

BADGE REPLACEMENT REQUEST

DRAFT

INSTRUCTIONS:

This form is used to report lost, stolen, damaged, faded, or malfunctioning of BPA ID Badges and Smart Cards. Email the completed form as an attachment to: Employee Badging – NNP-B1 at BPABadging@bpa.gov. For lost badges Personnel Security will wait five business days from the date entered as the Request Date (*item number 1 in Section 1 – Badge Information*), before processing. This is done to allow time to find or recover the badge. If the badge is found or recovered, explain how, from whom, and where it was found or recovered in an email to Employee Badging – NNP-B1 at BPABadging@bpa.gov.

If your badge has been stolen, in addition to this form, please fill out a Security Incident Report, BPA Form 5632.01e, and send it to Security Services at SecurityServices@bpa.gov immediately. Indicate by checking “Yes” for item number 2 in Section 3 below, that the Security Incident Report has been filed. If the badge is recovered, explain how, from whom, and where it was recovered in an email to Security Services at SecurityServices@bpa.gov.

SECTION 1 - BADGE INFORMATION

1. Request Date *(Required)* _____
2. Type of Badge:
- | | | | |
|--|-----------|------------|---------------------------|
| _____ | BPA Badge | Smart Card | BPA Proximity Access Card |
| 3. Date badge was first noticed missing _____ | | N/A | |
| 4. Reason for replacement (<i>choose one</i>): | Lost | Stolen | Broken Faded |

SECTION 2 - CONTACT INFORMATION

1. Name of badge-holder (*Last, First*) *(Required)* _____
2. Work Phone Number *(Required)* _____
3. Routing *(Required)* _____
4. If you work at HQ, would you like a call for pick-up when badge is ready? Yes No

SECTION 3 - DESCRIPTION OF ISSUES LEADING TO NEED FOR A REPLACEMENT

1. Description of Incident (*For Lost/Stolen*) (*Include as much detail as possible: who, what, when, where, why and how*):

[Empty text box for description of incident]

2. Has a Security Incident Report (BPA F 5632.01) been submitted to Security Services? (*For Stolen Badge*) Yes No

3. Brief Description of Deficiencies (*For Damaged/Faded/Malfunctioning*):

[Empty text box for description of deficiencies]

SECTION 4 - FOR SECURITY PERSONNEL ONLY

1. Date Report Received _____
2. Date Processed _____
3. Date Filed in Records _____
4. Name of Processing Official (*Last, First*) _____

5. Comments:

[Empty text box for comments]

Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to ensure the security and safety of BPA employees, contractors, and facilities. The data you supply will be used by security personnel to document reports of lost/stolen or damaged/faded/malfunctioning ID badges. Public reporting burden for this collection of information is estimated to average .16 hours (10 minutes) 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 suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project (OMB control number 1910-5188), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (OMB control number 1910-5188), Washington, DC 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 data is required.
