

**SECURITY INVESTIGATIVE FORM REQUIREMENTS  
INITIAL APPLICATION FOR CLEARANCE**

| CLEARANCE OR CERTIFICATION | INVEST. REQ'D.        | WAIVERS        | FINAL POSITION DESIGNATION | TOTAL FORM & COPY REQUIREMENTS                                      |  | PACKAGE ASSEMBLY REQUIREMENTS  |  |
|----------------------------|-----------------------|----------------|----------------------------|---|--|--|--|
|                            |                       |                |                            | FORMS   | NUMBER OF COPIES REQUIRED  | OFFICES/FORMS  | COPIES   |
| TOP SECRET (SCI)           | SSBI (Preappointment) | None           | SS                         | 9-3056<br>SF-86 & 86A<br>SF-87<br>Release to Obtain a Credit Report | Original & 2 Copies<br>Original & 2 Copies<br>Original<br>Original | Office of Personnel Management<br>SF-86 & 86A<br>SF-87<br><br>Security Management Office<br>9-3056<br>SF-86 & 86A<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056<br><br>Primary Special Security Officer<br>NMD, 9-3056<br>SF-86 & 86A | Original<br>Original<br><br>Original<br>Copy<br>Original<br><br>Copy<br><br>Copy<br>Copy |
| TOP SECRET                 | SSBI (Preappointment) | Director, USGS | CS                         | 9-3056<br>SF-86 & 86A<br>SF-87<br>Release to Obtain a Credit Report | Original & 1 Copy<br>Original & 1 Copy<br>Original<br>Original     | Office of Personnel Management<br>SF-86 & 86A<br>SF-87<br><br>Security Management Office<br>9-3056<br>SF-86 & 86A<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056   | Original<br>Original<br><br>Original<br>Copy<br>Original<br><br>Copy                     |

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| DOE "Q"                    | SSBI<br>(Preappointment)  | Director,<br>USGS | CS  | 9-3056<br>SF-86 & 86A<br>SF-87<br>DOE F 5631.18<br>Release to Obtain a Credit Report                                | Original & 1 Copy<br>Original & 2 Copies<br>Original<br>Original & 1 Copy<br>Original & 1 Copy                           | Office of Personnel Management<br>SF-86 & 86A<br>SF-87<br><br>Security Management Office<br>9-3056<br>SF-86 & 86A<br>DOE F 5631.18<br>Release to Obtain a Credit Report<br><br>Department of Energy<br>SF-86 & 86A<br>DOE F 5631.18<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056                                | Original<br>Original<br><br>Original<br>Copy<br>Copy<br>Original<br><br>Copy<br>Original<br>Copy<br><br>Copy         |
| DOE "L"                    | ANACI<br>Or<br>BI<br>(DOE "L"<br>+ High Risk)<br>(Preappointment) | USGS<br>SMO       | NCS<br>or<br>CS<br>(DOE "L"<br>+ High Risk) | 9-3056<br>SF-86 & 86A<br>SF-87<br>Position Designation Record<br>DOE F 5631.18<br>Release to Obtain a Credit Report | Original & 1 Copy<br>Original & 2 Copies<br>Original<br>1 Copy (if applicable)<br>Original & 1 Copy<br>Original & 1 Copy | Office of Personnel Management<br>SF-86 & 86A<br>SF-87<br><br>Security Management Office<br>9-3056<br>SF-86 & 86A<br>DOE F 5631.18<br>Position Designation Record<br>Release to Obtain a Credit Report<br><br>Department of Energy<br>SF-86 & 86A<br>DOE F 5631.18<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056 | Original<br>Original<br><br>Original<br>Copy<br>Copy<br>Copy<br>Original<br><br>Copy<br>Original<br>Copy<br><br>Copy |

