Sandia Total Access Request Tool (START)
Data Entry Assistance Sheet

This is intended as an optional aid to assist in obtaining complete accurate data on individuals entered in START for the purpose of requesting a badge and/or clearance.
Contains PII when completed. Do not retain. Dispose of properly following submission of START.

Section A concerns data initially required within Enterprise Person (EP) underline prior to engaging START.
Section B concerns additional data specifically required by START if cleared access (only) is requested.

See Reverse for additional instructions

Section A – Mandatory Data for entry into EP *(all cases)*

The information in this section relates to the applicant who requires the badge/clearance.

Legal Last Name	
Legal First Name	
Legal Middle Name	
Social Security Number *(XXXXXXXXX)*	
Date of Birth *(MM/DD/YYYY)*	
Country(ies) of Citizenship	
Email Address	
Relationship Type *(e.g., Employee, PO/JIT Contractor, No Fee Consultant, Non-Employee Student, Weapon Intern)*	
SNL Organization Number	
Relationship Start Date *(MM/DD/YYYY)*	
Relationship End Date *(MM/DD/YYYY)*	
Contract Number *(PO/JIT contract relationships only)*	
Individual's Employer	
Work (Site) Location *(e.g., NM, CA, TTR, etc.)*	

Section B - Supplemental Data required by START *(for cleared access)*

Birth Country	
Birth State *(if U.S.)*	
Birth City	
Requested Access Level & Category	
U.S. Citizenship *(verified)*	
Frequency of Access	
Justification Statement for Access	
Current or Previously Active Clearance/ Agency & Level	

Instructions

Section A – Mandatory Data for entry into EP (all cases)

Data required in EP <u>prior</u> to engaging START. Failure to do so will not permit or delay the request.

- **Legal first, middle, and last name:** *Use full legal names rather than nicknames or initials. If the individual legally has an initial only, please indicate that with (IO) after the initial. Use NMN for no middle name.*
- **Social Security Number**
- **Date of Birth**
- **Country(ies) of Citizenship:** *EP provides a list for selection. Non-U.S. citizen requests will be re-directed accordingly. Please list all countries for which the applicant holds citizenship.*
- **Email address:** *A valid email address is critical to ensure individual receives any notifications associated with the request.*
- **Relationship Type:** *EP provides a list for selection. Most common selections are listed here.*
- **SNL Organization Number:** SNL organization creating the request. *EP provides a list for selection.*
- **Relationship Start & End Date:** *Badging and clearance (if applicable) authorizations will be linked to these dates. Excluding employees which have no end date, relationships cannot exceed the POP end date in Oracle for this contract. EP relationships may need to be associated with a corresponding task order when requesting a clearance under a CPA if the task order expiration date is longer than the CPA expiration date.* **Contract Number:** For PO and JIT contract relationships only. Contract must be active. Duration of badging and clearance (if applicable) authorizations will be limited to the contract's period of performance. Confirm the Oracle record (managed by Procurement) is up-to-date and in an approved status. For cleared contracts, also ensure that the Contract Security Classification Specification (CSCS) record with Contract Security Management (CSM) is similarly up-to-date. NOTE: If task order is required for EP entry but is associated with a registered CPA CSCS, the request should be put into START under the registered CPA number.
- **Individual's Employer:** List the employer company name from which the applicant receives their paycheck. The company listed as the supplier for this contract in Oracle and Enterprise Person (EP) may subcontract to other companies. The individual should be badged/cleared under their actual employer.
- **Work (Site) Location:** *SNL location where work is to be performed. EP provides a list for selection.*

Section B – Supplemental Data required by START (for cleared access)

For cleared access requests only, the following <u>additional</u> data is required by START. This includes requests to renew an individual that has an uncleared badge while awaiting grant of a clearance request. Excluding the 'Justification Statement', data fields reflect a defined choice or selection list.

- **Birth Country**
- **Birth State** *Applicable only if birth country is U.S.*
- **Birth City** *Location in which the applicant was born*
- **Requested Access Level & Category** *Level selections are: 'Top Secret,' 'Secret,' and 'Confidential.' Category selections are 'Restricted Data,' 'Formerly Restricted Data,' and 'National Security Information.' Combination of level and category determines clearance type (L, or Q). For requests where the individual is not in process **and** will not require a clearance, section B is not required. If the individual currently has an uncleared badge but is in process for a clearance, write the level/category necessary for them to obtain.*
- **U.S. Citizenship:** Verbal affirmation from the applicant is sufficient for uncleared requests only. Cleared access requests require verification of U.S. citizenship. For an individual born in the U.S., a current or expired U.S. passport or a birth certificate are the primary and preferred means of verification. For an individual claiming citizenship by naturalization, a Certificate of Naturalization (Form N-550 or N-570) showing the individual's name is acceptable.
    - *Note: If applicant is NOT a U.S. citizen, stop. Contact FIO at 505.844.8263 for assistance.*
- **Frequency of Access** *Selections are 'Daily,' 'Weekly,' or 'Monthly.'*
- ***Justification Statement for Access*** *Identify the specific job activity requiring a clearance. Describe in detail (without revealing classified) the duties of the position.*
- **Current or Previously Active Clearance/ Agency & Level** *Complete if applicable*