Clearance Reinvestigation Instructions

☐ Complete PERSEC F 5633.33 NNSA Personnel Security Clearance Action Request form with your SNL Manager and send the completed form to clearance-nm@sandia.gov. Review pages two and three of the PERSEC F 5633.33, for instructions on how to complete the form.

NOTE: If you are briefed into a DOE/NNSA Special Access Program (SAP), check “Yes” in the appropriate box in the “Clearance Action” section. WFO/IWFO SAP personnel check “No”. Then immediately contact the Reinvestigation Specialist to notify them. Failure to indicate that you are briefed into a DOE/NNSA SAP, will cause delay in processing your reinvestigation and will require additional steps.

If your manager decides to downgrade your security clearance, send an email to clearance-nm@sandia.gov immediately so that appropriate action may be taken. Your manager must submit PERSEC 5633.33 NNSA Personnel Security Clearance Action Request form to request the downgrade.

******************************************************************************BE ADVISED******************************************************************************

- You MUST follow the instructions provided in this document in addition to the instructions provided in the SF 86 eQIP application.
- Failure to follow the instructions provided in this document may result in your submission being rejected back to you to be redone.
- It is recommended that you review all pages of this document prior to CERTIFYING your SF 86 eQIP.

******************************************************************************

☐ Log into eQIP at www.opm.gov/e-qip/

1) At the e-QIP Application webpage, click on ‘Enter eQIP Applicant Site’.
2) The next page should display three green check marks indicating Web Browser compatibility. Scroll down, click ‘Continue’.
   a. If you cannot proceed past this webpage:
      i. Click “Tools”, select “Internet Options”
      ii. Click the “Advance” tab, scroll to the bottom and click on “TLS 1.0”
      iii. Click “Ok”
      iv. Attempt to access the eQIP site again
   b. If this does not work, try a different web browser (such as Internet Explorer, Mozilla Firefox, Google Chrome, etc.)
3) Unless you have completed an eQIP packet online after June 24, 2013, then you must ‘Register for a Username and Password’.

Clearance Reinvestigation eQIP Guide
General Information:

- **ADDRESSES**
  Complete physical addresses are required. **P.O. Boxes are not acceptable.**
- **SNL NM & CA WORK LOCATIONS**
  Include the building and room number with the physical address.
- **MIDDLE NAMES**
  If you cannot provide the middle name or initial, then leave the field blank and select “NMN” from the drop down menu.
- **Responses such as “I don’t know”, “None”, “N/A”, and “Unknown” are not valid without a comment that demonstrates an inability to get the requested information.**

Sections 1-4: Identifying Information:

- **NAME (Last, First, Middle)**
  The name entered here must match DOE’s records.
- **COUNTY**
  For cities with counties, make sure to also include the county.
  - For Washington, DC, input “Washington” for the city, leave the county blank, input “DC” for the state.

Section 5: Other Names Used

- If applicable, include maiden names and names from all former marriages.
- Include any/all nicknames or initials that you have used for official purposes or legal signatures.
- **Married/Divorce:** For any marriage where you did not take your spouse’s last name, add a comment that your name was not changed upon marriage.
- Do not leave gaps in dates. Provide entries for all names used from DOB to the date you started using your current name, even if you must provide multiple entries for a name.

Section 7: Your Contact Information

- **HOME TELEPHONE NUMBER**
  This should reflect your primary contact number. It does not have to be a landline.

Section 8: U.S. Passport

- **LOST PASSPORTS**
  Enter “000000000” for the passport number and provide a comment explaining you lost it.

Section 11: Where You Have Lived (No P.O. Boxes)

- **PERSON WHO KNEW YOU**
  You must include their address & phone number. If you do not know your neighbors, you may list someone else who can verify the residence. Do NOT list your spouse, cohabitant, anyone related to you (including by law), or anyone you list as a reference in Section 16.
Section 12: Where You Went To School (NO P.O. Boxes)

- **ADDRESSES**
  Provide a complete physical address (preferably for the Admissions Office. “1 University” is NOT valid). Any address that is not a complete physical may get rejected. If you require assistance with this, please contact the university.
  - For UNM you may use 1924 Las Lomas Albuquerque, NM 87131.

- **PERSON WHO KNEW YOU**
  This is required for education in the last 3 years. You may use a professor, using the college address and phone number for their contact information.
  - **Correspondence/Distance/Extension/Online Schools**
    A verifier is required. List someone who has knowledge of your receiving this education (friend, family, coworker, etc.)

Section 13A: Employment activities/Employment & Unemployment Record (No P.O. Boxes)

- **SNL EMPLOYMENT**
  - **EMPLOYMENT ACTIVITY:** Sandia National Labs is a Federal Contractor (applicable to all employees, contractors, consultants, and students).
  - **EMPLOYER ADDRESS:** Use the following.
    Sandia/NM: 1515 Eubank Blvd. SE, Albuquerque, NM 87123
    Sandia/CA: 7011 East Avenue, Livermore, CA 94550
  - **TELEPHONE NUMBER** (for both NM & CA): 505 845 9400.
  - **SUPERVISOR ADDRESS:** Must be a complete physical address, with building and room number.
    Sandia/NM: 1515 Eubank Blvd. SE, Building__/Room___, Albuquerque, NM 87123
    Sandia/CA: 7011 East Avenue, Building__/Room___, Livermore, CA 94550

- **CONTRACTORS/CONSULTANTS**
  In a comment, provide your Sandia Supervisor’s name and contact information (address, building and room number, phone number).

- **UNEMPLOYMENT**
  This requires a person who can verify you were not working, such as a relative or roommate. Do not use the Department of Labor.
  - STUDENTS are considered unemployed unless you had job.

