

Revision Log

Pages Affected	Description of Revision
All	<p>Total rewrite.</p> <ul style="list-style-type: none">• Procedure was reformatted to the new template.• Existing information may have been relocated and titles to procedures, reference, documents, organizations, positions, notes, etc., added where applicable.• Editorial changes are not included.• Revision bars are not used for formatting and editorial changes.• For Administrative procedures, paragraph numbering is used for information reference points and does not represent a step order.• Updated S/RIDs and updated references.• STAR No. 2017-CTS-001993.

1.0 PURPOSE ^[S/RID 1, 2, 3]

This procedure describes the requirements and applicant responsibilities for requesting, maintaining, and terminating security clearances (access authorizations), including pre-employment investigations, according to Department of Energy (DOE) Orders and Savannah River Site (SRS) policies.

2.0 SCOPE

The provisions of this procedure apply to the Performing Entities at SRS and to subcontractors performing work for the Performing Entities when required by subcontract or applicable law.

Refer to Security Manual 7Q, Procedure 311, Security Badges. For requirements for security badges and credentials used for identification and site access (area) authorizations (including "Emergency Access Authorization").

3.0 DEFINITIONS AND ABBREVIATIONS

Definitions are listed in Manual 7Q, Procedure 601, Glossary of Terms.

4.0 RESPONSIBILITIES

4.1 Workforce Services and Talent Management Organization Department

The Workforce Services and Talent Management Organization Department is responsible for:

- Attempting to establish the general character, trustworthiness, and reliability of prospective employees by conducting pre-employment investigations
- Complying with requirements of this procedure
- Reporting derogatory information to SRS Personnel Security on hired individuals
- Notifying hiring manager of unfavorable hiring decision
- Conducting security termination briefings and retrieving security badges from assigned employees upon termination of employment or due to absence of 90 calendar days
- Returning DOE F 5631.29, Security Termination Statement, and badge to the Badge Office within 24 hours of retrieval.

4.2 Managers/Supervisors

Managers/Supervisors are responsible for:

- Determining and maintaining clearances of assigned employees at the lowest possible levels required for the performance of their duties
- Submitting OSR 10-232 LN, Clearance Request and Justification, to initiate the initial clearance process
- Submitting OSR 10-232 LN to initiate L and Q clearance reinvestigations or upon request from DOE.

4.3 Management and Operations (M&O) Personnel Security

M&O Personnel Security is responsible for:

- Developing the content of this procedure
- Reviewing and revising this procedure periodically
- Reviewing, approving or disapproving, and processing all security clearance requests and site access requests.

4.4 Subcontractor Technical Representatives (STRs)

STRs are responsible for:

- Determining and maintaining clearance levels of their subcontractors at the lowest possible levels required for the performance of their duties
- Submitting OSR 10-232 LN, to initiate the clearance process
- Submitting OSR 10-232 LN, to initiate L and Q clearance reinvestigations or upon request from DOE
- Conducting security termination briefings and retrieving security badges from assigned employees upon termination of employment or due to absence of 90 calendar days
- Returning DOE F 5631.29, and badge to the Badge Office within 24 hours of retrieval.

4.5 Performing Entities and Subcontractor Employees

Performing Entities and subcontractor employees are responsible for:

- Complying with the requirements of this procedure
- Completing all security clearance and site access forms thoroughly and honestly
- Submitting security clearance and site access forms by requested due dates.

5.0 REQUIREMENTS

NOTE

1. All references in this procedure to Personnel Security apply to M&O and not Protective Force (PF) entity, unless specified.
2. PF entity has similar processes that are covered in PF procedures.

5.1 Pre-Employment Investigations

1. All employees (including subcontractors and construction craft) are required to have a pre-employment investigation completed prior to submission for a security clearance, unless currently cleared at another site. Forms for the initiation of pre-employment investigations are included in employment packets distributed by the Workforce Services and Talent Management Organization or the hiring company.

5.1 Pre-Employment Investigations, (cont.)

2. If an applicant is not hired within 12 months after completion of the pre-employment investigation, an updated pre-employment investigation is required.

5.2 General Information

NOTE

1. The numbers and levels of security clearances will be kept to a minimum for operational efficiency.
2. As soon as possible after an individual no longer needs access to classified information or to a security area, the clearance will be downgraded or terminated as appropriate

1. Request for security clearance will be processed only when the need is clearly justified for the type (L or Q), to comply with Executive directives, and to avoid the unnecessary expenditure of DOE funds and other resources and the unwarranted invasion of an individual's privacy.
2. Security clearances must not be processed (i.e., requested, granted, continued, reinstated, transferred, or extended) to:
 - A. Avoid the use of access controls or physical barriers to distinguish perimeters among security areas or between security and open areas.
 - B. Alleviate responsibilities for escorting uncleared individuals within a security area.
 - C. Alleviate individual or management responsibilities for properly protecting classified information or Special Nuclear Material (SNM) or for controlling dissemination of classified information on a need-to-know basis.
 - D. Establish a pool of cleared employees.
 - E. Accommodate an individual's personal convenience, expedience, gain, or advantage.
 - F. Anticipate unspecified classified work.
 - G. Determine suitability for Federal employment or fitness for contractor employment.
 - 1) Job Applicants requiring a security clearance are subject to the requirements outlined in DOE O 472.2, Personnel Security.
 - 2) Any applicant who is determined to have illegally used a controlled substance within 12 months of their signature date on the Questionnaire for National Security Positions (Standard Form 86) must have their security clearance process suspended.

