BONNEVILLE POWER ADMINISTRATION
Contractor Access Request

OVERVIEW

This form is used to initiate the following access requests:
1. **Current workers** who already have a BPA badge and need access to BPA's substations (Energized Access): Complete Section 1 only and email your request to your BPA COR.
2. **New onboarding workers** who do not currently have a BPA badge and who need access to BPA's physical sites and/or network: Complete Section 2 only and email your request to supplementallabor@bpa.gov.

SECTION 1: Energized Access Request for Current Badged Worker

For current workers who already have a BPA badge and need access to BPA's substations (Energized Access), please complete Section 1 only and email the completed form to your BPA COR. BPA will distribute the Energized Access Attestation via DocuSign to the Company POC listed below. Please ensure email addresses provided are accurate!

*The Company POC should be someone in a role of authority who can select the appropriate permit type for the work to be performed and attest that the worker requesting access is qualified and sufficiently trained in the applicable OSHA requirements listed on the Attestation.

Company Name (Worker's Employer)	
Company Point of Contact (POC)*	
POC Phone Number	
POC Email Address	
Worker's Name	
Worker's Email Address	

SECTION 2: New Onboarding Worker

For new onboarding workers who do not currently have a BPA badge and need access to BPA's physical sites and/or network, please complete Section 2 only and email the completed form to supplementallabor@bpa.gov. BPA will distribute the necessary onboarding forms via DocuSign to the worker and company POC to initiate the onboarding process. Please ensure email addresses provided are accurate!

COMPANY INFORMATION (This is the company information of the worker being on boarded)

Company Name (Worker's Employer)	
Company Point of Contact (POC)	
POC Phone Number	
POC Email Address	
Prime Contractor's Name	
Sub-Contractor's Name (if applicable)	

WORKER INFORMATION   (Name provided MUST be Full Legal Name)

Full Legal First Name		Full legal first name. No nicknames. Example: Timothy, not Tim
Full Legal Middle Name		If no middle name list NMN for "No Middle Name" / If middle initial only, list (IO) for "initial only" after initial
Full Legal Last Name		
Suffix (if applicable)		Example: Jr, Sr, I, II, etc.
Phone Number (Business or personal)		
Email Address		
Position/Title		

Foreign National Status	☐ No ☐ Yes If yes, enter country of citizenship:
Please provide the project name and briefly describe the type of work this person will perform for BPA.	

ACCESS REQUIREMENTS

Type of Access Requested (Select more than one if necessary)	**IMPORTANT:** If the worker listed above is unable or unwilling to complete the requirements outlined for the desired access, the access should **not** be requested. Each access request costs BPA up to $800. If BPA starts the badging process and has to cancel the enrollment due to inactivity, valuable resources and costs are wasted. Please ensure your workers are prepared for what is required **prior** to requesting access.

Select	Type	Onboarding Requirements	Training & Maintenance
☐	**Physical Access Only** • Physical access to BPA facilities/sites only; no network/IT access	• Complete new hire onboarding paperwork via DocuSign • Attend a fingerprinting appointment • Provide two matching copies of government issued ID • May also include completion of Electronic Questionnaire for Investigation Processing (eAPP) if engagement is > 6 mos*	• Annual Training up to 2 hours
☐	**Physical & Logical Access** • Unescorted physical and logical access to BPA facilities/sites and network • USAccess DOE Security Badge enrollment is required during the PIV/Credentialing process.	• Complete new hire onboarding paperwork via DocuSign • Attend a fingerprinting appointment • Provide two matching copies of government issued ID • Complete the Electronic Questionnaire for Investigations Processing (eAPP)*	• Annual & Quarterly training up to 8 hours • Logon every 30-days
☐	**Physical & Logical Access with ProjectWise** • Unescorted physical and logical access to BPA facilities/sites and network; includes ProjectWise access. • USAccess DOE Security Badge enrollment is required during the PIV/Credentialing process.	• Complete new hire onboarding paperwork via DocuSign • Attend a fingerprinting appointment • Provide two matching copies of government issued ID • Complete the Electronic Questionnaire for Investigations Processing (eAPP)*	• Annual & Quarterly Training up to 8 hours • Logon every 30 & 90 days
☐	**Energized Access** • Unescorted access to BPA substations; must meet minimum ROCH qualifications and complete an Energized Facility Attestation form	• Complete new hire onboarding paperwork via DocuSign • Attend a fingerprinting appointment • Provide two matching copies of government issued ID • Complete the Electronic Questionnaire for Investigations Processing (eAPP)* • Complete the Energized Access Attestation via DocuSign	• Annual Training up to 2 hours • Safety Orientation Video

*The eAPP is a web-based automated system that facilitates the processing of standard investigative forms for required background investigations.

