

CLEARANCE OFFICE FAQs

Below are some quick tips that will help you successfully meet your clearance processing needs. Please have this handy as you prepare a clearance request, termination, name change, or a leave of absence.

**This Tip Sheet was created from the frequent errors that we have seen. Utilizing this tool will help minimize the errors and speed up the clearance process.*

SUBMITTING A BADGE/CLEARANCE REQUEST

1. **HOW TO DETERMINE IF BADGES ARE READY FOR PICK UP:** When a Contractor/Consultant Badge/Clearance Request form (SF7643-CEC) is submitted to the Clearance Office and is processed, the SNL Requestor (Section 5 on the form) receives an automatic e-mail from the Clearance Office the following day that badge is processed. The SNL Requestor should notify the contractor that the badge is ready at the SNL Badge Office.
2. **WHEN CAN A CLEARANCE STATUS INQUIRY BE SUBMITTED TO DOE?** When the L or Q clearance has been in process for at least one year, the Clearance Office can submit a clearance status inquiry to DOE. Average clearance processing time is anywhere from eight to twelve months.
3. **HOW TO REQUEST AN INTERNAL TRANSFER:** An internal transfer is necessary when a contractor transfers their clearance from one company to another within SNL. Processing time for DOE is usually 5 working days. In order to process an internal transfer the Clearance Office requires the Contractor/Consultant Badge/Clearance Request form (SF7643-CEC) and the Clearance Request Recertification Suitability form (DOE F472.1C) from the SNL line organization prior to individuals last day with the company they are leaving. Once Extension to new company has been approved by DOE, the individual can then submit the Security Termination Statement (STS) (DOE F 5631.29) on the contractor's last day. At this time the individual can pick up the cleared badge with the new company. (Important Note: STS should reflect the "future employer" that the individual will be transferring to. Also, if the SF7643-CEC and DOE F472.1C are not submitted ahead of time the individual will remain uncleared until DOE approves the transfer.)
4. **HOW TO REQUEST AN EXTERNAL TRANSFER:** An external transfer is when a contractor is transferring from one DOE facility to another. Processing time for DOE is usually 5 working days. In order to process an external transfer the Clearance office requires the Contractor/Consultant Badge/Clearance Request form (SF7643-CEC) and the Clearance Request Recertification Suitability form (DOE F472.1C) requesting a transfer. The clearance specialist processes paperwork and forwards to the DOE for processing. Once transfer paperwork is submitted to DOE, the other agency clearance can then be terminated at this time. DOE usually processes an External transfer within five working days. DOE then notifies the Clearance office of the transfer grant, who in turn notifies the FSO. At this time, the individual will be notified to either pick up the badge, if they have previously taken SEC150, or to take SEC150 briefing prior to being issued a badge.

NAME CHANGE

1. **WHEN TO REPORT A NAME CHANGE:** Name changes should be reported to the Clearance Office at phone number 505-284-6873 verbally within two working days followed by written notification within three working days from the date name change is legal.
2. **WHAT FORMS ARE REQUIRED FOR NAME CHANGE:** Submit SF2730-NCB, Name Change Request Form, and verification of name change. (i.e., Marriage License, legal documentation, etc.) to the Clearance Office.

DATA REPORT ON SPOUSE/COHABITANT:

1. **WHEN TO REPORT COHABITATION:** Per DOE M 470.4-5, Personnel Security provide a complete DOE F 5631.34, Data Report on Spouse/Cohabitant form, to the Clearance Office within 45 working days of marriage or co-habitation. This form can be faxed to 505-844-9739, mailed to MS-1475, or hand delivered to Clearance Office.

CLEARANCE TERMINATIONS

2. **WHEN TO REPORT A CLEARANCE TERMINATION:** From the date of individual's employment termination or when it becomes known that the individual no longer requires access to classified information or matter or Special Nuclear Material. DOE F5631.29, Security Termination Statement (STS), must be submitted to the Clearance Office within **TWO WORKING DAYS**. DOE F5631.29 can be faxed to 505-844-9739, or hand carried to the Clearance Office. Completion Record for Contractor Administered Training (SF 4300-CEC) must also be provided with the STS.

LEAVES OF ABSENCE (LOA)

1. **WHEN TO REPORT AN LOA:** Only report LOAs for L and Q cleared contract employees to the Clearance Office. Types of LOA's include, maternity, medical, and military. Provide start and end date for the LOA, if known when reporting to the Clearance Office. Badges should be returned during extended LOAs to the SNL Badge Office.
2. **WHAT FORMS ARE REQUIRED FOR AN LOA:** A Security Termination Statement (DOE F5631.29) must be submitted by the contractor if the **LOA is over 90 working days/non-military**. If a Security Termination Statement is not received, the clearance will be administratively terminated by the Clearance Office. To reinstate a clearance, submit DOE F 472.1C Clearance Request Recertification Suitability form and SF 7643-CEC Contractor/Consultant Badge/Clearance Request form no more than 90 business days prior to expected date of return.
3. **MILITARY DUTY:** For those under Military Orders, provide report to duty date and expected return date. The clearance will NOT be terminated, therefore, please do not submit a Security Termination Statement (DOE F5631.29). Finally, please notify the SNL Extended Absences Coordinator upon return to work. The Clearance Office will notify DOE of Military duty.
4. **RECONCILIATIONS:** Facility Security Officer (FSO's) will receive an e-mail quarterly from the Clearance Office requesting an immediate response to reconcile our records. The e-mail will include a list of all L/Q cleared contractors in our records employed by your company. The FSO is requested to review the list for anyone who has terminated with the company or is no longer working on a Sandia contract. Additionally, the FSO will need to verify company address/contact information. Please submit responses as soon as possible

via e-mail (sherrer@sandia.gov) or fax (505-844-9739). **If you have not received an e-mail, contact Sonia Herrera (SNL/NM), 505-284-5797 or Carol James (SNL/CA), 925-294-2061.**