

## DOE Initial Security Clearance Checklist

Required Forms to Initiate the DOE Security Clearance Process at Sandia:

- DOE AL F 470.1, *DOE/NNSA Service Center Clearance Action Request/Personal Identification Verification Form* (Completed by SNL Line Manager)
- Background Review Certification (Conducted by Personnel Security)
- Negative Drug Test Result Memo (Completed by SNL Medical)



Once the Clearance Office receives the above clearance forms: Clearance applicants are notified via e-mail (cc to manager) to schedule/complete electronic fingerprints. The Clearance Office sends a head's up notification followed by the USAccess system notification.

*Clearance applicants must check the e-mail account that was provided on DOE AL F 470.1, DOE/NNSA Service Center Clearance Action Request/Personal Identification Verification Form. This is the email that we use to notify them of any updates or next steps in the clearance process.*



Once the electronic fingerprints are complete, the clearance applicant must notify the Clearance Office to continue the clearance process.



The clearance applicant is notified via e-mail (cc to manager) to complete the SF-86, *Questionnaire for National Security Position Form* via the electronic Questionnaires for Investigations Processing (e-QIP) system. The clearance applicant must also fill out/sign/date DOE F 5631.18, Security Acknowledgement Form and DOE F 472.1, Fair Credit Reporting Act Form.

*Once e-QIP is complete the clearance applicant must turn in the 3 e-QIP signature pages ((1) Certification That Answers are True, (2) Authorization for Release of Information, (3) Medical Release) to the Clearance Office along with the two required forms noted above within 24 hours of certifying and releasing in e-QIP. Additionally, the clearance applicant may be required to complete other forms (foreign relations), if applicable.*



If corrections to the SF-86, *Questionnaire for National Security Position Form* via e-QIP are required, the clearance applicant will be notified via e-mail.

*The clearance applicant is required to make identified corrections, re-answer all yes/no questions, and print and sign the 3 e-QIP signature pages and turn them in within 24 hours of completing the e-QIP corrections. DOE F 5631.18, Security Acknowledgement Form and DOE F 472.1, Fair Credit Reporting Act Form do not need to be resigned.*



Once e-QIP is complete and submitted, the Clearance Office will submit the following to DOE for further processing of the security clearance:

- SF-86, Questionnaire for National Security Position Form (via e-QIP)
- DOE AL F 470.1, Clearance Action Request/Personal Identity Verification Form
- DOE F 5631.18, Security Acknowledgement
- DOE F 472.1, Fair Credit Reporting Act Form
- 3 e-QIP Signature Pages (Certification That Answers are True; Authorization for Release of Information; Medical Release)
- Background Review Certification
- Electronic Fingerprints
- Negative Drug Test Results