

# IN CONFIDENCE

## Leave of Absence (LOA) Clearance Retention Request

Employee Name (Last, First, MI)	Z Number	Group and Division
Address and Phone Number During LOA	Line Manager Name and Telephone Number	
LOA Start Date:	Anticipated Date of Return to Work:	
<b>Brief Statement of the Facts and Circumstances Surrounding the LOA:</b> (This information is necessary for S-6 to request DOE approval to keep your clearance active during LOAs of more than 90 consecutive days). Information will be disclosed only to authorized persons under IN CONFIDENCE guidelines. Attach additional documentation or explanation if needed.  _____ _____ _____ _____ _____ _____		
<b>Basic Facts Regarding Clearances and LOAs: (employee to read and sign below)</b>  I understand that regardless of the length of my LOA, I must surrender my DOE security badge to my Line Manager.  I understand that if my LOA is less than 90 consecutive days, my clearance will remain active and I will be rebadged upon my return to work.  I understand that if my LOA will extend for more than 90 consecutive days, S-6 will request a variance from DOE on my behalf to keep my clearance active up to my anticipated return to work date.  I understand that I must notify my Line Manager, who will notify S-6, if my LOA will extend beyond the anticipated return to work date. S-6 will request DOE approve an extension of time.  I understand that if DOE does not approve the request to keep my clearance active, S-6 will send me a Security Termination Statement via certified mail, which I will execute and return to S-6 immediately.  I understand that if DOE does not approve the request to keep my clearance active, S-6 will process me for a reinstatement of my clearance once I provide notice of my actual return to work date*.  I understand that I have a continuing responsibility to notify S-6 of certain DOE required reportable events and circumstances during this LOA.  I certify that the facts and circumstances surrounding my LOA are not reportable under current DOE requirements, or if they are I have properly reported these facts and circumstances to S-6.  <div style="text-align: right;">_____ Signature Date</div>		
<b>Line Manager Certifications: (Line Manager to read and sign below)</b>  I certify that this is an approved LOA for the employee named above.  I will promptly notify S-6 of any change in the LOA status of the above named employee.  I will promptly respond to S-6 email and telephonic inquiries regarding the status of the LOA for the above named employee.  <div style="text-align: right;">_____ Signature Date</div>		

\* This will help ensure your clearance will be available at your return to work date. This is dependent on the timeliness of DOE approval actions.

# IN CONFIDENCE