



### Reciprocity Process Fact Sheet

In accordance with DOE N 470.4, *Reciprocal Recognition of Existing Personnel Security Clearances/Access Authorizations*, applicants for an access authorization may be processed for reciprocity if they have an active security clearance/access authorization with another federal agency. An SF-86, *Questionnaire for National Security Positions*, or new investigative checks will not be requested when the individual has an active access authorization. A reciprocal access authorization may be granted at the same level or lower than the access authorization held at the other agency. *DOE will accept verification that the individual currently holds or has held a security clearance, access authorization, or SCI approval granted by another federal agency, provided the investigative basis meets the standards of the investigation required for the DOE access authorization.*

Reciprocity will be granted under the following conditions:

**Individual Currently Holds Access Authorization or Clearance at Another Federal Agency**

Verification will be made through the Office of Personnel Management (OPM) Clearance Verification System (CVS) and/or Department of Defense Joint Personnel Adjudication System (JPAS). The following documents are required:

- AL F 470.1, *Clearance Request/Recertification/Suitability/PIV*
- DOE F 5631.18, *Security Acknowledgment*
- Drug Test results that demonstrate the absence of any illegal drugs (existing requirements: 10 CFR 707; DEAR 970.5223-4 Workplace Substance Abuse Programs; DEAR 952.204-2). The test must have been administered within 1 year of request for reciprocity.

**The Access Authorization has been Inactive for 2 Months or Less**

Verification will be made through the CVS and/or JPAS. The following documents are required:

- AL F 470.1, *Clearance Request/Recertification/Suitability/PIV*
- DOE F 5631.18, *Security Acknowledgment*
- Drug Test results that demonstrate the absence of any illegal drugs (existing requirements: 10 CFR 707; DEAR 970.5223-4 Workplace Substance Abuse Programs; DEAR 952.204-2). The test must have been administered within 1 year of request for reciprocity.

**If the Clearance has been Inactive for at Least 2 Months, but Less than 24 Months**

An access authorization will be reapproved through Reciprocity for an individual who formerly held an access authorization and the last reinvestigation was within the most recent 7 years for a “Q” or 10 years for an “L,” absent the development of any derogatory information. The following documents are required:

- AL F 470.1, *Clearance Request/Recertification/Suitability/PIV*
- DOE F 5631.18, *Security Acknowledgment*

- Drug Test results that demonstrate the absence of any illegal drugs (existing requirements: 10 CFR 707; DEAR 970.5223-4 Workplace Substance Abuse Programs; DEAR 952.204-2). The test must have been administered within 1 year of the date that the applicant certified the SF-86 via the OPM Electronic Questionnaires for Investigations Processing (e-QIP) system.
- SF-86, *Questionnaire for National Security Positions* submitted electronically through e-QIP.

### **Individual Does Not Meet Reciprocity Requirements**

Reciprocity will not be granted if the individual's current or former access authorization cannot be verified through CVS and/or JPAS, or their last investigation is older than 7 years for a "Q" or 10 years for an "L." The individual will be processed as an applicant (refer to Applicant Fact Sheet).

### **References**

- DOE N 470.4, *Reciprocal Recognition of Existing Personnel Security Clearances/Access Authorizations*
- 10 CFR 707, *Workplace Substance Abuse Programs at DOE Sites*
- DEAR 970.5223-4, *Workplace Substance Abuse Programs*
- DEAR 952.204-2, *Security Requirements*
- Secretary of Energy Memorandum, dated September 14, 2007, [Decisions Regarding Drug Testing for Department of Energy Positions that Require Access Authorization \(Security Clearance\)](#)

### **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