

(U) Supporting Statement for BPA Security

(U) Part A: Justification

(U) OMB No. 1910-5188

(U) Form 1400.22a, Other Utility/Contractor/Vendor Worker Access Request

(U) Form 1400.22e, Non-Government Employee Data in HRMIS

(U) Form 5630.04e, Security Privilege Request – for BPA Control Centers

(U) Form 5632.01e, Security Incident Report

(U) Form 5632.08e, Unclassified Visits & Assignments – Foreign Nationals Registration

(U) Form 5632.09e, Personnel Identity Verification Request

(U) Form 5632.11e, Visitor Access Request – with Continuation page

(U) Form 5632.12e, Evidence/Property Custody Document

(U) Form 5632.27e, Badge Replacement Request

(U) Form 5632.30e, Pin Code Request

(U) *NEW Form 5632.31e OUW Pin & Challenge Question Worksheet

(U) Form 5632.32e, Card Key Access Request

May 2026

Controlled Distribution

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(U) Introduction

(U) Provide a brief introduction of the Information Collection Request. Include the purpose of this collection, note the publication of the 60-Day Federal Register Notice, and provide the list of forms within this collection.

(U) Bonneville Power Administration (BPA) has submitted to the Office of Management and Budget (OMB) for clearance, a revision and extension request for a collection of information pursuant to the Paperwork Reduction Act of 1995. The collection allows BPA to exercise management and oversight over the physical security of its facilities. In order to ensure the security and safety of its employees, contractors, visitors, and facilities, BPA's security offices issue identification and access card keys to employees and contractors to control access.

(U) The Department published a 60-day Federal Register Notice and Request for Comments concerning this collection in the Federal Register on February 18, 2026, volume 91, number 32, and page number 7,470. The notice described the collection and invited interested parties to submit comments or recommendations regarding the collection. No comments were received.

(U) These collections require OMB approval under the Paperwork Reduction Act because the various forms gather information from employees, contract employees, and members of the public.

(U) This collection adds one new collection tool and removes one existing collection tool, and combines two collection tools.

(U) The relevant instruments for these collections are the following forms:

(U) BPA F 1400.22a - Other Utility/Contractor/Vendor Worker Access Request: Form used to confirm identity and determine suitability during badge request process.

(U) BPA F 1400.22e - Non-Government Employee Data in HRMIS: Form used to add contractor personnel to HRMIS system.

(U) BPA F 5630.04e - Security Privilege Request - for BPA Control Centers: Form is used for requesting physical and cyber access to BPA Control Center Cyber and Critical Cyber Assets.

(U) BPA F 5632.01e - Security Incident Report: Form used to report any criminal vandalism, or theft of Government or personal property.

(U) BPA F 5632.08e - Unclassified Visits and Assignments - Foreign Nationals Registration (Short Form): In accordance with Department of Energy Order, all foreign nationals must complete a foreign national registration form to document the purpose and dates of their intended visit/assignment.

(U) BPA F 5632.09e - Personal Identity Verification (PIV) Request for LSSO/Smart Credential: Used by BPA Security to register applicants and initiate the PIV process for issuance of a DOE security badge.

(U) BPA F 5632.11e - BPA Visitor(s) Access Request – with continuation page: Form documents visitors to BPA facilities. (Previously this was two separate forms, combined into a single form.)

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(U) BPA F 5632.12e - Evidence/Chain of Custody Document: Form used to document chain of custody of evidence or property.

(U) BPA F 5632.27e - Badge Replacement Request: Form is used to report lost/stolen or damaged/faded/malfunctioning ID Badges.

(U) BPA F 5632.30e - PIN Code Request: Form that is used by employees/contractors to set a pin code associated with a local site specific only badge or proximity card.

(U) BPA F 5632.32e - Card Key Access Request: Form that is used by employees for access to specific physical sites.

(U) Gathering this information is necessary because BPA must be able to ensure the security of facilities and personnel in accordance with laws and regulations.

The following form is new to this information collection:

(U) *NEW Form 5632.31e OUW Pin & Challenge Question Worksheet: Form is used by Other Utility Workers who may need access to a BPA site with a badge or proximity card.

The following form has been retired and removed from this information collection:

(U) Retired BPA F 5632.18e - Crime Witness Telephone Report: Form was used when collecting information from a witness to a crime, via telephone.