- The eAPP must be completed within 7 calendar days of receipt.
- Approximate time to complete the eAPP is 2 to 3 hours.
- eAPP must be completed on a computer; it will not work on a cell phone and is not optimized for smaller screens as found on a tablet. As the employer, please make a computer available to your employee if necessary.
- In addition to basic information such as legal name, place and date of birth, citizenship and passport information, worker's must also collect and enter the following information for the past 5 -7 years:
  - Employment information: Dates of employment, company addresses, supervisor names and contact information
  - Residence: Dates of residence, addresses

- Education: Dates of attendance, school name, address, degree(s) obtained and date obtained
- Multiple non-family references (including name, address, phone, email) who can validate the information provided
- Complete and accurate information is necessary otherwise the eAPP will be rejected back to the worker to make changes.

If logical access is requested, please provide a business justification	
Is the applicant applying for federal access/badging credentials concurrently w/ BPA?	☐ No **NOTE:** The Office of Personnel Management (OPM) prohibits the processing ☐ Yes of multiple fingerprints at the same time.
BPA Contracting Officer's Representative (COR) Name	

SECTION 3: For COR Use Only	
Acknowledgement	Due to increased costs and security concerns, BPA prefers to limit the number of workers with logical access. **CORs must consider whether there is a justified business need for logical access. Click here to read more about logical access for contractors.** I acknowledge that I have read and understand the document linked above, outlining the risks involved with granting contractors logical access. ☐ Yes ☐ No
Do you concur with the type of access requested in section 2?	☐ Yes ☐ No If no, contact SLMO	**BPA's estimated cost to onboard by access type:** • Physical Access Only: $380 • Logical Access: $560 - $800 (dependent on if a T1 or T2 investigation is required) **Cost to maintain logical access:** Non-CFTE with logical access must complete BPA's required training, up to 8 hours per year. To estimate training costs for T&M contracts, you may use the formulas provided below: Physical & Logical Access: Up to 8 hours of annual training ($ Hourly Rate) x 8 hours of annual training = $_____ Physical Access or ProjectWise Only: Up to 2 hours of annual training ($ Hourly Rate) x 2 hours of annual training = $_____ Additionally, Non-CFTE with logical access must logon every 30 days to maintain their network status. If workers fail to meet this requirement, additional time and effort from BPA and suppliers is required to re-coordinate access.
BPA contract number(s) this work will be charged to	
Workflow Connection POC Name (Required if Physical and Logical access are needed.)	
What is the Worker's Duty Station and Organization?	Duty Station: Organization:
Non-Disclosure Agreement (NDA)	If the worker will have network (logical) access, SLMO generally sends an NDA to the worker and supplier to sign. If you have concerns about us sending an NDA, please check the appropriate box below: ☐ Do not send NDA ☐ Please contact me for further discussion

Does this work require a Public Trust (SF-85P) background investigation?	☐ No ☐ Yes
	Select all that apply. If any of the following are selected, a Public Trust is required. ☐ Protecting or controlling access to facilities or information systems. ☐ Critical Infrastructure and Key Resources (CIKR). ☐ Protection of government funds for non-national security operations, access to or operation or control of financial records, fiduciary responsibilities or other duties (such as developing statements of work) with a significant risk for causing damage or with the potential for realizing significant personal gain. ☐ Hazardous material handling and transportation (such as medical waste, mechanical or industrial waste, (i.e. waste chemicals, fuel, oil, batteries, etc.). ☐ Protection of government information technology systems. ☐ Protection of personal, private, controlled unclassified or proprietary information (including Privacy Act and FOIA, etc.), the nature of which does not impact national security. ☐ Audits of government personnel, programs, and activities. ☐ Government service delivery including customer service and public liaison duties. ☐ Access to ALSTOM Software. ☐ Assigned to a duty station at or which will require frequent work performed at NERC CIP Critical Cyber Asset (CCA) facilities or Control Centers.
Physical Access: Location Information	Will this worker be required to perform work at field sites? ☐ No ☐ Yes Will this worker need physical access to substations? ☐ No ☐ Yes Will this worker need physical access to Control Centers? ☐ No ☐ Yes