



Q1. What is UPIV?

In accordance with National Nuclear Security Administration (NNSA) Supplemental Directive (SD) 206.2 *Implementation of Personal Identity Verification (PIV) for Uncleared Contractors*, uncleared Members of the Workforce (MOWs) who require physical and/or logical (i.e., cyber) access to Sandia National Laboratories (SNL) must be processed for PIV. PIV is a government-wide standard for identification, authentication, and authorization to access federal facilities and information systems. At SNL, this NNSA-mandated process for uncleared MOWs is called Uncleared PIV (UPIV).

Q2. Who is required to comply with UPIV?

UPIV is applicable to any MOW, not in possession of a DOE clearance or in process for one, who already has, is approaching, or is expected to have (i.e., by the nature of their employment or contract) the need for uncleared physical and/or logical access to SNL for 179-calendar days or greater. This 179-days threshold is a cumulative lifetime total that accounts for the individual’s entire historical relationship with SNL. It does not reset. Accordingly, all MOWs in an enduring or repetitive uncleared status with SNL will eventually undergo UPIV.

Q3. How does UPIV impact my uncleared physical and/or logical (i.e., cyber) access to SNL?

If you are in an enduring or repetitive uncleared relationship with SNL and not an applicant for a DOE security clearance, UPIV will apply to you. In keeping with current practice, you like all other SNL MOWs, are immediately allowed uncleared physical and/or logical (i.e., cyber) access at the time your first relationship with SNL is established. This makes sense to allow you to begin uncleared work quickly. Maintaining continued uncleared access, however, requires UPIV. You will be allowed to retain your pre-existing uncleared access during UPIV processing provided you comply with all UPIV application instructions in a timely manner. Otherwise, your uncleared access will be suspended until such time you do comply.

Ultimately, NNSA will make a final determination in your case. If favorable, your uncleared access will continue in force. A favorable determination is also valid indefinitely throughout DOE as necessary. If unfavorable, you will not be allowed continued physical and/or logical access. Any SNL-issued badges/cards (e.g., LSSO badge, PIV-C) will be immediately inactivated and must be returned. In this instance, NNSA provides the applicant it’s reasons for their unfavorable determination and affords the right to appeal. If the appeal is successful, access will be reestablished. If not successful, access will remain denied and a subsequent UPIV request cannot be made for one (1) year from the date of NNSA’s previous decision. If a subsequent UPIV request is so initiated, a final favorable decision must be rendered prior to unclassified access. Only first-time UPIV applicants are allowed uncleared access while a final UPIV determination is pending.

Q4. Is DBIDS still required?

Yes. DBIDS is a Kirtland Air Force Base (KAFB) requirement and needed to gain access onto the base while in possession of an uncleared LSSO badge.



Q5. How and when am I notified about UPIV?

As necessary under the appropriate circumstances (see Q2), you will be contacted by SNL Personnel Security via email notifying you of the requirement to begin the UPIV process. Detailed instructions will be provided (see Q6). Your manager, FSO, access request submitter, and others as appropriate, will also be copied on this and any other UPIV-related messages sent to you. To facilitate these communications, you must have a valid individual email address.

Q6. What is the UPIV process?

Following notification (see Q5) the UPIV process initially consists of three (3) tasks to be completed by the applicant under strict deadlines. Online access is required. It is the responsibility of the applicant's employer (e.g., manager, supervisor, FSO, company representative, etc.) to provide the necessary support to ensure compliance. The tasks consist of:

1. Completion of **OF-306, Declaration for Federal Employment** (despite the title, this form is applicable to contractors for UPIV purposes);
2. Enrollment in the *USAccess* online tool to schedule an appointment for presenting documentation to confirm your identity, provide fingerprints, and be photographed;
3. Completion of **SF-85, Questionnaire for Non-Sensitive Positions**.

As necessary, the applicant will be contacted by SNL Personnel Security to ensure completion of these tasks. Thereafter, a minimum-level federal background investigation will be completed for adjudication by NNSA, resulting in either a favorable or unfavorable UPIV determination. The applicant will be informed of this determination and any other relevant information.