(U) Retired BPA F 5632.11a- BPA Visitor(s) Access Request – with continuation page: Form documents visitors to BPA facilities, used when more than six visitors are included on the same request. Continuation page was added to BPA F 5632.11e.

(U) A.1. Legal Justification

(U) Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the information collection.

(U) BPA is a power marketing administration, a federal nonprofit agency based in the Pacific Northwest. Although BPA is part of the U.S. Department of Energy, it is self-funding and covers its costs by selling its products and services. BPA markets wholesale electrical power from 31 federal hydro-electric dams in the Columbia River Basin, one non-federal nuclear plant and several other small non-federal power plants. The U.S. Army Corps of Engineers and the Bureau of Reclamation own and operate the federal dams. BPA is responsible for marketing about one-third of the electric power used in the Northwest.

(U) BPA also operates and maintains about three-fourths of the high-voltage transmission in its service territory. BPA's service territory includes Idaho, Oregon, Washington, western Montana and small parts of eastern Montana, California, Nevada, Utah, and Wyoming.

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(U) As part of its responsibilities, BPA promotes energy efficiency and new technologies. The agency also funds regional efforts to protect and rebuild fish and wildlife populations affected by hydroelectric power development in the Columbia River Basin.

(U) The authorities for this collection are:

- (U) The Bonneville Project Act of 1937, 16 U.S.C § 832a
- (U) 42 U.S.C. § 2165 & 7101 et. Seq.
- (U) 5 CFR Title 5 parts 5 & 736
- (U) E.O. 10450, Security Requirements for Government Employment (April 27, 1953)
- (U) E.O. 12107, Relating to the Civil Service Commission and labor-management in the Federal Service (December 28, 1978)
- (U) E.O. 12333, United States Intelligence Activities (December 4, 1981)
- (U) E.O. 13284, Amendment of Executive Orders, and Other Actions, in Connection with the Establishment of the Department of Homeland Security (January 23, 2003)
- (U) E.O. 13467, Security Requirements for Government Employees, April 27, 1953
- (U) E.O. 13470, Further amendments to Executive Order 12333, United States Intelligence Activities (July 30, 2008)
- (U) E.O. 13488, Granting Reciprocity on Excepted Service and Federal Contactor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust (January 16, 2009)
- (U) E.O. 13764, Amend the Civil Service Rules, Executive Order 13488, and Executive Order 13467 to Modernize the Executive Branch-Wide Governance Structure and Processes for Security Clearances, Suitability and Fitness for Employment, and Credentialing, and Related Matters (January 17, 2017)
- (U) Federal Energy Regulatory Commission (FERC) Order No. 706
- (U) Federal Information Processing Standard Publication 201-3 (FIPS 201-3)
- (U) Homeland Security Presidential Directive 12 (August 27, 2004)
- (U) Department of Energy Order 205.1B, Change 3 (April 29, 2014)

(U) As a Federal Agency, BPA employees and contractors are required to adhere to a number of Federal regulations, executive orders, DOE Orders, policies and procedures. BPA's Safeguards and Security Program seeks to comply with these requirements and also provides a safe and secure working environment for all employees, and members of the public using its facilities. The purpose of the program is to provide measures to safeguard personnel; to prevent unauthorized access to equipment,

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facilities, material and documents; to safeguard against espionage, sabotage, and theft; and to provide adequate contingency plans to meet general and national emergencies. The physical protection of BPA buildings and facilities is accomplished through the use of security measures to include: contract security officers, alarm systems, cardkey access systems for after hours and special access needs, and closed-circuit TV.

(U) A.2. Needs and Uses of Data

(U) Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection

(U) The information collected in these documents is used to securely determine and grant access to BPA facilities, report incidents of damage or loss, conduct background investigations on personnel, and screen visitors and foreign nationals for access to facilities.

(U) BPA F 1400.22a - Other Utility/Contractor/Vendor Worker Access Request: collects first name, middle initial, last name, position title, if the person successfully passed a national criminal history check, if they've completed annual training, and if the person completed Personal Identity Verification.

(U) BPA F 1400.22e - Non-Government Employee Data in HRMIS: if the person has been employed at BPA since 10/1/96, if yes then full legal name at the time of employment, current full legal name, Social Security Number, country of citizenship, date of birth, and gender.

(U) BPA F 5630.04e - Security Privilege Request - for BPA Control Centers: requester's name, business address, work phone number, employment status, BPA Login ID, and BPA HRMIS ID.

