Reinstate Contractor Security Clearance Flowchart

FSO works with Sandia Management to:

Submit Clearance Action Request, Contractor Badge Request form, Security Acknowledgement form and Criminal Background Check to Personnel Security Clearance Office

Personnel Security requires a minimum 5 business days to process submitted paperwork

SNL Personnel Security Clearance Office

Once processed, Personnel Security notifies Clearance Applicant to complete the enrollment and fingerprint process. Applicant has two weeks to complete.

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Upon completion of the fingerprint enrollment pocess, applicant is initiated into the SF-86, Questionnaire for National Security Postition via

e-QIP .

Applicant has two weeks to complete the e-QIP packet

SNL Personnel Security Clearance Office

Reviews Submitted Clearance Paperwork

- AL F 470.1 Clearance Action Request Form
- SF-86, Questionnaire for National Security Position Form via e-QIP. Personnel Security requires 6 calendar days to review

(***If corrections are required, applicant will be given additiojnal time to make necessary corrections ***)

- DOE F 5631.18 Security Acknowledgement Form
- SF-7643-CEC Contractor badge request
- SF-2730-CIV Contractor Pre-Processing background Review Certification
- (4) e-QIP Signature Pages

(1) Certification That Answers are True
(2)Authorization for Release of Information
(3) Medical Release
(4) Fair Credit Report Act Authorization

SNL Personnel Security Clearance Office

Submits Clearance Packet to DOE Personnel Security Processing Department

- AL F 470.1 Clearance Action Request Form
- SF-86, Questionnaire for National Security Position Form via e-QIP.
- Negative Drug Test Results
- DOE F 5631.18 Security Acknowledgement Form
- SF-7643-CEC Contractor badge request
- SF-2730-CIV Contractor Pre-Processing background Review Certification
- (4) e-QIP Signature Pages

(1) Certification That Answers are True
(2)Authorization for Release of Information
(3) Medical Release
(4) Fair Credit Report Act Authorization

DOE Personnel Security Processing Department

Reviews Applicant's Clearance Packet. DOE requires up to 2 weeks to review.

DOE Personnel Security Processing Department

Submits a Request to the U.S. Office of Personnel Management Federal Investigative Services to Conduct a Background Investigation on the Clearance Applicant

Clearance Applicant

Tracks the Processing Status of Their Security Clearance Request Utilizing the DOE Applicant Tracking System.

This is a clearance tracking system offered by OPM and does not reflect when a badge will be ready at SNL.

U.S. Office of Personnel Management Federal Investigative Services

Conducts Background Investigation on Clearance Applicant and Submits Results to DOE. Investigation takes an estimated 3-5 months, depending on level and information obtained.

DOE Personnel Security Adjudication Department

Reviews Background Investigation Results. Determines if a Security Clearance will be Granted or Not and notifies Personnel Security Clearance Office of their decision. Adjudication takes an estimated 2-4 weeks to complete.

SNL Personnel Security Clearance Office

Verifies & Processes DOE's Clearance Notification In An Internal Personnel Security Database.

SNL Personnel Security requires 3-5 days to process and send clearance notifications.

SNL Personnel Security Clearance Office

Notifies Clearance Applicant & Manager of DOE's Clearance Decsion.

Clearance Applicant

Enrolls in and Completes an SEC150 Comprehensive Security Briefing.

This may be completed prior to clearance being granted.

Clearance Applicant

Picks Up Cleared Badge From the Personnel Security Badge Office