Q7. What happens if I don't complete my UPIV tasks in time?

Your existing physical and/or logical access to SNL will be terminated. Any SNL-issued badges/cards (e.g., LSSO badge/PIV-C) will be inactivated and retrieved. Your manager, FSO, access request submitter, and others as appropriate will also be informed. Failure to comply with UPIV requirements could result in removal from site/access. Upon full compliance with all tasks, access may be reestablished.

Q8. Must all sections/questions of the OF-306 be completed?

Only 1 – 17a are required.

Q9. Can we use a digital signature on the OF-306?

Yes.

Q10. What is the federal background investigation for UPIV?

It is the minimum level of investigation for workforce-related physical and logical access to federal facilities. It consists of automated checks of law enforcement, credit, education, and employment records.

Q11. Is UPIV required for a person who formally held a clearance (i.e., DOE or DoD)?

Yes, if you are in an uncleared position and you will not be put in for a clearance. If you previously held a favorably adjudicated DOE or DoD clearance, you can go through Reciprocity.

Q12. What is the reciprocity process?

Reciprocity only requires the completion of OF-306 and USAccess Enrollment.

Q13. Does UPIV still apply if a person has a clearance at another DOE location and requires only uncleared access at SNL?

No. If a person holds an Active DOE clearance at another DOE site, they are not required to go through UPIV.

Q14. Is a drug test required for UPIV?

No.

Q15. How long does a UPIV determination by NNSA take?

Timeframes are not available as it depends on the circumstances of each case.

Q16. Does a favorable UPIV determination by NNSA result in receiving a DOE PIV credential (HSPD-12 badge)?

No. At SNL, only cleared MOWs can be issued the HSPD-12 badge. All uncleared personnel are issued an uncleared Local Site Specific Only (LSSO) badge.

Q17. Is UPIV a recurring process?

No, provided a favorable determination is made. Once rendered, a favorable decision is considered valid indefinitely DOE-wide. If an unfavorable determination is made, the UPIV process would be required again until such time a favorable decision is rendered. A subsequent UPIV request cannot be initiated for one (1) year from the date of NNSA's previous decision and uncleared access is not allowed until a final determination is made (see Q3).

Q18. Are there any self-reporting requirements associated with UPIV?

No, unlike clearance holders and applicants, there are no self-reporting requirements.

Q19. Is UPIV tracked to avoid duplication of effort among DOE sites?

Yes. DOE UPIV determinations are confirmed and entered into DOE's database Central Personnel Clearance Index (CPCI). If favorable, it is considered valid indefinitely DOE-wide. Otherwise, the inquiring site would determine if UPIV could be initiated.

Q20. Will Clearance Office hours be extended to help with the UPIV process?

No. The clearance office hours will remain the same, Monday – Friday 7:15 – 3:00 p.m. For contractors, it is imperative the company make the resources available to complete the tasks needed.

Q21. How do you know if the email addresses used for UPIV notifications are valid?

START now requires a unique email address for all requests for contractors (cleared or uncleared). If the email gets kicked back to our office, a specialist will reach out to get a unique email address.

Q22. Can personal email addresses be used?

Yes, if you do not have a Sandia email address. If you are a contractor and your company would prefer to use a company email, each email must be separate and unique for all contractors.

Q23. What happens if a person leaves while UPIV is in process?

The UPIV request will cancel out when a person leaves SNL.

Q24. Do "support staff" that never have a badge need to go through UPIV?

UPIV is for access to Sandia, whether that is physical (badge) and/or logical (computer access). If your support staff do not have/need physical access, but do require logical access, they will be required to go through UPIV.

Q25. Does the UPIV process affect short-term contractors that will only be on a 30-day project and never return?

No. Keep in mind that if you bring a contractor back, months or years later, their access will be calculated cumulatively, and they may reach the threshold for UPIV completion.

Q26. Is I-supplier considered logical access?

If you are using I-supplier to look and bid on contracts and/or to submit invoices, this is not considered logical access. If you are using I-supplier, are in Enterprise Person (EP) and have logical access to SNL, you will need to go through UPIV.