(U) BPA F 5632.01e - Security Incident Report: name and work phone number of reporting party.

(U) BPA F 5632.08e - Unclassified Visits and Assignments - Foreign Nationals Registration (Short Form): visitor full name, citizenship, country of employer, gender, date of birth, country of birth, host's name and contact info.

(U) BPA F 5632.09e - Personal Identity Verification (PIV) Request for LSSO/Smart Credential: full legal name, email address, mailing address, date of birth, daytime phone number, place of birth, citizenship, dual citizenship, Social Security Number, and employment with the federal government in the last 24 months.

(U) BPA F 5632.11e - BPA Visitor(s) Access Request - with continuation page: name, citizenship, and company name.

(U) BPA F 5632.12e - Evidence/Chain of Custody Document: name, grade, and title of person from whom evidence received from.

(U) BPA F 5632.27e - Badge Replacement Request: badge holder first and last name.

(U) BPA F 5632.30e - PIN Code Request: last name, first name, and middle initial.

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(U) BPA F 5632.31e OUW Pin & Challenge Question Worksheet: last name, first name, and middle initial. (New Form)

(U) BPA F 5632.32e - Card Key Access Request: employee name.

(U) A.3. Use of Technology

(U) Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

(U) The instruments are fillable electronic PDF forms submitted via email (CSReliabilityProgram@bpa.gov, nongovtemp@bpa.gov, ControlCenterPrivileges@bpa.gov, MCCP@bpa.gov, SecurityServices@bpa.gov, ForeignNationalVisit@bpa.gov, PERSECRegistrar@bpa.gov, RossAccessRequest@bpa.gov, MunroAccessRequest@BPASite1.bpa.gov, HQAccessRequest@bpa.gov, CeliloPost@bpa.gov, BPABadging@bpa.gov, and CardKeyAccess@bpa.gov) mail, internal mail, or fax. Based on the number of responses submitted per form annually, 65% of the forms are submitted by email, 34.42% of the forms are submitted by internal mail, .25% are returned by mail, and .33% of the forms are submitted via fax based on form owner response. The cost of additional automation significantly outweighs the potential reduction in burden on respondents.

(U) BPA F 1400.22a - Other Utility/Contractor/Vendor Worker Access Request: email submission.

(U) BPA F 1400.22e - Non-Government Employee Data in HRMIS: email submission.

(U) BPA F 5630.04e - Security Privilege Request - for BPA Control Centers: email, fax, or internal mail submission.

(U) BPA F 5632.01e - Security Incident Report: email submission.

(U) BPA F 5632.08e - Unclassified Visits and Assignments - Foreign Nationals Registration (Short Form): email submission.

(U) BPA F 5632.09e - Personal Identity Verification (PIV) Request for LSSO/Smart Credential: email submission or internal mail submission.

(U) BPA F 5632.11e - BPA Visitor(s) Access Request - with continuation page: email submission.

(U) BPA F 5632.12e - Evidence/Chain of Custody Document: internal mail submission.

(U) BPA F 5632.27e - Badge Replacement Request: email submission.

(U) BPA F 5632.30e - PIN Code Request: email or internal mail submission.

(U) BPA F 5632.31e - OUW Pin & Challenge Question Worksheet: mail submission

(U) BPA F 5632.32e - Card Key Access Request: email submission.

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(U) A.4. Efforts to Identify Duplication

(U) Describe efforts to identify duplication.

(U) The information is not collected by other means or in another form by BPA.

(U) A.5. Provisions for Reducing Burden on Small Businesses

(U) If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

(U) While the collection applies to every type of party (private individuals, small businesses, government agencies, etc.), this collection will not have a significant impact on small entities such as small businesses, organizations, or government bodies.

(U) A.6. Consequences of Less-Frequent Reporting

(U) Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

(U) In accordance with EO 13467 BPA's facilities are restricted to authorized personnel to secure the reliability of the region's electrical grid. The information in this series is collected to manage access to facilities and oversee the security of personnel and physical locations. If the collections were not made, that oversight would not be possible.

