



Personnel Security Department (PSD)

**Reinvestigation Fact Sheet**

Reinvestigations are designed to ensure that individuals with access authorizations are periodically reevaluated to determine their continued need for such access authorizations and reinvestigated to determine their continued eligibility. A reevaluation and reinvestigation must be completed every 5 years for individuals holding “Q” access authorizations and every 10 years for individuals holding “L” access authorizations.

The site holding the oldest and higher clearance interest is considered to be the “owner” of the clearance; the owner is responsible for funding and processing the reinvestigation. DOE M 470.4-5, PERSONNEL SECURITY, reflects that a clearance can be extended, which allows an individual to hold concurrent active clearances under the cognizance of two or more Departmental elements, two or more employers, or one employer under two or more contract numbers (see Extensions Fact Sheet).

**Required Documents and Forms**

For a reinvestigation case to be processed for continued access to classified information a clearance package must be completed and submitted to the PSD. Documents may be faxed to PSD in advance of mailing the signed original documents. Per applicable regulations and policies, the package must contain the following:

- DOE AL F 470.1, *Clearance Justification/Recertification/Suitability Form*.
- Standard Form 86, *Questionnaire for National Security Positions* (Submitted electronically through E-QIP).
- Signature pages generated by the e-QIP system: Certification page, Release of Information, and Medical Release (if applicable).
- DOE F 5631.18, *Security Acknowledgment*.
- DOE F 472.1, *Release (Fair Credit Report of 1970, as amended)*.
- DOE F 5631.2A, *Additional Information to be Obtained for Investigation of U.S. Citizens Who Have Resided in Foreign Countries and for Investigation of Naturalized U.S. Citizens*, applicable to all naturalized citizens and applicants who have resided in a foreign country (including active military residing on a military base) for over one year.

**Circumstances Causing a Change of Clearance Owner or Site**

There are circumstances that may prompt the change of clearance owner and/or cause a reinvestigation to be added or moved from one site and/or its reinvestigation list to another. The following examples illustrate some of those circumstances.

1. **Extensions.** Site requests an extension of a clearance held at another DOE Operations Office or NNSA Site. The clearance ownership may default to the site holding the extension if other

clearance interest(s) is terminated and/or if the extension is the oldest clearance interest and the higher clearance level.

2. **Downgrades.** Site holding an extension of a clearance may become the clearance owner if the clearance interest(s) is downgraded at another site. The clearance ownership automatically defaults to the site that holds the higher clearance level.
3. **Reinstates.** Site requests a reinstate of DOE clearance and PSD may determine the individual is due for reinvestigation.
4. **Special Reinvestigations.** DOE M 470.4-5 reflects that a reinvestigation may be scheduled whenever there is evidence that the individual engaged in an activity, or has been subject to circumstances that cause a security concern within the meaning of 10 Code of Federal Regulations (CFR) Part 710, or as a follow up to previously adjudicated derogatory issues.
5. **Transfer.** Site requests a transfer of a clearance from another DOE Operations Office or NNSA Site, and/or from one employer to another at the same site. The clearance ownership will default to the requesting site as well as the obligation for the reinvestigation.
6. **Upgrade of clearance level.** Site holding an extension of clearance may request a clearance upgrade of the extension interest. If the upgraded extension interest is the highest clearance level, the clearance ownership automatically defaults to the site holding the higher clearance level.
7. **Upgrade of investigation type.** DOE M 470.4-5 reflects that if an individual's SF-86 or personnel security file reflects new and/or unresolved derogatory information, the type of investigation may be upgraded to provide additional information.

## References

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