5.2 General Information, (cont.)
Step 2.G, (cont.)

- 3) After beginning employment with M&O Contractor, revocation or suspension of existing clearances or suspension of clearance processing will result in discontinuance of employment.
 - 4) Discontinuance of employment from M&O Contractor will not prevent consideration for employment at a future date.
3. Security clearances must be requested only for individuals who are United States (U.S.) Citizens and are at least 18 years of age.

5.3 Applying for Employee Clearances

1. Managers of employees requiring access to classified information, SNM or security areas must submit OSR 10-232 LN.
 - A. OSR 10-232 LN, must include:
 - 1) Duties of the position, not just job title.
 - 2) Level of classified matter or SNM and/or security areas to be accessed.
 - 3) Frequency of access (i.e., daily, weekly, monthly).
2. OSR 10-232 LN, must be submitted then approved by a Level 4 Manager or above and approved by Personnel Security before the clearance process will be initiated.
3. Upon approval of OSR 10-232 LN, required paperwork, including Electronic Questionnaire for Investigations Processing (e-QIP), will be forwarded to the employee for completion. To avoid delays in processing and possible lapses in existing clearances, all forms should be completed and returned by the requested due dates.

NOTE

Failure to comply with DOE during the interview process may result in termination of a DOE clearance.

4. Personnel Security notifies contractor employees and subcontractor employees when the security clearance has been granted.
5. When security clearance has been granted, but before obtaining security badge to reflect that clearance, the employee must sign an SF 312, Classified Information Nondisclosure Agreement, and watch the Comprehensive Security Briefing.
6. Manager/STR requests security badge/site access (area) authorizations in accordance with Security Manual 7Q, Procedure 311.

5.4 Security Termination Interview

1. When an employee no longer requires security clearance due to job responsibilities or termination of employment, the employee's clearance must be terminated.
2. When an employee's circumstances temporarily eliminate the need for access to classified information or SNM for 90 calendar days or more (e.g., temporary change of duties, maternity or other extended leave [including leave covered under the Family Medical Leave Act], detail to another agency, and military deployment), the individual's security clearance must be administratively withdrawn.
3. Both security clearance termination and administrative withdrawal are documented on DOE F 5631.29.
4. The Workforce Services and Talent Management Organization schedules and conducts exempt and nonexempt security termination interviews for termination of employment or leave from the active rolls for 90 days or longer, and immediately returns the employee's badge and DOE F 5631.29 to Personnel Security.
5. For subcontractors, the Manager/STR conducts the termination briefing with the employee, obtains the security badge, and immediately returns the badge and DOE F 5631.29 to Personnel Security.

5.5 Return from Absence Greater than 90 Days

1. Upon return to work following absence of 90 days or more, the Manager/STR of the employee must submit OSR 10-232 LN to re-instate the clearance.
2. Upon clearance reinstatement, but before obtaining security badge to reflect that clearance, the employee must sign an SF 312, and watch the Comprehensive Security Briefing.
3. Manager/STR must request security badge/site access (area) authorizations in accordance with Security Manual 7Q, Procedure 311.

5.6 Other Conditions for Access to Classified Information

1. All cleared individuals and clearance applicants must comply with Personnel Security reporting requirements, as documented in Security Manual 7Q, Procedure 502, Reporting Requirements and Other Information of a Personnel Security Concern.
2. Individuals with a security clearance will be reinvestigated at intervals determined by national standards and promulgated via national level directives. Reinvestigations are designed to ensure that individuals with security clearances are routinely reevaluated to determine their continued need and eligibility for a security clearance.

6.0 REFERENCES

1B, 3.31, Records Management

1Q, 17-1, Quality Assurance Records Management

7Q, 311, Security Badges

7Q, 502, Reporting Requirements and Other Information of a Personnel Security Concern

7Q, 601, Glossary of Terms

DOE O 470.4B, Safeguards and Security Program

DOE F 472.1, Fair Credit Reporting Act Authorization

DOE F 5631.18, Security Acknowledgment

DOE F 5631.29, Security Termination Statement

DOE F 5631.31, Data Report on Spouse

[S/RID 1], Standards/Requirements Identification Document, DOE O 472.2, Personnel Security (M&O only)

[S/RID 2], DOE O 422.1, Conduct of Operations

[S/RID 3], DOE O 473.3A, Protection Program Operations (M&O only)

7.0 RECORDS

Records generated as a result of implementing this procedure are maintained in accordance with Manual 1B, Procedure 3.31, Records Management.

- Completed OSRs listed in Section 7.1, Forms

7.1 Forms

OSR 10-232 LN Clearance Request and Justification

SF 85 Questionnaire for Non-Sensitive Positions

SF 86 Questionnaire for National Security Position (QNSP)

SF 312 Classified Information Nondisclosure Agreement

8.0 ATTACHMENTS

None