(U) A.7. Compliance with 5 CFR 1320.5

(U) Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines:

(U) (a) requiring respondents to report information to the agency more often than quarterly;

(U) (b) requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;

(U) (c) requiring respondents to submit more than an original and two copies of any document;

(U) (d) requiring respondents to retain records, other than health, medical government contract, grant-in-aid, or tax records, for more than three years;

(U) (e) in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;

(U) (f) requiring the use of statistical data classification that has not been reviewed and approved by OMB;

(U) (g) that includes a pledge of confidentiality that is not supported by authority established in stature of regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or

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(U) (h) requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

(U) The information collection is conducted in a manner consistent with OMB guidelines.

(U) A.8. Summary of Consultations Outside of the Agency

(U) If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside DOE to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or report.

(U) The Department published a 60-day Federal Register Notice and Request for Comments concerning this collection in the Federal Register on February 18, 2026, volume 91, number 32, and page number 7,470. No comments were received.

(U) The Department will publish a 30-day Federal Register Notice and Request for Comments concerning this collection in the Federal Register.

(U) Due to the operational nature of the collection instruments in this package no other attempts were made to gather feedback from the public. Much of what is requested in these forms is required for compliance with federal security rules under which BPA operates.

(U) A.9. Payments or Gifts to Respondents

(U) Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

(U) Respondents will not receive any payment or gifts.

(U) A.10. Provisions for Protection of Information

(U) Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

(U) BPA provides notice that the proposed collection of information in this program will be part of a system of records covered by the Privacy Act and may not be available under the Freedom of Information Act. Collection instruments requiring a Privacy Act statement contain that statement, not all forms in this collection require a Privacy Act statement. The applicable System of Record Notices are DOE-63, GSA/GOVT-7, OPM/GOVT-1, DOE-52, and DOE-51.

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(U) A.11. Justification for Sensitive Questions

(U) Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why DOE considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

(U) No questions of a sensitive nature are asked of respondents.

(U) A.12A. Estimate of Respondent Burden Hours

(U) Provide estimates of the hour burden of the collection of information. The statement should indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, DOE should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample fewer than 10 potential respondents is desirable.

(U) The totals in the table below represent annual respondent burden provided by BPA's security and human resources staff. For BPA F 5632.31e OUW PIN and Challenge Question Worksheet the totals are based on the average number of Other Utility Workers requesting an access badge historically. Burden hours were estimated based upon staff timing while reviewing instructions and filling out the collection instrument.

(U) Table A1. Estimated Respondent Hour Burden

(U) Form Number/Title (and/or other Collection Instrument name)	(U) Type of Respondents	(U) Number of Respondents	(U) Annual Number of Responses	(U) Burden Hours Per Response	(U) Annual Burden Hours	(U) Annual Reporting Frequency
BPA F 1400.22a - Other Utility/Contractor/Vendor Worker Access Request	Contractors	12	12	.1	1	1
BPA F 1400.22e - Non-Government Employee Data in HRMIS	Contractors	1,015	1,015	.1	102	1
BPA F 5630.04e - Security Privilege Request - for BPA Control Centers and/or BPA Power Scheduling Centers	Employees	400	1000	.25	250	2.5
BPA F 5630.04e - Security Privilege Request - for BPA Control Centers and/or BPA Power Scheduling Centers	Contractors	160	400	.25	100	2.5
BPA F 5632.01e - Security Incident Report	Employees	345	345	.33	114	1
BPA F 5632.08e - Unclassified Visits and Assignments - Foreign Nationals Registration	Employees	135	135	.35	47	1
BPA F 5632.08e - Unclassified Visits and Assignments - Foreign	Contractors /Members of	135	135	.35	47	1

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Nationals Registration	the Public					
BPA F 5632.09e - Personal Identity Verification (PIV) Request for LSSO/Smart Credential	Employees	400	400	.33	132	1
BPA F 5632.09e - Personal Identity Verification (PIV) Request for LSSO/Smart Credential	Contractors /Members of the Public	900	900	.33	297	1
BPA F 5632.11e - BPA Visitor(s) Access Request	Contractors / Members of the Public	2027	2027	.08	162	1
BPA F 5632.12e - Evidence/Chain of Custody Document	Employees	12	12	.25	3	1
BPA F 5632.27e - Badge Replacement Request	Employees	130	130	.16	21	1
BPA F 5632.27e - Badge Replacement Request	Contractors	130	130	.16	21	1
BPA 5632.30e - PIN Code Request	Employees	500	500	.083	42	1
BPA 5632.30e - PIN Code Request	Contractors	650	650	.083	54	1
BPA F 5632.31e OUW PIN and Challenge Question Worksheet	Members of the Public	20	20	.083	2	1
BPA F 5632.32e - Card Key Access Request	Employees	220	220	.16	35	1
BPA F 5632.32e - Card Key Access Request	Contractors	300	300	.16	48	1
TOTAL		7,491	8,331		1478	

*Figures are rounded

(U) A.12B. Estimate of Annual Cost to Respondent for Burden Hours

(U) Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included under 'Annual Cost to Federal Government'.

