

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 the COR and copy (CC) 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 the COR and copy (CC) 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)	

CONTROLLED DISTRIBUTION

Access is restricted to those with a Lawful Government Purpose and must be protected and marked when printed or distributed.

Controlled by:

Name/Agency/Org/Contact Info: Supplemental Labor Management Office / BPA / NSP / 360-418-8321

CUI Category: PRVCY Date: _____

WORKER INFORMATION (Name provided MUST be Full Legal Name)			
Foreign National Status		NOTE: If the worker is a Foreign National, they must first be approved by the Foreign National Visits and Assignments (FNAP) program manager before they may request BPA access. To seek approval, the worker must complete BPA form 5632.08e – Foreign Nationals Registration (Short Form) and submit it with a copy of their passport to their designation BPA Host.	
		Is the worker a Foreign National? If no, proceed to the next section.	<input type="checkbox"/> No <input type="checkbox"/> Yes
		If yes, has the worker been approved by the FNAP program manager? If no, stop here and contact the COR.	<input type="checkbox"/> No <input type="checkbox"/> Yes
		If the worker has been approved by FNAP, has the worker resided in the United States for the past 3 years? NOTE: Only Foreign Nationals that have resided in the United States for the past 3 years may qualify for a PIV credential.	<input type="checkbox"/> No <input type="checkbox"/> Yes
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			
Please provide the project name and briefly describe the type of work this person will perform for BPA.			
ACCESS REQUIREMENTS			
Select the type(s) of Access Requested (You may also select one or more subtypes under the "Additional Accesses Requested" column. Additional access may have their own requirements to obtain and maintain them, some of which are listed. These requirements are in addition to the requirements for Physical or Physical & Logical access.)			
Type	Onboarding Requirements	Training & Maintenance	Additional Accesses Requested (Additional Training & Maintenance listed)
<input type="checkbox"/> Physical Access Only <ul style="list-style-type: none"> Physical access to BPA facilities/sites only; no network/IT access USAccess DOE Security Badge enrollment is required during the PIV/Credentialing process. 	<ul style="list-style-type: none"> Complete new hire onboarding paperwork via DocuSign Attend a fingerprinting appointment Provide two matching copies of government issued ID that meets federal standards (Real ID) Complete the Electronic Questionnaire for Investigation Processing (eAPP)* 	<ul style="list-style-type: none"> Annual Training up to 2 hours 	<input type="checkbox"/> Energized Access (unescorted access to BPA substations) <ul style="list-style-type: none"> Must meet min ROCH qualifications and complete an Energized Access Attestation form via DocuSign Annual Training up to 2 hours Safety Orientation Video Permit renewal is required every two years
			<input type="checkbox"/> Control Center
			<input type="checkbox"/> Other: List in the "Other Access Requested" section that follows
<input type="checkbox"/> Physical & Logical Access <ul style="list-style-type: none"> Unescorted physical and logical access to BPA facilities/sites and network. USAccess DOE Security 	<ul style="list-style-type: none"> Complete new hire onboarding paperwork via DocuSign Attend a fingerprinting appointment Provide two matching copies of government issued ID that meets federal standards (Real ID) 	<ul style="list-style-type: none"> Annual & Quarterly training up to 8 hours Logon every 30 days 	<input type="checkbox"/> Energized Access (unescorted access to BPA substations) <ul style="list-style-type: none"> Must meet min ROCH qualifications and complete an Energized Access Attestation form via DocuSign Annual Training up to 2 hours Safety Orientation Video Permit renewal is required every two years

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	Badge enrollment is required during the PIV/Credentialing process.	<ul style="list-style-type: none"> Complete the Electronic Questionnaire for Investigations Processing (eAPP)* 		<input type="checkbox"/> ProjectWise <ul style="list-style-type: none"> Must logon at least every 90 days <input type="checkbox"/> Advanced eGIS <input type="checkbox"/> Control Center <input type="checkbox"/> Other: List in the "Other Access Requested" section that follows
Other Access Requested				
<p>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.</p> <p>*The eAPP is a web-based automated system that facilitates the processing of standard investigative forms for required background investigations.</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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?		<input type="checkbox"/> No NOTE: The Office of Personnel Management (OPM) prohibits the processing of multiple fingerprints at the same time. <input type="checkbox"/> Yes		
BPA Contracting Officer's Representative (COR) Name				
SECTION 3: For COR Use Only				
Acknowledgement		<p>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.</p> <p>I acknowledge that I have read and understand the document linked above, outlining the risks involved with granting contractors logical access.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Do you concur with the type of access requested in section 2?		<div> <input type="checkbox"/> Yes <input type="checkbox"/> No If no, contact SLMO </div> <div> BPA's estimated cost to onboard by access type: <ul style="list-style-type: none"> Physical Access Only: \$380 Logical Access: \$560 - \$800 (dependent on if a T1 or T2 investigation is required) </div>		

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	<p>Cost to maintain logical access:</p> <p>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:</p> <p>Physical & Logical Access: Up to 8 hours of annual training <u>(\$ Hourly Rate) x 8 hours of annual training = \$</u></p> <p>Physical Access or ProjectWise Only: Up to 2 hours of annual training <u>(\$ Hourly Rate) x 2 hours of annual training = \$</u></p> <p>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.</p>
BPA contract number(s) this work will be charged to	
Workflow Connection POC Name (Required if Physical and Logical access are needed. This is the person that will input the space requirements in Workflow Connection)	
What is the Worker's Duty Station and Organization? (Typically the COR's dept and duty station)	<p>Duty Station:</p> <p>Organization:</p>
Non-Disclosure Agreement (NDA) for workers with Network (Logical) Access	<p>If the worker will have network (logical) access, SLMO usually sends an NDA to the worker and supplier to sign as part of the onboarding package. Please select an option below (Note: If nothing is selected an NDA will be sent).</p> <p><input type="checkbox"/> Send an NDA</p> <p><input type="checkbox"/> Do not send NDA</p> <p><input type="checkbox"/> Please contact me for further discussion</p>
Does this work require a Public Trust (SF-85P) background investigation?	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Select all that apply. If any of the following are selected, a Public Trust is required.</p> <p><input type="checkbox"/> Protecting or controlling access to facilities or information systems.</p> <p><input type="checkbox"/> Critical Infrastructure and Key Resources (CIKR).</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Hazardous material handling and transportation (such as medical waste, mechanical or industrial waste, (i.e. waste chemicals, fuel, oil, batteries, etc.).</p> <p><input type="checkbox"/> Protection of government information technology systems.</p> <p><input type="checkbox"/> Protection of personal, private, controlled unclassified or proprietary information (including Privacy Act and FOIA, etc.), the nature of which does not impact national security.</p> <p><input type="checkbox"/> Audits of government personnel, programs, and activities.</p> <p><input type="checkbox"/> Government service delivery including customer service and public liaison duties.</p> <p><input type="checkbox"/> Access to ALSTOM Software.</p> <p><input type="checkbox"/> Assigned to a duty station at or which will require frequent work performed at NERC CIP Critical Cyber Asset (CCA) facilities or Control Centers.</p>