



U.S. Department of Energy
National Nuclear Security Administration
Service Center (NNSA/SC)
Personnel Security Department (PSD)



Downgrades for Incumbents Fact Sheet

In accordance with DOE M 470.4-5, a downgrade of an employee's access authorization from "Q" to "L" may be requested by an employer to address new access requirements associated with the duties of the position.

Requirements for PSD to Downgrade an Access Authorization

Two work days are allotted for processing a downgrade action. The following document is required for a downgrade:

AL F 470.1 *Clearance Action Request/Personal Identity Verification*. The form must request to downgrade the access authorization from "Q" to "L" in accordance with the new access requirements associated with the duties of the position.

References

DOE Manual 470.4-5, PERSONNEL SECURITY

Questions?

Please contact the PSD HelpDesk. Our telephone hours are Monday through Friday, 7:00 a.m. to 4:00 p.m.
You can also contact us via email.

Phone: (505) 845-4636 / **Fax:** (505) 845-4636 / **Email:** PSDHD@doeal.gov