives:**

- Place of Birth is now required for each relative.
- Citizenship Document Information:
  - For relatives that were born to military parents on a U.S. Military Base that is overseas, please check “Other” and add a comment “U.S. Citizen born in the U.S. or on U.S. Territory.”
  - For relatives that were born abroad (e.g., born to U.S. parents, but parents were traveling overseas on vacation) the comment should be “U.S. Citizen born abroad,” in which case citizenship document information is required.
  - For relatives that are naturalized citizens, passport information is acceptable as citizenship documentation.
- If you cannot provide information on a relative, see “General Information” on page 1 of these instructions.

**Section 20C: Foreign Countries You Have Visited:**

- Foreign Countries you have visited in the last 7 years: Since contractors can be sent on official government travel, they are not required to list them on the SF-86 unless personal trips were made in conjunction with the official U.S. Government travel. During the personal subject interview, the individual will be asked about any official government or foreign travel in the last 7 years in order to ascertain if any trips resulted in lasting foreign contacts or problems with customs or law enforcement.
- For travel such as cruises that involve a stay in multiple countries, you must provide individual entries for each country.

**Section 25: Investigations and Clearance Record:**

- If you are up for reinvestigation, you must answer “Yes” to this question, “Has the U.S. Government (or a foreign government) **EVER** investigated your background?”.
- *Provide the Investigating Agency:* U.S. Office of Personnel Management is the investigating agency for DOE clearances.
- *Date The Investigation Was Completed:* Include your last investigation date (approximately 5 years for a “Q” and 10 years for an “L”).
- *Provide the name of agency that issued the clearance:* This information is not required.
- *Date Clearance Eligibility/Access Granted:* This information is not required.
- Include additional entries for any other investigations you’ve had.

**Section 26: Financial Record:**

- If you answer “Yes” to any questions in this section, you must provide all information requested (Company Name, Account Number(s), Address, Amounts, etc.).
- P.O. Box addresses are allowed in this section only.

**CERTIFY/VALIDATE YOUR E-QIP QNSP**

**WARNING 1** – Once you certify your e-QIP submission, you will no longer be able to alter the information you’ve input. Make sure you have followed all previous instructions before Certifying.

**WARNING 2** – All e-QIP signature pages come with an expiration date. Signature pages must be in our office within 24 hours of Certifying your e-QIP submission.

**PRINT & COMPLETE e-QIP SIGNATURE PAGES (STEP 3 OF 5 of the e-QIP release process)**

- e-QIP SF86 – Signature Page: Certification That Answers Are True
- e-QIP SF86 – Signature Page: Authorization for Release of Information
- e-QIP SF86 – Signature Page: Authorization for Release of Medical Information  
(submitted and printed from e-QIP IF you checked “yes” to Section 21- Psychological and Emotional Health)
- e-QIP SF86 – Signature Page: Fair Credit Reporting Disclosure and Authorization

**Legibility Requirements:**

- If able, TYPE in the date before printing. If unable to type the date in, then leave the date field blank and the Clearance Office will type a label for you.
- Carefully sign all forms.
- Mistakes need to be initialed by you.
- Leave “*other names used*” field blank—please do not put “N/A” or a line through.

**STEP 4 OF 5 OF THE E-QIP RELEASE PROCESS**

Yes                  No

                  If you are an **OUT-OF-STATE** employee, then you may scan and attach your eQIP signature pages **with** the [DOE AL F 470.1 NNSA Personnel Security Clearance Action Request](#) **YOU MUST CONTACT US** if you attach your signature pages to e-QIP.

                  If you an **IN-STATE** employee, answer “NO” to e-QIP Step 4 of 5 and continue on to Step 5. **Hand carry** your signature forms to your local Badge/Clearance Office.

**STEP 5 OF 5 OF THE E-QIP RELEASE PROCESS**

Click “Release Request/Transmit to Agency.” Then click “OK.” Your packet is not “released” until you see the “Released Investigation Request” confirmation message.

**PRINT & COMPLETE APPLICABLE DOE FORMS**

**Do not print or complete the forms listed below if they do not apply to you. Check “Yes” and print and complete the form if it applies, or check “No” and do not print or complete the form.**

Yes                  No

                  [Representatives of Foreign Interest Statement](#)  
(Complete form if you hold a position with a foreign-owned company)

                  [Commonwealth of Australia – Consent to Obtain Personal Information](#)  
(Complete form if you lived in Australia for 6 months or more)

                  [Government of Canada – Authority for Release of Information](#)  
(Completed form if you lived in Canada for 6 months or more)

**SUBMIT FORMS TO APPLICABLE SNL PERSONNEL SECURITY OFFICE**

- AL F 470.1 NNSA Personnel Security Clearance Action Request
- e-QIP SF86 – Signature Page: Certification That Answers Are True
- e-QIP SF86 – Signature Page: Authorization for Release of Information
- e-QIP SF86 – Signature Page: Authorization for Release of Medical Information (*if applicable*)
- e-QIP SF86 – Signature Page: Fair Credit Reporting Disclosure and Authorization
- Applicable DOE Forms

**SNL/NM PERSONNEL SECURITY CLEARANCE OFFICE**

**Local (In-state)**

Hand carry all forms to the SNL Personnel Security Clearance Office located in the Innovation Parkway Office Center (IPOC), Suite B, Room 1163/1168 **during customer service hours M-F | 7:15a.m.-3:00 p.m.**

**Tonopah/Out-of-State**

Scan/e-mail ([clearance-nm@sandia.gov](mailto:clearance-nm@sandia.gov)) or fax (505) 844-9739 all forms to the SNL Personnel Security Clearance Office. Completed reinvestigation forms contain Personally Identifiable Information (PII) and must be protected when transmitted over a network (including email) or via facsimiles.

To transmit PII over a network (including e-mail):

- Encrypt transmissions of PII with [Entrust](#) or some other FIPS 140-2 compliant method (such as Office 2007 – see [UCI Information protection options for Office 2007](#)).

To transmit PII via facsimiles:

- Use encrypted fax whenever possible.
- Use unencrypted fax only when encrypted fax is not available.
- Prior to sending PII via fax, contact the recipient to arrange for control of the document.
- Following the transmission confirm with the recipient that the entire transmission has been received.

- Once you have transmitted, **you must contact us to confirm receipt**. We will not know that we are possession of your signature pages unless you alert us to its delivery.

**SNL/CA VISITOR CONTROL OFFICE**

**Local**

Handcarry all forms to the SNL CA Visitor Control Office located in Bldg 911, Room 102 during customer service hours M-F | 7:00 a.m. – 3:00 p.m.

**IMPORTANT FINANCIAL NOTE:**

DOE requires for the Office of Personnel Management (OPM) to conduct a credit check on individuals who currently possess a DOE Access Authorization (clearance) to determine their continued eligibility. If (OPM) is unable to conduct a credit check due to your credit report being frozen or locked, the processing of your DOE Access Authorization request will be stopped. **To continue the processing of your request, DOE suggests that individuals should remove the freeze when they submit their e-QIP. The credit freeze can be reinstated after 40 days.** This will allow the DOE Personnel Security Specialist to conduct a credit check. Failure or refusal to sign a credit release, lift the security freeze, or unlock your credit report will terminate the processing of your DOE Access Authorization. The status of your request will be administratively terminated due to lack of cooperation.