

**Management System: Safeguards and Security****Subject Area: Personnel Security****Procedure: Requesting an Access Authorization****Issue Date and Revision Number:**

11/23/15                      1

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**1.0 Applicability**

This procedure applies to all Federal and contractor employees serviced by the EMCBC requiring access to classified information, Special Nuclear Material, or routine unescorted access to Limited Areas.

**2.0 Required Procedure**

<b>Step 1</b>	<p>The applicant's employer (Direct Supervisor) generates a written justification for a security clearance, and provides that justification along with the applicant's biographical information. Biographical information includes: Full Name, Date of Birth, Place of Birth (City, County, State and Country), Social Security Number, Job Title, work email address, personal email address (if known), and Employer's Name. The employer must also verify that the applicant is a U.S. citizen. The employer should include a contact phone number to reach the applicant.</p> <p>The justification will also be provided to the Office of Human Resources and, if not already included, a change in the position description is completed to reflect a security clearance. A drug test is then scheduled and results are provided to the applicable Security Specialist.</p> <p>If the applicant is a contractor employee, the contract number and its expiration date must also be provided. Pre-employment checks are required for contractor employees along with negative drug test results and both must be provided to the EMCBC before the clearance can be processed.</p> <p>The written justification, biographical information, pre-employment checks, negative drug screening results, and contract information (if applicable) is</p>
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	supplied to the EMCBC Security Specialist, who transfers the information to a form SR 253, signs the SR 253 as Requesting Official, and submits the form to the Cognizant Personnel Security Office (CPSO).
<b>Step 2</b>	Per instruction from the CPSO, the applicant completes and submits an electronic security questionnaire in the U.S. Office of Personnel Management's e-QIP system, together with other required forms, such as a DOE F 5631.18, Security Acknowledgement, DOE F 472.1, Fair Credit Report Act Release, and Optional Form 306 Declaration for Federal Employment.
<b>Step 3</b>	If not previously enrolled in the USAccess system, the applicant is sponsored in the USAccess system for an HSPD-12 credential (security badge) by an EMCBC Sponsor.
<b>Step 4</b>	The applicant enrolls at a USAccess system Credentialing Center. The electronic fingerprints captured by the enrollment process are submitted to the investigative agency by the CPSO to support the clearance background investigation.
<b>Step 5</b>	A background investigation is requested by the CPSO. Upon receipt of the investigative report, the CPSO adjudicates the clearance request, and either grants the clearance or initiates other adjudicative actions.
<b>Step 6</b>	The EMCBC Security Specialist receives written notification that a requested clearance has been granted by the CPSO.

### 3.0 References – Forms/Attachments/Exhibits

#### 3.1 References

- SAP-OTSAM-472-03, Implementing the Homeland Security Presidential Directive (HSPD)-12

#### 3.2 Forms

- DOE F 472.1, Fair Credit Report Act Release
- DOE F 5631.18, Security Acknowledgement
- Optional Form 306 Declaration for Federal Employment
- SR 253, Access Justification

## Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the originating office in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>Quality Records Classification (Lifetime or Non-Permanent)</b>
ADM 18-21B	Security Clearance/Access Authorization Administrative Subject Files	OTSAM	N/A

**EMCBC RECORD OF REVISION****DOCUMENT TITLE: Requesting an Access Authorization**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	N/A – 1 <sup>st</sup> Edition of Procedure	N/A	8/21/12
1	Updated document with new identifier numbers.		11/23/15