

Frequently Asked Questions

1. Why can't contractors have "read-only" access to SSIMS?

SSIMS contains sensitive and classified information regarding government agencies and contractors who conduct business of a classified nature with DOE/NNSA. As a result, DOE/NNSA strictly controls access to the system. As the Designated Responsible Office (DRO) for its remote sites and subcontractors, SNL/New Mexico has access to SSIMS and can query information specific to the Facility Clearance Program, such as which facilities (e.g., contractors) possess a Facility Clearance and any associated contracts requiring access authorizations. With a valid need to know, subcontractors may request information from SSIMS through SNL. Queries should be sent to farabc@sandia.gov. You will be asked to provide a justification for the information requested. If the information requested is not related directly to your company or your direct subcontractors, the request will more than likely be denied.

Contact: Paulette Solis, Facility Clearance Program

2. What type of ID may be used when subcontractors need to request government rates at hotels?

Contractors may request Lockheed Martin rates through Travelocity Business. However, DOE does not allow us to issue a Travel Authorization Card to SNL contractors, so contractors are not entitled to receive the government rate at hotels. The Lockheed Martin rate is often equal to, and in some cases, less than the government rate.

Contact: Patricia A. Taylor, Travel & Treasury

3. Who can sign the 2730-UBR, *Uncleared Contractor Badge Request Form*?

A Facility Security Officer or company official may sign the form in the designated area, to verify that the contractor is a U.S. Citizen, as well as to certify that the contractor has completed required training. The SNL Requester section of the form must list an employee of Sandia National Laboratories, and the form must be signed by a Sandia Manager.

Contact: Delvin Wood, Personnel Security Clearance Office

4. How long will Personnel Security honor an old form?

Current forms are required for clearance processing and should be downloaded from the [Sandia Contractor Tool Cart Clearance Office website](#). When DOE updates their clearance processing forms, we take action to post the most current form on our website. Personnel Security is unable to process outdated DOE forms.

Contact: Delvin Wood, Personnel Security Clearance Office

5. Do Facility Security Officers need to make sure that a badge is returned to Sandia National Laboratories if the contract and/or badge have not expired?

Badge Type	Badge expired?	Badge not expired?
 <p>HSPD-12 Federal Credential</p>	Return badge to Sandia Personnel Security Badge Office.	Return badge to Sandia Personnel Security Badge Office.
 <p>Uncleared Local Site Specific Only Contractor Badge</p>	Do not return badge to Sandia Personnel Security Badge Office.	Return badge to Sandia Personnel Security Badge Office.
 <p>Cleared Local Site Specific Only Contractor Badge</p>	Do not return badge to Sandia Personnel Security Badge Office.	Return badge to Sandia Personnel Security Badge Office.

Contact: Delvin Wood, Personnel Security Clearance Office

6. What information do we need to provide when a termination is for cause?

If the termination is for a reason that would call one's ability to maintain a security clearance into question, we need the information to pass on to DOE. If you are unsure whether a termination meets the DOE criteria, contact SNL Corporate Investigations. DOE's position is that national security supersedes a company's requirement not to reveal the reason.

Contact: Chris Padilla, Corporate Investigations

7. Reciprocities may be initiated in eEquip if determination is made from DOE that they do not meet reciprocity requirements. Why is it when they do not meet the requirements? Shouldn't it be when they do?

Individuals do not meet DOE reciprocity requirements if their current or former clearance cannot be verified, or if the individual's last background investigation is out of scope (older than 7 years for a Q or 10 years for an L).

For additional information, please see the following:

- [Clearance Reciprocity webpage](#)
- [DOE Reciprocal Clearance Fact Sheet](#)

Contact: Delvin Wood, Personnel Security Clearance Office

8. Many of our contractors need L clearances; is there a limit on how many may be requested?

Contractor clearance requests should be limited to contractor personnel who require a clearance to conduct the work specified on an authorized contract. Clearances may not be requested or continued for the following reasons:

- To establish a pool of cleared employees.
- To accommodate an individual's personal convenience, expedience, gain, or advantage.
- In anticipation of unspecified classified work.

Contact: Delvin Wood, Personnel Security Clearance Office

9. In RFQs, what does it mean when Procurement asks, "Do you have an active FOCI?"

Procurement is referring to your Facility Clearance. The statement should read, "Do you have an active Facility Clearance?" In order to obtain and retain a Facility Clearance, the company must have an active contract that requires personnel security clearances. Procurement will validate, with the Facility Clearance Program, any information you provide. The Facility Clearance Program will work with Procurement to update the language in the RFQ.

Contact: Paulette Solis, Facility Clearance Program

10. What do we need to do to become a possessing facility?

A contractor cannot directly request to become a possessing facility. If SNL has a contractual need to have a subcontractor perform work off-site, the Sandia Delegated Representative and Sandia Contracting Representative will notify Security. Once a contractor company has been selected, Security will work with the FSO to ensure that all protection measures are in place prior to the commencement of work. The process to approve a contractor to perform classified work is extensive and could take several months to complete.

Contact: Paulette Solis, Facility Clearance Program

11. What is required for subcontractors regarding uncleared badges?

Contractors who do not require a clearance and only require physical access to SNL may receive an uncleared badge from the Sandia Personnel Security Badge Office after their SNL Manager completes and submits an SF 2730-UBR, *Uncleared Contractor Badge Request Form*, to the Badge Office.

