

CUI//SP-PRVCY  
NNSA PERSONNEL SECURITY  
CLEARANCE ACTION REQUEST (CAR)

Program Code: N/A

SUBJECT INFORMATION									
Contractor Federal		Name (Last, First, Middle)				Suffix		Date of Birth	
Place of Birth (city and state/country)			Dual Citizenship Yes      No		Citizenship(s)			Social Security Number	
Employer (legal name)				Job Title			Marital Status		
Personal Email					Work Email				
Home Address				City			State	Zip Code	
LOCATION/BILLING									
Work Location					Submitting Office Number (SON)				
Prime Contract Number		Sub-Contract Number			Facility Code			Employer Code	
CLEARANCE ACTION									
CLEARANCE REQUESTED  Confidential      L Secret            Q Top Secret		ACTION REQUESTED						DOE Clearance #:	
		Applicant		Interim		Reciprocity		Transfer	
		Downgrade		OGA/SLTP		Reinvestigation		Upgrade	
		Extension		Reapproval		Temp Upgrade			
Key Management Personnel (KMP)? Yes      No				Human Reliability Program (HRP)? Yes      No			Special Access Program (SAP)? Yes      No		
CLEARANCE JUSTIFICATION NARRATIVE									
<b>JUSTIFICATION:</b> <i>Identify the specific job activity requiring a clearance. Describe in detail (without revealing classified information) the duties of the position and provide the highest level of classified information to be accessed, how often and for what programs the information is needed.</i>									
CERTIFICATION <span style="float: right;">Two Signatures Required</span>									
<i>"I certify the above individual requires access to the types/levels(s) of classified information, matter, or category of SNM to perform official duties as described."</i>									
Supervisor (Last, First, Middle):					Title:			Organization:	
Signature:					Phone #:			Date:	
<i>"I certify this DOE clearance has been properly justified per all applicable laws, rules, and regulations."</i>									
Contractor Certifying Official (Last, First, Middle):					Title:			Organization:	
Signature:					Phone #:			Date:	
Federal Certifying Official (Last, First, Middle):					Title:			Organization:	
Signature:					Phone #:			Date:	
SUBMITTING OFFICE USE BLOCK									
Cell/Home Phone #:					Personnel/Badge #:				

The National Nuclear Security Administration (NNSA) Office of Personnel and Facility Clearances and Classification (OPFCC) PERSEC Form 5633.33 is required to request a security clearance action for individuals that require access to classified materials.

*The term "Security Clearance" is being used synonymously with "Access Authorization" as referenced in Department of Energy (DOE) Order 472.2.*

Follow instructions fully. If possible, the form should be completed electronically. Otherwise, type or print legibly in ink. If the form is not legible, it will be returned.

**SUBJECT INFORMATION:** All information is required.

**Citizenship:** if dual or non-U.S. citizen, provide the name of the country(ies).

**LOCATION/BILLING:** All information is required. Refer to drop-down menus. *Location/Billing section is used to identify the fiscally responsible office for the requested clearance action. If questions arise, contact OPFCC.*

**Work Location:** Select work location from drop-down menu.

Available Work Locations: Albuquerque Complex, Carlsbad/WIPP, EM CBC, Kansas City Plant, Lawrence Livermore National Laboratories, Los Alamos National Laboratories, National Capital Region (Germantown, Forrestal), Nevada, Office of Secure Transportation, Pantex Plant, Sandia National Laboratories (NM/CA), NNSA Savannah River, and Y-12.

**Submitting Office Number (SON):** Sponsor Code that represents the Site/Program responsible for the cost of the investigation, and/or the new clearance action.

**SON List:**

01AL National Capital Region (NCR)  
01AL non-M&O Federal Contracts  
01AL non-OST Federal Employees  
01AL NNSA/SR Field Office Federal Employees  
01AL NNSA EM Federal Employees  
02AL Sandia National Laboratories CA  
02AL Sandia National Laboratories NM  
03AL Y-12  
04AL Los Alamos National Laboratories  
05AL Nevada  
06AL Lawrence Livermore National Laboratories  
07AL Pantex Plant  
08AL Office of Secure Transportation (OST)  
09AL Kansas City Plant  
10AL NNSA Savannah River  
10AL NNSA Savannah River EM Contractors  
10AL NNSA Savannah River EM CBC Contractors  
10AL NNSA Savannah River Carlsbad/WIPP Contractors

**Prime Contract Number:** (M&O) Provide Prime Contract Number

**Sub-Contract Number:** Sub-Contract Number or Consultant Number (if applicable) required if work is being performed under a Sub-Contract.

**Facility Code:** Number assigned by the DOE Safeguards and Security Information Management System (SSIMS) to a company with an approved or pending favorable Foreign Ownership Control and Influence (FOCI) determination.

