DOE F 472.12

Security Termination Statement Instructions

Applicability

The DOE F 472.12 Security Termination Statement (STS) must be completed whenever an individual's Department of Energy (DOE) access authorization/security clearance is to be terminated or administratively withdrawn, in accordance with DOE Order (O) 472.2A, Personnel Security, and DOE O 470.4B, Safeguards and Security, or successor directives.

- The STS form can be accessed at the following link: Security Termination Statement
- The company Facility Security Officer (FSO) **must** conduct a security debriefing to all departing personnel to reinforce their continuing obligations as detailed in Section 2 of the STS.
- Standard Terminations: The completed STS **must** be submitted to the Cognizant Personnel Security Office (CPSO) within two (2) working days of termination.
- Clearance Transfer Terminations: Within seven (7) calendar days of their last day of employment, the transferring individual, not the supplier company, is responsible to obtain the completed STS and email to PersonnelSecurity@unnpp.gov. The subject line shall contain the transferring employee's last name and work site (e.g., Smith - Bettis Laboratory, Johnson - Knolls Laboratory, etc.).
- The STS should indicate if the employee needs to transfer their DOE clearance to their future employer.
- The completed STS should be emailed to NNL_SDSeparation@unnpp.gov, with the subject line containing the terminated employee's last name and work site (e.g., Bettis, NRF, Knolls, Kesselring, etc.).
- All badges must be turned into Security Personnel on the employee's last day before leaving the site. If the individual is terminated and not on site, the badges **must** be mailed to their home site.
- All NNL assets must be returned to the appropriate FMP organization on or before the individual's last day on-site.

Questions regarding the STS should be directed to NNL_SDSeparation@unnpp.gov.

NAVAL NUCLEAR LABORATORY

Instructions

Section 1

Block 1 – Enter the full name of employee whose security clearance is being terminated. Enter NMN for employees who do not have a middle name.

Block 2 – Enter the social security number of the employee whose security clearance is being terminated.

Block 3 – Enter company name.

Block 4 – Enter the site where the employee whose security clearance is being terminated last held access (e.g. Bettis, NRF, Knolls, Kesselring, etc.)

Block 5 – Enter the FMP Purchase Order number(s) associated with the work performed by the employee being terminated.

Block 6 – Provide the reason for the employee's Security Clearance termination. Use one of the following options:

- Resignation, standard- no derogatory information
- Resignation, standard- derogatory information
- Retirement- no derogatory information
- Termination, for cause- derogatory information; violation of company rules of conduct

Block 7 – Enter the date on which the employee's security clearance is to be terminated.

Block 8 – Enter the employee's DOE clearance number whose security clearance is being terminated. If the number is unknown, please leave it blank.

Block 9 – Enter the Present/Future Residence Address of the employee whose security clearance is being terminated.

Block 10 – Enter the name and address of the employee's future employer whose security clearance is being terminated. If this information is unknown, please indicate that. If the employee needs to transfer their clearance to the new company, note in this section that the employee requires their DOE clearance.

Section 2

"Signature" – Signature of the employee whose security clearance is being terminated.

"Debriefing Official Signature" – Signature of the company representative who conducted the Security Termination Briefing. This is typically the Facility Security Officer.

“Printed Name and Title of Debriefing Official” – Enter the name and title of the company representative who conducted the Security Termination Briefing. This is typically the Facility Security Officer.

“If person is not available for signature, provide reasoning” – If the employee whose security clearance is being terminated is not available to sign, provide an explanation here.