

# 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:**

**Email: [incoming@sandia.gov](mailto:incoming@sandia.gov)**



**PAPERWORK REDUCTION ACT (PRA) BURDEN DISCLOSURE**

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. The collection of this information is mandatory to protect national security and other critical assets entrusted to the Department. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Environment, Health, Safety and Security, U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, D.C. 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, DC 20503.

**PRIVACY ACT STATEMENT**

Sections 2165 and 2201(I) of title 42 of the United States Code provides authorization for the collection of information by the U.S. Department of Energy (DOE) to regulate the possession and use of special nuclear material and access to restricted data. The information may also be provided to other agencies of the United States government for investigations that involve protection of national security, public health and safety, or the environment. Submission of the information requested on this form is voluntary, but failure to provide the information may result in denial. If DOE uses the information for purposes other than those indicated in this statement, it will provide notice of those additional purposes to people who have submitted information on this form.

**Instructions**

**NOTE: This form is preformatted as Controlled Unclassified Information (CUI) upon completion. The individual filling out this form is responsible for ensuring no classified or Unclassified Controlled Nuclear Information (UCNI) is included or attached.**

**Section 1:** Complete all fields without using acronyms.

**Section 2:** Complete all fields. Identify facilities without using acronyms.

**Section 3:** Complete all fields. Additional entries may be placed on page 3.

- a. POB – Place of Birth: Provide city and state, or city and country of birth for those born outside the United States.
- b. Clearance Information:
  - 1) Type: Select the subject’s current clearance type.
  - 2) Number: Enter the clearance number assigned in the system of record, if applicable.
  - 3) BI – Background Investigation: Select the most recently adjudicated type of BI.
  - 4) Date Granted: Enter the date of the most recently granted clearance.
  - 5) CE – Continuous Evaluation: Is the Subject currently enrolled in the CE program?
- c. Notes: Use this optional space to identify additional information (e.g., CE enrolled date, open BI, pending adjudication).
- d. Security Official Verifying Clearance: The security representative authorized to verify the clearance information for each individual listed in Section 3.

**Section 4:**

- a. DOE/OGA Certification – This section is required for all DOE and non-DOD (those not listed in DOD Instruction 5210.02) certifying officials. This person is the representative authorized to verify the need for access required by each individual listed in Section 3.
- b. DOD Certification – This section is required for DOD certifying officials listed in DOD Instruction 5210.02, (Access to and Dissemination of Restricted Data and Formerly Restricted Data, Enclosure 4). This person is the representative authorized to verify the need for access required by each individual listed in Section 3. This certifying official also verifies the individuals’ access to Critical Nuclear Weapons Design Information (CNWDI), if applicable.

**Section 1: Requestor Information**

1. To: <i>(agency/company)</i>	2. Date:
3. From: <i>(agency/company)</i>	
4. Prepared By: <i>(name and title)</i>	5. Program Office/Symbol: <i>(if applicable)</i>
6. Telephone Number:	7. Email Address:
8. Fax Number:	





**Visitor Information Continuation**

1. Visit Purpose:	2. Facility(ies) to be Visited:
3. Visit Date(s): From: _____ To: _____	4. To Confer with the following Person(s): <i>(name, phone, and/or email)</i>

5. Access Requested:	Level:	Other Access: (if needed)
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Name <i>(Last, First, MI)</i> SSN	US Citizen	DOB <i>(mm/dd/yyyy)</i>	POB <i>(city, state/country)</i>	Clearance Information				
				Type	Number <i>(if applicable)</i>	BI	Date Granted	CE

Notes: *(if applicable)*

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Notes: *(if applicable)*

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