Required forms for an uncleared contractor badge request:

- [SF 2730-UBR, *Uncleared Contractor Badge Request Form*](#)
- [SF 2730-BRF, *Initial Security Briefing \(SEC050\)*](#)

For more information, please see the [Sandia Personnel Security Badge Office webpage](#).

Contact: Delvin Wood, Personnel Security Clearance Office

12. Is the 2370-CIV Pre-processing form required to be filled out for uncleared badges?

No. This form is only required for contractors requesting an initial clearance or clearance reinstate. If contractors require an uncleared badge while their initial clearance is being processed, this form is required.

For more information, please see the [Sandia Personnel Security Clearance Office webpage](#).

Contact: Delvin Wood, Personnel Security Clearance Office

13. Why does it take so long for a personnel clearance upgrade?

For a majority of clearance upgrades, an updated background investigation is required. Some individuals have more complex backgrounds than others, and consequently, more time is required to conduct a complete background investigation. DOE will not upgrade clearances until they are able to resolve any derogatory information found in an individual's background investigation.

Contact: Delvin Wood, Personnel Security Clearance Office

14. Can contractors have access to the Incoming Visit Application to submit requests for uncleared visitor badges?

No. Sandia's internal Incoming Visits Application requires the visitor's personal information to be entered in Enterprise Person. Only Sandia Managers and their delegates are allowed to enter information into this system. In order to maintain control of visits and access to our facility, Personnel Security requires the visit requester to be a Sandia employee.

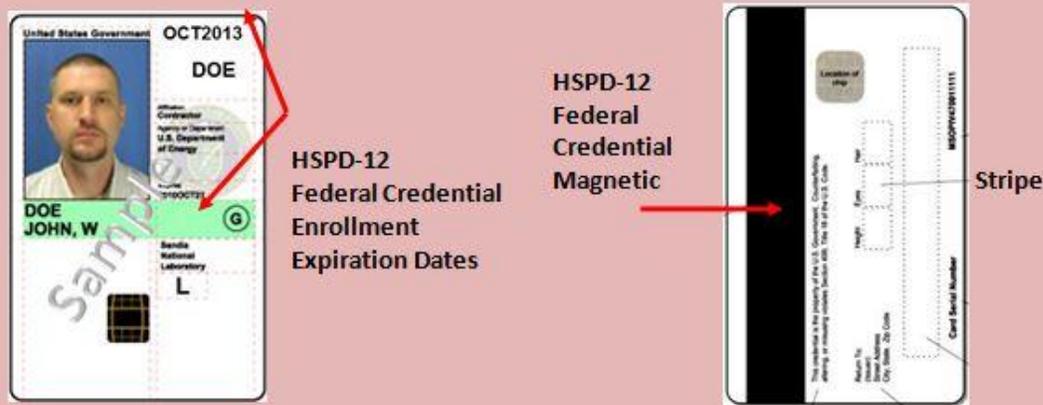
Contact: Delvin Wood, Personnel Security Clearance Office

15. How do I know when my HSPD-12 Federal Credential expires?

HSPD-12 Federal Credentials issued to Sandia contractors are programmed to match the start and end dates of the longest running authorized contract they are working on. The Personnel Security Badge Office encodes the dates of the contract onto the card's magnetic stripe to control the contractor's physical access to the site.

Note: All HSPD-12 Federal Credentials are printed with a 5-year card enrollment expiration date. The date printed on the card does not correspond to the contract expiration date.

Scenario: A contractor works for XYZ, Inc. on a contract scheduled to expire on 09/30/13. The printed date on the contractor's HSPD-12 Federal Credential reads OCT2013. If the XYZ, Inc. contract is not renewed prior to 09/30/13, the contractor's credential will expire the day after 9/30/13, and will need to be returned to the Sandia Personnel Security Badge Office.



Contact: Delvin Wood, Personnel Security Clearance Office

16. Why are expiring badge notifications sent before the expiration date listed on my HSPD-12 Federal Credential?

All HSPD-12 Federal Credentials are printed with a 5-year card enrollment expiration date. The date printed on the card does not correspond to the contract expiration date.

HSPD-12 Federal Credentials issued to Sandia contractors are programmed to match the start and end dates of the longest running authorized contract they are working on. Expiring badge notifications are generally distributed to the SNL Requester 30 days before the contract expires in Oracle.

Contact: Delvin Wood, Personnel Security Clearance Office

17. Is DOE F 5631.29, U.S. DOE Security Termination Statement, required if it has not been signed by the individual?

Yes. DOE F 5631.29 is required to be submitted to the Personnel Security Clearance Office within 2 days from the date of termination, even when the individual is unable to sign the form. When an individual is unable to sign the DOE F 5631.29, U.S. DOE Security Termination Statement, the FSO should write "Not Available to Sign" above the "(Signature of Person Whose Access Authorization is Being Terminated)" section of the form, and immediately submit the form to the Personnel Security Clearance Office. Sandia's Personnel Security Office will follow-up and obtain the individual's signature.

For additional information, please see the following:

- [Clearance Termination webpage](#)

Contact: Delvin Wood, Personnel Security Clearance Office