

PERSONAL IDENTITY VERIFICATION FOR SELLER EMPLOYEES REQUIRING SECURITY CLEARANCES (DEC 2005)

(a) Source. This clause implements Homeland Security Presidential Directive 12, "Policy for a Common Identification Standard for Federal Employees and Contractors."

(b) Badge Requirement. Seller employees may gain access to the Y-12 National Security Complex or a site leased by the Company only after they have been provided security badges by the Company. The Company will provide new badges to Seller employees whose on-site work requires that they have DOE access authorizations (personnel security clearances) only in accordance with this clause. Seller employees now on-site who held DOE clearances and were issued cleared security badges before October 27, 2005 are not subject to this clause.

(c) Badging Procedure. (1) The Seller must submit to the Subcontract Technical Representative (STR) an "HSPD-12 Badge Request Form" for each employee requiring a security badge. (The form is available at the Company's web site, <http://y12web2.y12.doe.gov/procurement-ext/>.) If the Company verifies information on the form that the employee holds an active DOE clearance or obtains reinstatement of a previous clearance, the Company may provide a security badge. The employee must sign for and collect the security badge in person at the Y-12 Badge Office, 104 Union Valley Rd., Oak Ridge, Tennessee by presenting a valid state- or Federal government-issued picture identification document.

(2) Subparagraphs (c)(3) through (c)(11) below apply to Seller employees who do not hold active or reinstated DOE security clearances or who hold security clearances issued by an agency other than DOE.

(3) The Company recommends that the Seller provide its employees a hard copy of Standard Form 86, *Questionnaire for National Security Positions* (SF-86) for use as a worksheet to ensure entry of all required information. SF-86 is available at <http://www.opm.gov/forms/html/sf.asp> and other internet sites.

(4) The employee must get in touch with the Company Personnel Security Specialist appropriate for the letter with which the employee's last name begins:

A-H	I-Q	R-Z
865-574-8332	865-574-7326	865-574-7196

The Specialist will request the employee's email address and provide instructions for submitting SF-86 electronically through DOE's automated clearance request system.

(5) The employee must submit the form electronically and print and sign a hard copy. The employee must bring the signed hard copy to the Y-12 Badge Office, along with a valid State- or Federal Government-issued picture identification and one of the following documents:

(A) state- or county-certified copy of the employee's birth certificate with a raised or colored official seal,

(B) Certificate of Naturalization (Form N-550 or N-570),

(C) Certificate of U.S. Citizenship (Form N-560 or Form N-561),

(D) Report of Birth Abroad of a Citizen of the United States of America (Form FS-240), or

(E) U.S. passport (active or expired).

(6) The Company will take additional photographs of the employee, review the SF-86, take the employee's fingerprints, and forward the employee's photographs, fingerprints, and SF-86 through DOE channels to the Office of Personnel Management (OPM). OPM will then conduct a background investigation of the employee, consisting of searches of the OPM Security/Suitability Investigations Index, the Defense Clearance and Investigations Index, FBI name and fingerprint files, and other files or indices when necessary, and written inquiries to current and past employers, schools attended, references, and local law enforcement authorities.

(7) The Company will prepare a security badge upon notification by DOE that the background investigation has been completed and that the employee has been determined eligible for unescorted access to DOE facilities. The employee must sign for and collect the security badge in person at the Y-12 Badge Office by presenting a valid state- or Federal government-issued picture identification document.

(8) Pending completion of the background investigation, the Company may choose to provide the employee a short-term access badge. In addition, OPM's anticipated practice is to provide the results of the FBI National Criminal History Check (fingerprint check) within five days, and before the entire background investigation has been completed. The Company may choose to provide a security badge upon receipt of results of this fingerprint check.

(9) The following are examples of reasons that DOE may disqualify a person from being issued a security badge:

(i) The person is, or is suspected of being, a terrorist.

(ii) There is an outstanding warrant against the person.

(iii) The person deliberately omitted, concealed, or falsified relevant and material facts from SF-86.

(iv) The person presented false or forged identity source documents.

(v) The person has been barred from Federal employment.

(10) If, after issuance of a security badge, further review of the background investigation by DOE reveals derogatory information such as, but not limited to, the type mentioned in paragraph (c)(9) above, the Company may immediately revoke and confiscate the badge and withdraw the employee's privilege of unescorted access to DOE facilities pending resolution of the issues.

(11) The Company will notify the Seller when DOE has determined that a badge must not be issued or must be revoked. DOE will notify the employee in writing of the

reasons for denial or revocation and the procedures to appeal DOE's decision.

(d) Use of Badges. (1) Security badges must be worn at all times on site. Badges must be worn above the waist, with the photo facing out. Badges must not be worn off-site in public places, and may not be used for employment verification, establishing credit, or other unofficial identification purposes.

(2) Seller employees must immediately report lost, misplaced, or stolen badges to the STR.

(e) Privacy Act. The Seller shall comply with applicable provisions of the Privacy Act of 1974, 5 U.S.C. 552a, as amended, in collecting or maintaining records on individuals in connection with this clause.

(f) Subcontracts. The Seller must include this clause in lower-tier subcontracts requiring work to be performed on-site at the Y-12 National Security Complex or at a site leased by the Company.

(End of clause)