(U) The annual respondent cost is estimated to be \$80,652. This is based on an average rate of \$48.78/hour using BLS fully burdened data from <http://www.bls.gov/news.release/ecec.nr0.htm> using civilian worker average compensation (Table 2, due to the diverse nature of operations the average is the most accurate since people with many different types of roles may request access to BPA) and 834 burden hours for the responses, resulting in a cost of \$40,074 for non-government employees. For federal employees an average [GS 10 step 5](#) with locality pay wage grade was applied. That hourly wage rate would be \$63.63 using the base wage (\$39.77) and the 1.6 multiplier for benefits. A rate of \$63.63 per hour and 644 hours would result in a cost of \$40,578. Capital and startup costs do not apply to these questionnaires.

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Total cost for collecting the information is \$80,652.

(U) Table A2. Estimated Respondent Cost Burden

(U) Type of Respondents	(U) Total Annual Burden Hours	(U) Hourly Wage Rate	(U) Total Respondent Costs
Federal Government Employees	644	63.63	\$40,578
Non-Federal Government Employee	834	48.78	\$40,074
TOTAL	0		80652

*Figures are rounded

(U) A.13. Other Estimated Annual Cost to Respondents

(U) Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

(U) Other than those described above, BPA does not anticipate any additional annual cost burden to respondents. There will be no ongoing operation or maintenance costs for respondents.

(U) A.14. Annual Cost to the Federal Government

(CUI//SP-PROCURE) Table A3. Annual Cost to the Federal Government

(U) Office	(U) Employee Type	(U) Review Time (hrs)	(CUI//SP-PROCURE) Hourly Wage Rate	(U) Total Review Costs
Transmission Operations	GS 9 Step 1	525	\$50.99	\$26,770
Transmission Operations	Contractor A	525	\$97.36	\$51,114
Transmission Operations	Contractor B	1,052	\$75.05	\$78,953
Transmission Operations	Contractor C	1,052	\$74.36	\$78,227
HR	GS 7 Step 5	102	\$47.25	\$4,310
PERSEC	GS 13 Step 4	8	\$96.72	\$774
PERSEC	GS 13 Step 7	6	\$105.50	\$633
PERSEC	GS 12 Step 4	72	\$81.33	\$5,856
PERSEC	GS 12 Step 3	8	\$78.86	\$631
PERSEC	Contractor A	32	\$67.65	\$2,165
PERSEC	Contractor B	45	\$66.36	\$2,986
PERSEC	Contractor C	57	\$61.36	\$3,498
PERSEC	Contractor D	18	\$46.36	\$834
PHYSEC	GS 12 Step 5	425	\$83.80	\$35,615
TOTAL		0		1032.95

*Figures are rounded

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(U) Provide estimates of annualized cost to the Federal government.

(U) The total annualized cost to BPA to process these forms is: \$292,366.

(CUI//SP-PROCURE) The estimated budget for the Transmission Operational Services office that process this information collection is \$235,064 annually. This includes estimated federal burden for BPA full-time government personnel processing the completed forms, which is based on the total number of hours it would take to complete review and verification of information. The estimate for a General Schedule (GS) 9 step 1 full time equivalent (FTE) with locality pay is approximately \$31.87/hour multiplied by 1.6 to establish a fully burdened rate of \$50.99 (based on the OPM salary tables for 2026 [Pay & Leave : Salaries & Wages - OPM.gov](#)). This employee has an hourly rate of \$50.99 per hour with 525 hours allocated to processing for a total cost of \$26,770. The other forms are processed by contract employees. Contractor A has a bill rate of \$97.36 per hour with 525 hrs allocated to processing the cost is \$51,114 annually. Contractor B has a bill rate of \$75.05 per hour with 1,052 hrs allocated to processing the cost is \$78,953 annually. Contractor C has a bill rate of \$74.36 per hour with 1,052 hrs allocated to processing the cost is \$78,227 annually. BPA approximates 2 hours to review each form and anticipates 1,577 forms submitted annually.

