

CUI

BPA F 1400.22a

U.S. DEPARTMENT OF ENERGY – BONNEVILLE POWER ADMINISTRATION (BPA)

OMB Control
Number: 1910-5188
Expiration Date:
XX/XX/XXXX

(12-2025)

OTHER UTILITY/CONTRACTOR/VENDOR WORKER ACCESS REQUEST

Page 1 of 2

Instructions

Other Utility/Contractors/Vendors, hereafter referred to as “applicant”, will not be permitted limited BPA unescorted access without the completion of a background check, required compliance training and providing a photo for identification and badging purposes.

Applicant’s Company is required to submit this completed form to: CSReliabilityProgram@bpa.gov.

BPA’s TPC Office will send this form to Non-Government Employee Processing and Card Key Access. For recertification, please complete this process again.

Section 1 – Completed by Other Utility/Contractor/Vendor

Request Type	Legal Name of Applicant (Last, First, Middle Initial)
Initial	Re-certification

Position Title	Company Name
----------------	--------------

Company Street Address (where ID Badge is sent)

Company Phone Number	List Facilities for Access	Is 24-hour access required?		
Company Fax Number		Yes	No	
Has Applicant completed Annual Training (includes Security and CIPS overview)?		Has Applicant passed National Criminal History check?		
Yes	No	If yes, date completed	Yes	No
Has Applicant successfully completed Personal Identity Verification (PIV)?		Applicant photo attached to submittal?		
Yes	No	If yes, date completed	Yes	No

Section 2 – Completed by Other Utility/Contractor/Vendor Company Manager

I hereby certify that the information provided regarding the Other Utility Worker/Contractor/Vendor is accurate and documentation to support this information will be retained by Other Utility Worker/Contractor/Vendor employer and provided upon BPA’s request.

Manager’s Name	Manager’s Email Address	Manager’s Signature	Date Signed
----------------	-------------------------	---------------------	-------------

Controlled Distribution – filled out by BPA upon receipt	
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: _____	
CUI Category: PRVCY	Date: _____

CUI

BPA F 1400.22a

U.S. DEPARTMENT OF ENERGY – BONNEVILLE POWER ADMINISTRATION (BPA)

OMB Control
Number: 1910-5188

(12-2025)

OTHER UTILITY/CONTRACTOR/VENDOR WORKER ACCESS REQUEST

Expiration Date:
XX/XX/XXXX

Page 2 of 2

Privacy Act Statement

Authority: 42 U.S.C. 7101 *et seq.*, 16 U.S.C. 832 *et seq.*, and Homeland Security Presidential Directive 12 (HSPD-12)

Purpose: BPA will use this information to identity proof, register applicants, and determine the suitability of issuance of a DOE Security badge.

Routine Uses: BPA does not disclose your information to third parties without your consent, except to fulfill the purpose for collection or as legally required. The information requested on this form is used by BPA to document compliance with NERC CIP Standards, which requires that personnel having authorized cyber or unescorted physical access to BPA's Critical Cyber Assets, including contractors, other utility workers, and service vendors, have an appropriate level of personnel risk assessment, training, and security awareness. Records may be disclosed to BPA's employees and contractors as required to complete job duties. Additional routine uses can be found in System of Record Notices DOE-63 and GSA/GOVT-7.

Disclosure: Providing information on this form is voluntary. However, failure to provide the information requested herein will result in the denial of a security badge for the individual's physical or cyber access to certain BPA information and/or facilities.

Paperwork Reduction Act Burden Statement

This data is being collected to ensure the security and safety of employees, contractors, and facilities. The data you supply will be used by security personnel to provide access to specific physical sites. Public reporting burden for this collection of information is estimated to average .1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining that data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Act Project (OMB Control Number: 1910-5188), U.S. Department of Energy, 1000 Independence Ave SW, Washington D.C., 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (OMB Control Number: 1510-5188), Washington, D.C. 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

The Paperwork Reduction Act (PRA) of 1995 requires each Federal agency to seek and obtain approval from the Office of Management and Budget (OMB) before undertaking a collection of information directed to 10 or more persons of the general public, including persons involved in or supporting the operations of Government-owned, contractor-operated facilities.

Submission of this information is voluntary.