

U.S. Department of Energy Request For Visit or Access Approval

Incoming Classified Visits Tips

1. Allow enough time for processing (2-6 weeks for continuing):
2. A fax will be accepted as an original with no need to mail a hard copy.
3. Include Social Security Numbers. DOE will not process a request without Social Security Numbers.
4. Interim SECRET or Interim TOP SECRET clearances will not be accepted.
5. DOD contractors must send their visit request through their User Agency for SRD/CNWDI access.
6. Give a clear, concise purpose. **DO NOT** use acronyms.
7. If access to Sensitive National Security Information (SNSI) is required, the purpose must be written so that access is clearly and explicitly justified.
8. If access to Critical Nuclear Weapon Design Information (CNWDI) is required, the purpose must be written so that access is clearly and explicitly justified. Also indicate that the individual has been authorized access to CNWDI.
9. **DO NOT** use Sigmas. DOE will authorize the appropriate Sigmas for the purpose stated if required by the visit (technical host determines the information to be released) and appropriately approved.
10. A continuing request will not always suffice for a meeting or conference. A meeting will usually have an invitation letter, an access roster and need-to-know controlled by the sponsoring organization. To ensure admittance and to avoid delays, it is advisable to comply with the security instructions for every meeting.
11. Contractors are rarely given continuing access to CNWDI. New paperwork is not required if the original request authorized access to CNWDI. The technical host is responsible for notifying his security office if a visit requires access to CNWDI. The security office will request the approval from OTSEM. OTSEM may require written justification from the technical host before upgrading the access.
12. DOD employees may be given continuing access to CNWDI if they are properly certified, have the need-to-know, appropriate clearance, and the purpose justifies this access.
13. Badging is controlled by the host facilities and may differ at various locations. In all cases, the technical host should be contacted before any visits by DOD personnel. The technical host then has the responsibility of notifying his visit control office of expected visits. Many problems result when the badging office has received no notification from the host of a visit.

Contact the Incoming Classified Visits Program for further assistance:

Help Line (505) 845-8140

Email: incoming@sandia.gov

U.S. DEPARTMENT OF ENERGY
REQUEST FOR VISIT OR ACCESS APPROVAL
(Not to be used for temporary or permanent personnel assignments.)

To:

PART "A"

Date:

Prepared by:

Symbol:

From:

Telephone No. - Commercial

Fax:

It is requested that the following person(s) be granted visit/access approval:

LAST NAME, FIRST, MIDDLE INITIAL AND SOCIAL SECURITY NUMBER	CHECK		DATE OF BIRTH	ORGANIZATION	TYPE CLEARANCE	CLEARANCE NO.	DATE OF CLEARANCE
	U.S. CITIZEN	ALIEN					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					
NAME OF FACILITY(IES) TO BE VISITED:				FOR THE INCLUSIVE DATES	DOE Security Official Verifying DOE Clearance		

FOR THE PURPOSE OF:

TO CONFER WITH THE FOLLOWING PERSON(S):

SPECIFIC INFORMATION TO WHICH ACCESS IS REQUESTED:

Access requested to:
 Restricted Data Yes No
 Other classified info Yes No

Prior arrangements have/have not been made as follows:

CERTIFICATION FOR PERSONNEL HAVING DOD CLEARANCE

This certifies that the person(s) named above needs this access in the performance of duty and that permitting the above access will not endanger the common defense and security.

Authorized access to Critical Nuclear Weapon Design Information (CNWDI) in Accordance with DOD Directive 5210.2 Yes No

Name and Title, Requesting DOD Official

Title, Authorizing DOD Official
(See DOD Directive 5210.2 and 5210.8)

Signature
(See AR 380-150; OPNAV 5510.3F; AFR 2105-1)

CERTIFICATION FOR PERSONNEL HAVING DOE CLEARANCE

This certifies that the person(s) named above needs this access in the performance of duty

Title

Requesting DOE or Other Government Agencies

Part "B"

Approval is granted with limitations indicated below:

Manager of Operations/or Headquarters Division Director

PRIVACY ACT INFORMATION STATEMENT

Collection of the information requested is authorized by Section 145 of the Atomic Energy Act of 1954, as amended (PL 83-703, 42 USC 2165). Compliance with this request is voluntary; however, if the information submitted is inadequate or incomplete, approval for your visit to a classified DOE Facility, or your access to classified information may be delayed or withheld. The information you furnish will be used by DOE and DOE contractors to control access to classified information and areas.

The social security number is not required for these purposes, but you may voluntarily furnish it to assist us in correct identification.

BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 2.5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, AD241.2 – GTN, Paperwork Reduction Project (1910-1800), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, DC 20503.

SAMPLE

DOE F 5631.20
(7/90)
Formerly DP-277
EFG (7/90)

U.S. DEPARTMENT OF ENERGY
REQUEST FOR VISIT OR ACCESS APPROVAL
(Not to be used for temporary or permanent personnel assignments.)

