



## Extensions Fact Sheet

DOE Manual 470.4-5 allows an individual to hold concurrent active access authorizations under the cognizance of two or more Departmental Elements, two or more employers, or one employer under two or more contracts.

### Types of Extensions and Required Documents

1. An INTERNAL EXTENSION is used to extend an access authorization from one NNSA site to another within the purview of NNSA/SC PSD (e.g., Sandia to Los Alamos). An AL F 470.1, *Clearance Request/Recertification/Suitability/PIV* is required.
2. An EXTERNAL EXTENSION is used when NNSA/SC PSD requests an extension line from another DOE Operations office (e.g., Service Center requests an extension from Chicago Operations Office). An AL F 470.1, *Clearance Request/Recertification/Suitability/PIV* is required.
3. A REVERSE EXTERNAL EXTENSION is used when another DOE Operations office has requested an extension line from NNSA/SC PSD (e.g., HQ requests extension from Service Center). The DOE Operations Office requesting extension information submits a facsimile request to NNSA/SC PSD.

### Conditions

1. A “Q” access authorization can be extended either as a “Q” or an “L” access authorization, but an “L” access authorization can only be extended as an “L” access authorization. An access authorization must not be extended to a Department Element where the individual is not employed or does not perform contractual duties.
2. “QX” and “LX” access authorizations cannot be extended, as they are granted for limited access as specified in an access permit.

### 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. (505) 845-4636 / PSDHD@doeal.gov