

OUO/PII

This form should be protected as Official Use Only and Personally Identifiable Information upon completion.

**Applicable
Laws,
Regulations,
and Executive
Orders**

Per 48 CFR 952.204-2 Security, the Contractor must conduct a background review of the checks listed on the previous page. In collecting and using this information to make a determination as to whether it is appropriate to select an uncleared applicant or uncleared employee to a position requiring an access authorization, the Contractor must comply with all applicable laws, regulations, and Executive Orders, including those: (A) Governing the processing and privacy of an individual's information, such as the Fair Credit Reporting Act, Americans with Disabilities Act (ADA), and Health Insurance Portability and Accountability Act; and (B) prohibiting discrimination in employment, such as under the ADA, Title VII and the Age Discrimination in Employment Act, including with respect to pre- and post-offer of employment disability related questioning.

**Contractor
Badge
Request**

All clearance requests must be initiated via the online Contractor Badge Request (CBR) application and include the following two forms available on the [FSO Tool Cart](#) or by clicking on the documents below.

- 1) [PERSEC F 5633.33, NNSA Personnel Security Clearance Action Request](#)
- 2) [DOE F 5631.18 Security Acknowledgment Form](#)

Complete these forms and submit (i.e. upload) as part of the CBR. Cleared badge requests without these two forms will be rejected.

**Records
Maintenance**

All records and information pertaining to applicant and employee access authorization matters, including copies of security forms and information collected from the conduct of pre-processing investigation verification checks, must be protected against unauthorized disclosure [Privacy Act of 1974 (5 U.S.C 552a)]. Information collected by the contractor for access authorization processing must not be used by the contractor for any purpose other than that for which it is intended and must not be provided to non-contractor employees or any other entity or organization without prior approval from the DOE processing personnel security office.

References

DOE O 472.2, Personnel Security (*Attachment 1, Contractor Requirements Document*)

DEAR 952.204-2 Security Clause

SNL/NM Personnel Security Clearance Office
Secure Fax: (505) 844-9739
Email: clearance-nm@sandia.gov

SNL/CA Visitor Control Office
Secure Fax: (925) 294-1330
Email: clearance-ca@sandia.gov