OMB Control
No. 1910-1800
BURDEN
DISCLOSURE
STATEMENT ON
REVERSE OF PART 5

To: **SANDIA NATIONAL LABORATORIES**

PART "A"

Date: MARCH 2, 1991

Prepared by: NANCY SMITH

Symbol:

From: DEPARTMENT OF DEFENSE AGENCY, WASH, DC

Telephone No. - Commercial (202) 222-2222
Fax:

It is requested that the following person(s) be granted visit/access approval:

LAST NAME, FIRST, MIDDLE INITIAL AND SOCIAL SECURITY NUMBER	CHECK		DATE OF BIRTH	ORGANIZATION	TYPE CLEARANCE	CLEARANCE NO.	DATE OF CLEARANCE
	U.S. CITIZEN	ALIEN					
DOE, John M. SSN ###-##-####	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MM/DD/YY	DEPARTMENT OF DEFENSE AGENCY	TS		MM/DD/YY
	<input type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					

NAME OF FACILITY(IES) TO BE VISITED: SANDIA NATIONAL LABORATORIES	FOR THE INCLUSIVE DATES 1/20/2004	DOE Security Official Verifying DOE Clearance
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FOR THE PURPOSE OF:

(INDICATE A PROGRAM OR PROJECT NAME) NO ACRONYMS WILL BE ACCEPTED

TO CONFER WITH THE FOLLOWING PERSON(S):

ROBERT SCHWARTZMAN/SNL

SPECIFIC INFORMATION TO WHICH ACCESS IS REQUESTED:

SNSI

Access requested to:

Restricted Data

Other classified info

Yes

No

Yes

No

Prior arrangements have/have not been made as follows:

CERTIFICATION FOR PERSONNEL HAVING DOD CLEARANCE

This certifies that the person(s) named above needs this access in the performance of duty and that permitting the above access will not endanger the common defense and security.

Authorized access to Critical Nuclear Weapon Design Information (CNWDI) in Accordance with DOD Directive 5210.2 Yes No

JOHN S. JONES, SECURITY SPECIALIST

Name and Title, Requesting DOD Official

Title, Authorizing DOD Official
(See DOD Directive 5210.2 and 5210.8)

Signature
(See AR 380-150; OPNAV 5510.3F; AFR 2105-1)

CERTIFICATION FOR PERSONNEL HAVING DOE CLEARANCE

This certifies that the person(s) named above needs this access in the performance of duty

Title

Requesting DOE or Other Government Agencies

Part "B"

Approval is granted with limitations indicated below:

Manager of Operations/or Headquarters Division Director

SAMPLE

DOE F 5631.20
(7/90)
Formerly DP-277
EFG (7/90)

U.S. DEPARTMENT OF ENERGY
REQUEST FOR VISIT OR ACCESS APPROVAL
(Not to be used for temporary or permanent personnel assignments.)

OMB Control
No. 1910-1800
BURDEN
DISCLOSURE
STATEMENT ON
REVERSE OF PART 5

To: Office of Transportation & Emergency

PART "A"

US Department of Energy
19901 Germantown Road
Germantown, MD 20374-1290

Date: March 2, 1991

Prepared by: Nancy Smith

Symbol:

Telephone No. - Commercial 202-222-2222

Fax:

It is requested that the following person(s) be granted visit/access approval:

LAST NAME, FIRST, MIDDLE INITIAL AND SOCIAL SECURITY NUMBER	CHECK		DATE OF BIRTH	ORGANIZATION	TYPE CLEARANCE	CLEARANCE NO.	DATE OF CLEARANCE
	U.S. CITIZEN	ALIEN					
Doe, John M. SSN ###-##-####	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MM/DD/YY	Department of Defense Agency	TS		MM/DD/YY
	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
	<input type="checkbox"/>	<input type="checkbox"/>					

NAME OF FACILITY(IES) TO BE VISITED: Sandia National Laboratories	FOR THE INCLUSIVE DATES 1/20/2004	DOE Security Official Verifying DOE Clearance
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FOR THE PURPOSE OF:

(Indicate a program or project name) No acronyms will be accepted

TO CONFER WITH THE FOLLOWING PERSON(S):

Robert Schwartzman/SNL

SPECIFIC INFORMATION TO WHICH ACCESS IS REQUESTED:

SRD/CNWDI

Access requested to:

Restricted Data

Yes No

Other classified info

Yes No

Prior arrangements have/have not been made as follows:

CERTIFICATION FOR PERSONNEL HAVING DOD CLEARANCE

This certifies that the person(s) named above needs this access in the performance of duty and that permitting the above access will not endanger the common defense and security.

Authorized access to Critical Nuclear Weapon
Design Information (CNWDI) in Accordance
with DOD Directive 5210.2 Yes No

JOHN S. JONES, SECURITY SPECIALIST

Name and Title, Requesting DOD Official

COMMANDER, DEPT OF DEFENSE AGENCY

Title, Authorizing DOD Official
(See DOD Directive 5210.2 and 5210.8)

BY DIRECTION:

Signature

(See AR 380-150; OPNAV 5510.3F; AFR 2105-1)

CERTIFICATION FOR PERSONNEL HAVING DOE CLEARANCE

This certifies that the person(s) named above needs this access in the performance of duty

Title

Requesting DOE or Other Government Agencies

Part "B"

Approval is granted with limitations indicated below:

Manager of Operations/or Headquarters Division Director