**Employer Code:** Number assigned by OPFCC and links the contract with the Facility Code.

**CLEARANCE ACTION:** All information is required.

**Clearance Requested:**

**Confidential:** A Confidential security clearance is required for access to NSI and FRD classified at the Confidential level.

**L:** An "L" access authorization is required for access to RD classified at the Confidential level and/or SNM designated as Categories II and III, unless special circumstances determined by a site vulnerability assessment and documented in associated site security plans mandate otherwise. Access to SNM designated as Category IV does not require an access authorization unless a site vulnerability assessment, documented in associated site security plans, establishes such a need in order to minimize risk.

**Q:** A "Q" access authorization is required for access to: RD, as defined by the AEA, classified at the Top Secret or Secret level. SNM, as defined by the AEA, designated as Category I and other categories with credible roll-up to Category I. A "Q" access authorization permits access to information and material described above for "L" access authorizations.

**Secret:** A Secret security clearance is required for access to NSI and FRD classified at the Secret level. A Secret security clearance also permits access to NSI and FRD classified at the Confidential level.

**Top Secret:** A Top Secret security clearance is required for access to NSI, as defined by Executive Order 13526, classified at the Top Secret level and FRD (as defined by the Atomic Energy Act of 1954, as amended [AEA]) at the Top Secret level. A Top Secret security clearance also permits access to NSI and FRD classified at the Secret and Confidential levels.

**Action Requested:**

*The selected actions and Security Clearance must pertain to the information provided in the "LOCATION/BILLING" section.*

**Applicant:** Requested for an individual who has never held a DOE Security Clearance and does not meet the criteria for reciprocity of another government agency's clearance.

**Downgrade:** Requested for an individual with a higher-level Security Clearance that requires lower access due to new lower access requirement associated with the duties of the position.

**Extension:** Requested to allow an individual to hold/share concurrent active Security Clearance under the cognizance of two or more Departmental Elements, two or more employers or one employer under two or more contracts.

**Interim:** Requested to allow an interim security clearance (ISC) to be granted to an uncleared individual, pending completion of the appropriate background investigation, only under exceptional circumstances when such action is clearly consistent with Departmental and national interests.

**Other Government Agency (OGA):** Requested for individuals (Federal or contractor) who are employed by other Federal agencies and now require access to DOE Restricted Data.

**Reapproval:** Requested for an individual who previously held a security clearance less than 24 months ago and the supporting investigation is less than 7 years old regardless of the currently required security clearance.

**Reciprocity:** Requested for individuals who are directly employed by or under contract with DOE/NNSA but hold/have held a security clearance with another Federal agency.

**Reinvestigation:** Requested to meet national requirements to ensure that individuals with Security Clearance are periodically reevaluated to determine their continued need and eligibility. A periodic reinvestigation must be completed every 5 years for individuals holding "TS/Q" and every 15 years for individuals holding "S/C/L".

**Temporary Upgrade:** Requested when an urgent operational necessity requires an individual to gain a one-time short duration of higher-level access. This can be authorized only when the reason is compelling and in furtherance of the DOE mission.

**Transfer:** Requested to allow an individual's active Security Clearance to be simultaneously terminated under one contract/employer and granted under another contract/employer. Note: Request must be accompanied by a DOE F 5631.29, Security Termination Statement (STS). Without the STS an extension action will be granted to the new contract/employer.

**Upgrade:** Requested for an individual with an existing lower-level Security Clearance that requires higher access due to new higher level access requirement associated with the duties of the position.

**CLEARANCE JUSTIFICATION NARRATIVE:** A detailed description (*without revealing classified information*) as to why the individual requires access. The description must include a full explanation of the information to be accessed, how often the access is needed and for what programs/projects the information is needed.

**CERTIFICATION:** Must contain a minimum of two signatures. The signature of the supervisor [requester] of the individual for whom the request is being made is mandatory. In cases where the individual for whom the clearance is being requested is a Key Management Personnel (KMP) (and is the supervisor), another designated KMP may act as a signatory.

*The individual for whom the clearance is requested may not act as a signatory in any capacity. Authorized signatories are determined by local site policy in accordance with applicable laws, rules and regulations (contact your local security office for information). Requests submitted by NNSA Albuquerque Complex contractors must contain a federal official's signature. Supervising federal officials are permitted to sign as the supervisor and the Certifying Official. The Certifying Official is responsible for certifying the clearance is required per all applicable laws, rules, and regulations.*

## PRIVACY ACT STATEMENT

Collection of information requested is authorized by the Atomic Energy Act of 1954, as amended, and by Executive Orders 10865, 10450, and 12356. This form will become part of the individual's Personnel Security File. Disclosure of the information requested on this form is voluntary. However, if the information is not provided, the request for DOE security clearance or access authorization can not be processed. Access to the information provided is permitted only to authorized Federal Government investigative agencies and to DOE personnel directly involved in the processing of the determination of the eligibility of the individual for a security clearance or access authorization.