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|   |   |             |   | FORMS  | NUMBER OF COPIES REQUIRED  | OFFICES/FORMS   | COPIES   |
| SECRET  | ANACI<br>Or<br>BI<br>(Secret + High Risk)<br>(Preappointment) | USGS<br>SMO | NCS<br>Or<br>CS<br>(Secret + High Risk) | 9-3056<br>SF-86 & 86A<br>SF-87<br>Position Designation Record<br>Release to Obtain a Credit Report | Original & 1 Copy<br>Original & 1 Copy<br>Original<br>1 Copy (if applicable)<br>Original | Office of Personnel Management<br>SF-86 & 86A<br>SF-87<br><br>Security Management Office<br>9-3056<br>SF-86 & 86A<br>Position Designation Record<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056 | Original<br>Original<br><br>Original<br>Copy<br>Copy<br>Original<br><br>Copy |
| HIGH RISK FOR CONTRACTORS:<br>• IT<br>• OTHER     | BI<br>(Post-appointment within 14 days)                       | N/A         | HIGH RISK                               | 9-3056<br>SF-85P & 86A<br>FD-258<br>Release to Obtain a Credit Report                              | Original & 1 Copy<br>Original & 1 Copy<br>Original<br>Original                           | Office of Personnel Management<br>SF-85P & 86A<br>FD-258<br><br>Security Management Office<br>9-3056<br>SF-85P & 86A<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056                             | Original<br>Original<br><br>Original<br>Copy<br>Original<br><br>Copy         |
| MODERATE RISK FOR CONTRACTORS:<br>• IT<br>• OTHER | MBI<br>or<br>LBI<br>(Post-appointment within 14 days)         | N/A         | MODERATE RISK                           | 9-3056<br>SF-85P & 86A<br>FD-258<br>Release to Obtain a Credit Report                              | Original & 1 Copy<br>Original & 1 Copy<br>Original<br>Original                           | Office of Personnel Management<br>SF-85P & 86A<br>FD-258<br><br>Security Management Office<br>9-3056<br>SF-85P & 86A<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056                             | Original<br>Original<br><br>Original<br>Copy<br>Original<br><br>Copy         |

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|   |  |         |                            | FORMS   | NUMBER OF COPIES REQUIRED   | OFFICES/FORMS  | COPIES   |
| LOW RISK FOR CONTRACTORS: <ul style="list-style-type: none"> <li>• IT</li> <li>• OTHER</li> </ul> | NACI (Post-appointment within 14 days) | N/A     | LOW RISK                   | 9-3056<br>SF-85 & 86A<br>FD-258<br>*OF-306<br><br>*Complete items 1, 2, 8 through 13, 16, and 17a, only | Original & 1 Copy<br>Original & 1 Copy<br>Original<br>Original & 1 Copy | Office of Personnel Management<br>SF-85 & 86A<br>FD-258<br>OF-306<br><br>Security Management Office<br>9-3056<br>SF-85 & 86A<br>OF-306<br><br>Office of Financial Management<br>9-3056 | Original<br>Original<br>Original<br><br>Original<br>Copy<br>Copy<br><br>Copy |

**SECURITY INVESTIGATIVE FORM REQUIREMENTS  
UPDATE APPLICATION FOR CLEARANCE**

| CLEARANCE OR CERTIFICATION REQUIRING UPDATE | INVEST. REQ'D.           | WAIVERS | FINAL POSITION DESIGNATION | TOTAL FORM & COPY REQUIREMENTS                                      |  | PACKAGE ASSEMBLY REQUIREMENTS   |  |
|---|--------------------------|---------|----------------------------|---|--|---|--|
|   |                          |         |                            | FORMS   | NUMBER OF COPIES REQUIRED  | OFFICES/FORMS   | COPIES   |
| TOP SECRET (SCI)                            | SSBI-PR<br>Every 5 years | N/A     | SS                         | 9-3056<br>SF-86 & 86A<br>SF-87<br>Release to Obtain a Credit Report | Original & 2 Copies<br>Original & 2 Copies<br>Original<br>Original | Office of Personnel Management<br>SF-86 & 86A<br>SF-87<br><br>Security Management Office<br>9-3056<br>SF-86 & 86A<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056<br><br>Primary Special Security Officer<br>NMD 9-3056<br>SF-86 & 86A | Original<br>Original<br><br>Original<br>Copy<br>Original<br><br>Copy<br><br>Copy<br>Copy |
| TOP SECRET                                  | SSBI-PR<br>Every 5 years | N/A     | CS                         | 9-3056<br>SF-86 & 86A<br>SF-87<br>Release to Obtain a Credit Report | Original & 1 Copy<br>Original & 1 Copy<br>Original<br>Original     | Office of Personnel Management<br>SF-86 & 86A<br>SF-87<br><br>Security Management Office<br>9-3056<br>SF-86 & 86A<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056  | Original<br>Original<br><br>Original<br>Copy<br>Original<br><br>Copy                     |

