

DOE SECURITY CLEARANCE ACTION REQUIRED FORMS MATRIX

If required, these forms are to be uploaded via the online

Contractor Badge Request (CBR) application

See reverse for description of forms

	PERSEC F 5633.33	DOE F 5631.18	PD-DS 144	SF 2730-PRO or SF 2730-CBR
INITIAL CLEARANCE				
A request for an initial (new) DOE clearance.				
Employee	●	●		
Contractor	●	●		
No Fee Consultant	●	●	●	●
Paid Consultant	●	●		●
CLEARANCE REINSTATE				
A request to reinstate a formerly held DOE clearance.				
Employee	●	●		
Contractor	●	●		
No Fee Consultant	●	●	●	●
Paid Consultant	●	●		●
CLEARANCE RECIPROCITY				
A request for a DOE clearance based on an active security clearance with another Federal Agency.				
Employee	●	●		
Contractor	●	●		
No Fee Consultant	●	●	●	
Paid Consultant	●	●		
CLEARANCE UPGRADE				
A request to upgrade an individual's clearance from a DOE L to a DOE Q when the duties of the current position require a higher level of access to classified information.				
Employee	●	●		
Contractor	●	●		
No Fee Consultant	●	●	●	
Paid Consultant	●	●		
CLEARANCE DOWNGRADE				
A request to downgrade an individual's clearance from a DOE Q to a DOE L when the duties of the current position require a lower level of access to classified information.				
Employee	●			
Contractor	●			
No Fee Consultant	●		●	
Paid Consultant	●			
CLEARANCE EXTENSION				
A request for an individual to hold concurrent DOE clearances under the cognizance of two or more relationships (e.g., DOE elements, employers, or contracts).				
Employee	●			
Contractor	●			
No Fee Consultant	●		●	
Paid Consultant	●			
NO FEE AGREEMENT-CLEARANCE RENEWAL				
A request to maintain the existing DOE clearance for a no-fee consultant upon renewal of their agreement				
No Fee Consultant			●	

PERSONNEL SECURITY CLEARANCE FORMS

NO. & TITLE	DESCRIPTION
PERSEC F 5633.33 Personnel Security Clearance Action Request	DOE form required in all cases to request/recertify and justify a DOE clearance.
DOE F 5631.18 Security Acknowledgement	DOE form required of all DOE clearance applicants personally acknowledging their security responsibilities.
PD-DS 144 No-Fee Agreement	SNL form (issued by Procurement) required for all No Fee Consultants documenting an agreement between SNL and an Individual or company/firm (i.e., Service Provider) for services provided at no cost to SNL.
SF 2730-PRO NM Consultant Pre-Processing Background Review Form	SNL form required for all SNL/NM Consultant initial and reinstate (<i>if absent over one year</i>) clearance requests necessary to conduct a background review required by DOE regulations.
SF 2730-CBR CA Consultant Pre-Processing Background Review Form	SNL form required for all SNL/CA Consultant initial and reinstate (<i>if absent over one year</i>) clearance requests necessary to conduct a background review required by DOE regulations.