Section 14: Selective Service Record

- If applicable, include your Selective Service Number. To obtain your Selective Service Number, contact Selective Service at 1-847-688-6888 or find the information online at https://www.sss.gov/RegVer/wfVerification.aspx.
Section 16: People Who Know You Well

- Do not list your spouse, former spouse(s), relatives (blood or law), or anyone listed elsewhere on the form.
- When listing someone who works for SNL, you may use their work addresses:
  - Sandia/NM: 1515 Eubank Blvd. SE, Building __/Room__, Albuquerque, NM 87123
  - Sandia/CA: 7011 East Avenue, Building__/Room__, Livermore, CA 94550

Section 17: Marital Status:

- MARRIED
  If your spouse did not take your married name, add a comment stating this. Otherwise list an entry for spouse’s maiden name under Other Names Used.
- FORMER SPOUSES
  All former spouses must be included whether living or deceased, and regardless of timeframe. Provide complete information (such as current address, telephone number, etc.)
  Provide the comment “Not in contact” for each former spouse you do not have contact with.
- COHABITANTS
  Do NOT list your spouse or relatives. By DOE definition, a Cohabitant is someone with whom you are cohabitating, have a spouse-like relationship with, but are not married to.

Section 18: Relatives

- PLACE OF BIRTH
  Now required for each relative.
- CITIZENSHIP DOCUMENTATION (for foreign born relatives)
  - For relatives that were born to military parents on a U.S. Military Base that is overseas, check “Other” and add a comment “U.S. Citizen born in the U.S. or on U.S. Territory.”
  - For relatives that were born abroad (e.g., born to U.S. parents, but parents were traveling overseas on vacation) the comment should be “U.S. Citizen born abroad,” in which case citizenship document information is required.
  - For relatives that are naturalized citizens, passport information is acceptable.
- ADDRESSES
  If your relatives lives somewhere without complete physical addresses, you may provide a complete physical address for their work place or directions to their home.
- If you cannot provide information on a relative, see “General Information” on page 2 of these instructions.

Section 20C: Foreign Countries You Have Visited

- Foreign Countries you have visited in the last 7 years: Since contractors can be sent on official government travel, they are not required to list them here unless personal trips were made in conjunction with the official U.S. Government travel. During the personal subject interview, the individual will be asked about any official government or foreign travel in the last 7 years in order to ascertain if any trips resulted in lasting foreign contacts or problems with customs or law enforcement.
- TRAVEL THAT INVOLVES MULTIPLE COUNTRIES (such as cruises)
You must provide individual entries for each country.

Section 25: Investigations and Clearance Record

- “HAS THE U.S. GOVERNMENT EVER INVESTIGATED YOUR BACKGROUND?”
  You must answer YES.
  Add an additional entry for your last investigation.
  - INVESTIGATING AGENCY
    U.S. Office of Personnel Management is the investigating agency for DOE “Q” and “L” clearances.
  - DATE INVESTIGATION WAS COMPLETED
    Include your last investigation date (approximately 5 years for a “Q” and 10 years for an “L”).
  - NAME OF AGENCY THAT ISSUED THE CLEARANCE
    This information is not required.
  - DATE GRANTED
    This information is not required. You may check the “I don’t know” box.

Section 26: Financial Record

IMPORTANT FINANCIAL NOTICE: Credit checks are a required part of the clearance reinvestigation process. If you have “frozen” or otherwise blocked access to your credit information, you must temporarily remove that restriction. DOE advises that this be done at the time of e-QIP submission and remain in effect for 40 calendar days, after which the restriction may be reinstated. Failure to allow the necessary credit checks may result in DOE terminating further processing of your reinvestigation.

- If you answer “Yes” to any questions in this section, you must provide all information requested (Company Name, Account Number(s), Address, Amounts, etc.).
- P.O. Box addresses are allowed in this section only.
☐ Certify/Validate Your eQIP

**WARNING 1**

Once you certify your eQIP submission, you will no longer be able to alter the information you’ve provided. Make sure you have followed all previous instructions before Certifying.

☐ Archival Copy (Step 2 of 4 of the eQIP Release Process)

You may print a copy of your e-QIP by clicking on the ‘Display the Archival Copy of this Investigation Request for Printing’ link.

☐ Complete eQIP Signature Pages (Step 3 of 4 of the eQIP Release Process)

All forms will be digitally signed in eQIP. However, If you are briefed into a DOE SAP, then you must print and sign all signature pages and deliver them to the SNL clearance office located in IPOC next to the Badge Office. For questions please email clearance-nm@sandia.gov

- Certification That Answers Are True
- Fair Credit Reporting Disclosure and Authorization
- Authorization for Release of Information

☐ Release Request to Agency (Step 4 of 4 of the eQIP Release Process)

Click “Release Request/Transmit to Agency.” Then click “OK.” Your packet is not “released” until you see the “Your Investigation Request has been released” confirmation message.

☐ If you have not done so already, meet with your manager and submit the [PERSEC F 5633.33 NNSA Clearance Action Request form](https://example.com), immediately to the clearance office at [clearance-nm@sandia.gov](mailto:clearance-nm@sandia.gov). Failure to do so will cause delay in the processing of your Reinvestigation.
TO: DOE Clearance Applicant

FROM: Joanne Browder, Manager (4249), MS-1475
Personnel Security Department, Sandia National Laboratories/NM

SUBJ: Notification of retention of SF-86, Questionnaire for National Security Positions

Your Security Forms will be reviewed for completeness by designated contractor employees prior to submission to DOE.

DOE O 472.2 states that paper or electronic copies of your completed security forms may be retained by Personnel Security. Your files are protected from unauthorized disclosure, as their access is restricted to the Personnel Security Office.

It is recommended that you keep a copy of your completed security forms for your own personal records.