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|---|----------------------------|---------|---|--|--|--|--|
|   |                            |         |   | FORMS  | NUMBER OF COPIES REQUIRED  | OFFICES/FORMS  | COPIES   |
| DOE "Q"                                     | SSBI-PR<br>Every 5 years   | N/A     | CS  | 9-3056<br>SF-86 & 86A<br>SF-87<br>DOE F 5631.18<br>Release to Obtain a Credit Report | Original & 1 Copy<br>Original & 2 Copies<br>Original<br>Original & 1 Copy<br>Original & 1 Copy | Office of Personnel Management<br>SF-86 & 86A<br>SF-87<br><br>Security Management Office<br>9-3056<br>SF-86 & 86A<br>DOE F 5631.18<br>Release to Obtain a Credit Report<br><br>Department of Energy<br>SF-86 & 86A<br>DOE F5631.18<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056  | Original<br>Original<br><br>Original<br>Copy<br>Copy<br>Original<br><br>Copy<br>Original<br>Copy<br><br>Copy |
| DOE "L"                                     | ANACI<br>Every 10<br>Years | N/A     | NCS<br>or<br>CS<br>(DOE "L" +<br>High Risk) | 9-3056<br>SF-86 & 86A<br>SF-87<br>DOE F 5631.18<br>Release to Obtain a Credit Report | Original & 1 Copy<br>Original & 2 Copies<br>Original<br>Original & 1 Copy<br>Original & 1 Copy | Office of Personnel Management<br>SF-86 & 86A<br>SF-87<br><br>Security Management Office<br>9-3056<br>SF-86 & 86A<br>DOE F 5631.18<br>Release to Obtain a Credit Report<br><br>Department of Energy<br>SF-86 & 86A<br>DOE F 5631.18<br>Release to Obtain a Credit Report<br><br>Office of Financial Management<br>9-3056 | Original<br>Original<br><br>Original<br>Copy<br>Copy<br>Original<br><br>Copy<br>Original<br>Copy<br><br>Copy |

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|---|----------------------------|---------|---|--|--|--|--|
|   |                            |         |   | FORMS  | NUMBER OF COPIES REQUIRED                                      | OFFICES/FORMS  | COPIES   |
| SECRET  | NACLC<br>Every 10<br>Years | N/A     | NCS<br>Or CS<br>(Secret<br>+ High Risk) | 9-3056<br>SF-86 & 86A<br>SF-87<br>Release to Obtain a Credit<br>Report   | Original & 1 Copy<br>Original & 1 Copy<br>Original<br>Original | Office of Personnel Management<br>SF-86 & 86A<br>SF-87<br><br>Security Management Office<br>9-3056<br>SF-86 & 86A<br>Release to Obtain a Credit<br>Report<br><br>Office of Financial Management<br>9-3056    | Original<br>Original<br><br>Original<br>Copy<br>Original<br><br>Copy |
| HIGH RISK<br>FOR<br>CONTRACTORS:<br>• IT<br>• OTHER | PRI<br>Every<br>5<br>Years | N/A     | HIGH RISK                               | 9-3056<br>SF-85P & 86A<br>FD-258<br>Release to Obtain a Credit<br>Report | Original & 1 Copy<br>Original & 1 Copy<br>Original<br>Original | Office of Personnel Management<br>SF-85P & 86A<br>FD-258<br><br>Security Management Office<br>9-3056<br>SF-85P & 86A<br>Release to Obtain a Credit<br>Report<br><br>Office of Financial Management<br>9-3056 | Original<br>Original<br><br>Original<br>Copy<br>Original<br><br>Copy |