(U) The estimated budget for the Human Resources office that processes this information collection is \$4,310 annually. This includes estimated federal burden for BPA full-time government personnel processing the completed forms, which is based on the total number of hours it would take to complete review and verification of information. The estimate for a General Schedule (GS) 7 (step 5) full time equivalent (FTE) with locality pay is approximately \$29.53/hour multiplied by 1.6 to establish a fully burdened rate of \$47.25 (based on the OPM salary tables for 2026 [Pay & Leave : Salaries & Wages - OPM.gov](#)). BPA approximates .1 hours to review each form and anticipates 1,025 forms submitted annually.

(CUI//SP-PROCURE) The estimated budget for the – Personnel and Information Security offices that process this information collection is \$17,377 annually. This includes estimated federal burden for BPA full-time government personnel and contractor employees processing the completed forms, which is based on the total number of hours it would take to complete review and verification of information. There are multiple employees and contractors associated with the review tasks and their costs have been broken out based on the percentage of time spent on the review and the cost to the government for the individual, the costs include a 1.6 multiplier for benefits so the hourly amount is the fully burdened cost. For a GS 13 step 4 FTE with locality pay the cost is \$96.72 per hour with 8 hrs allocated to processing the cost is \$774 annually. For a GS 13 step 7 FTE with locality pay the cost is \$106 per hour with 6 hours allocated for processing the cost is \$633 annually. For a GS 12 step 4 FTE with locality pay the cost is \$81.33 per hour with 72 hrs allocated to processing the cost is \$5,678 annually. For a GS 12 step 3 FTE with locality pay the cost is \$78.86 per hour with 8 hrs allocated to processing the cost is \$631 annually. Pay rates for General Schedule employees is based on the OPM salary tables for 2026 [Pay & Leave : Salaries & Wages - OPM.gov](#)). The remaining forms are processed by contractors. Contractor A has a bill rate of \$67.65 per hour with 32 hrs allocated to processing the cost is \$2,165 annually. Contractor B has a bill rate of \$66.36 per hour with 45 hrs allocated to processing the cost is \$2,986 annually. Contractor C has a bill rate of \$61.36 per hour with 57 hrs allocated to processing the cost is

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\$3,498 annually. Contractor D has a bill rate of \$46.36 per hour with 18 hrs allocated to processing the cost is \$834 annually. BPA approximates 20 minutes to review each form and anticipates receiving 3,520 forms annually.

(U) The estimated budget for the Physical Security offices that process this information collection is \$35,615 annually. This includes estimated federal burden for BPA full-time government personnel processing the completed forms, which is based on the total number of hours it would take to complete review and verification of information. The estimate for a General Schedule (GS) 12 (step 5) full time equivalent (FTE) with locality pay is approximately \$52.37/hour multiplied by 1.6 to establish a fully burdened rate of \$83.79 (based on the OPM salary tables for 2026 [Pay & Leave : Salaries & Wages - OPM.gov](#)). BPA estimates 425 hours to review these forms.

(U) A.15. Reasons for Changes in Burden

(U) Explain the reasons for any program changes or adjustments reported in Items 13 (or 14) of OMB Form 83-I.

(U) This collection had one form added to it, which were determined to fit under the Security nexus of this package and one form retired. The form owners also identified an increase in the number of forms that are being submitted, leading to an decrease of 31 hours. The cost increase was based on the wage increases for submitters.

(U) **Table A3. ICR Summary of Burden**

	(U) Requested	(U) Program Change Due to Agency Discretion	(U) Change Due to Adjustment in Agency Estimate	(U) Previously Approved
(U) Total Number of Responses	8,331	+298		8,033
(U) Total Time Burden (Hr)	1,478	-31		1,509
(U) Total Cost Burden	\$80,652	+\$11,728		\$68,924

(U) A.16. Collection, Tabulation, and Publication Plans

(U) For collections whose results will be published, outline the plans for tabulation and publication.

(U) This information collection will not be published.

(U) A.17. OMB Number and Expiration Date

(U) If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

(U) BPA will display the OMB Control Number and expiration date on all collection vehicles.

(U) A.18. Certification Statement

(U) Explain each exception to the certification statement identified in Item 19 of OMB Form 83-I.

CUI//SP-PROCURE

(U) There are no exceptions to the certification statement.