DOE F 5631.16
(07-90)
(Formerly DP-2251)
EFG (07-90)

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U.S. DEPARTMENT OF ENERGY

FILE SUMMARY SHEET

(Last name)	(Given name)	(Middle name)	(D.O.B.)	(DOE No.)

(SSN)	(P.O.B.—City, State, Country)

INITIAL PROCESSING

	Date	REMARKS
Type clearance requested _____		
Security Forms Forwarded to OPM ☐ FBI ☐		
Request Forwarded to Hdqrs to DISCONTINUE/REOPEN		
Completed NACC ☐ NACIC ☐ received		
Completed background investigation received		
OPM ☐ FBI ☐ OTHER ☐ (Type)		

FP retakes required: Notified _____ Requested _____ Rec'd _____ Submitted _____

Other: _____

ANALYSIS

Derogatory information:	Initials	Date	Category(ies)
None			
Nonsubstantial			
Substantial			

Referred to Hdqrs . . . . Interviewed _____ Hearing _____

CLEARANCE ACTIONS	Office Symbol	Type* Clearance	Clearances Granted			Terminations			Employer Code and Job Title
			Action**	Date	Initials	Action***	Date	Initials	
	CA								

*Insert: Q-S, Q-N, Q-B, QX, QU, TS, L, LX, LU, SE
**Insert: Grant, Reinst., Ext., or Transf. Accepted.
***Insert: Term., Canceled (No Hire), Transf. to (Area), or Denied.

ADDITIONAL INVESTIGATION

	Date requested OPM	Date requested FBI	Date received	REMARKS
Additional investigation				
Supplemental For Grant/Reinstatement				
Supplemental For Transfer to "Sensitive" position				

REINVESTIGATIONS

Fiscal Year	Field Investigation Requested (Date)		Other Requested (Date)			Date Received	Clearance Continued (Date & Initials)
	FBI	OPM	NACIC	NACC	F&FP CK.		

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