

CUI

BPA F 1400.22e

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

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

(12-2025)

NON-EMPLOYEE DATA IN HR SYSTEMS

PRIOR VERSIONS OBSOLETE

The purpose of this form is to add information for non-BPA employees in the Human Resources information system. It must be completed if an ID badge and/or computer log-on ID is required.

All form fields are required.

If you have questions about this form, please contact Non-Government Employee Processing nongovtemp@bpa.gov or call HR Help 503-230-3230.

Return this form to the Contract Office Representative (COR), COR’s should route the form to HR via email to nongovtemp@bpa.gov.

When a Non-Government employee no longer requires access, or their period of employment ends notify the Access Revocation Team via email to revoke@bpa.gov within 24 hours.

Contractor Company Name		Non-Government Employee Name (full legal name must match SSN card)	
Have you been employed at BPA, as an employee or contractor, at any time since 10/1/1996?		No	Yes
If yes, specify the type of employment	BPA Federal Employee	Contractor	
If yes, provide the full legal name used at the time	Social Security Number	Date-of-Birth	
Country of Citizenship	Sex: Male	Female	
Signature of Non-Government Employee		Date:	

Controlled Distribution (COR fills out this portion)	
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: _____

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Privacy Act Statement

Authority: 42 U.S.C. 7101 *et seq.*, 16 U.S.C. 832 *et seq.*, Executive Order 10450 amended by E.O. 12107 and D.O.E. Order 205.1B Chg 3, dated 4.29.2014.

Purpose: BPA will use this information to establish a record and distinguish information from other people for suitability and eligibility for access to BPA/DOE facilities.

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. Records may be disclosed to BPA employees and contractors, as required, in order to fulfill their job duties. Additional routine uses are listed in OPM/GOVT-1.

Disclosure: Providing the requested information is voluntary, however failure to provide requested information means that you may not be able to obtain access to BPA/DOE 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 BPA personnel to provide access to specific HR information systems. 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.