



U.S. Department of Energy
National Nuclear Security Administration
Albuquerque Complex
Office of Personnel and Facility Clearance



Reinstatement Process Fact Sheet

In accordance with DOE O 472.2, *Personnel Security*, individuals who no longer possess a security clearance may have a security clearance reinstated at the previous or lower level when a valid justification for access to classified information has been received and the previously-held security clearance was terminated for administrative, non-prejudicial reasons, and not for cause. Reinstatements may apply to former DOE or non DOE security clearance holders.

Prior to submitting a request for a reinstatement, sites are asked to check CPCI to see where the personnel security file is located. In most instances, files that were terminated in the last two years are housed in our vaults; however, files terminated prior to this are housed at the Federal Record Center and must be requested. Files that are located at another DOE Operations Office will also have to be requested. To request a file, send an email to the help desk. No forms are required until the file has arrived, which can take 2-4 weeks. The site will be notified once we receive the file so that the request for reinstatement can be sent.

If a clearance has been terminated for more than ten years, the file may already be destroyed. We will request a reinvestigation prior to reinstatement in any case where more than ten years has elapsed since the previous investigation. The new investigation shall be completed and adjudicated prior to the reinstatement.

Individual formerly held a DOE clearance and investigation no older than 5 years old

If the individual has remained employed by or under contract to DOE since prior clearance was terminated and was not for cause, no new or unresolved derogatory information, and the required background investigation is no older than 5 years old regardless of the level of the currently-required security clearance, the following documents are required for reinstatement:

- AL F 470.1, *Clearance Action Request (CAR)*
- SF 86C, *Standard Form 86 Certification or SF86*
- Favorable drug test result – drug test must have been taken within 60 calendar days of the individual’s SF-86 signature. Test not required if proof exists of a DOE-affiliated favorable drug test completed within 12 months of the request for reinstatement, **and** if the subject’s DOE employment (contractor or Fed) has not lapsed in the interim. If employment terminated for any reason, a new test will be required regardless of the age of the last test.

If derogatory information exists, it will have to be favorably adjudicated prior to reinstatement.

Individual terminated less than two years ago, did not remain employed or under contract to DOE since prior clearance termination, and investigation is no older than 5 years old

The individual left employment in which a security clearance was held less than 2 years ago, termination was not for cause, no new or unresolved derogatory information, Clearance Verification System has been checked to ensure that there is an in-scope investigation and reveals no issues of a security concern, and the

required background investigation is no older than 5 years old regardless of the level of the currently-required security clearance, the following documents are required for reinstatement:

- AL F 470.1, *Clearance Action Request (CAR)*
- DOE F 5631.8, *Security Acknowledgement*
- SF 86C, *Standard Form 86 Certification or SF 86*
- Favorable Drug Test taken within 60 calendar days of the individual's SF-86 signature.

If derogatory information exists, it will have to be favorably adjudicated prior to reinstatement.

For reinstates when the investigation is more than 5 years old but less than 10 years old

If the investigation is older than 5 years old, regardless of the level of the currently-required security clearance but less than 10 years, a reinvestigation will have to be requested, the following documents are required for reinstatement:

- AL F 470.1 *CAR*
- DOE F 5631.8, *Security Acknowledgement*
- Favorable Drug Test taken within 60 calendar days of individual's SF 86 signature
- e-QIP package with SF86 (an SF 86C may not be used when a reinvestigation is required)

If information received is favorable, the clearance can be granted once the required reinvestigation has been initiated. If the information received is derogatory and cannot be favorably adjudicated, or if the investigation is greater than 10 years old, it will be processed as an Applicant (see Applicant Fact Sheet for guidance) and not a Reinstater.

Temporary Reinstatements

Where the requirements of a particular case will not permit the timely completion of normal processing procedures and where delay in granting the clearance will result in adverse mission impact, the Site Manager may request, in writing to the Cognizant Personnel Security Office (CPSO) that these procedures be modified. The request will be forwarded to the Director, Office of Departmental Personnel Security for review and approval.

- The individual must have held a clearance equal with the level and category of the classified information to which access is now required.

The security clearance will be terminated by the CPSO when the need for access has expired. **In no case will the clearance exceed 30 calendar days' duration.** Clearances needed for longer than 30 calendar days must be processed as an Applicant (see Applicant Fact Sheet for guidance).

References

- DOE O 472.2, *Personnel Security*
- SF 86C, *Standard Form 86 Certification*
- SF 86, *Questionnaire for National Security Positions*
- PSD Memorandum, Implementation of Acquisition Security Clause, dated 09/19/09

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