

Instructions for using the PIV Request/Information Sheet for Sponsorship of DOE Security Badge or LSSO

NOTE: All fields on the form are required. Incomplete forms will be returned for completion or correction. Processing will be terminated if no action is taken or communication received from the applicant within 14 calendar days of PIV process initiation.

Section A – Applicant Data

1. Enter Applicant's full legal name (Last, First, Middle). If no middle name, write (NMN). If applicant has an initial only, write (IO). Abbreviated names are not accepted. This is the name that will appear on the HSPD-12 credential (DOE Security Badge). Name must match the identification presented at the time of enrollment or PIV appointment.
2. Applicant's email address. Applicant must have or establish an email address for PIV processing.
3. Mailing address where applicant will be receiving mail throughout the PIV process. Address must include complete city, state, and zip code.
4. Applicant's date of birth.
5. Phone number to best reach applicant throughout PIV processing.
6. City, State, and Country where applicant was born.
7. Is applicant a U.S. citizen? If No, write country of citizenship.
8. Is applicant a dual citizen? If Yes, write country of dual citizenship.
9. Applicant's social security number.
10. Has applicant previously been issued a BPA security badge?
11. Has applicant ever been issued a Smart Credential by BPA or other Federal agency? If Yes, list agency.
12. Is applicant a current or previous Federal Employee, Federal Contractor, or Military with less than 24 months break in Federal Service? Check "Yes" or "No." If selecting "Yes," documentation such as a Leave and Earning Statement (LES), Personnel Action (SF 50), or Certificate of Release or Discharge from Active Duty (DD214) from applicant must be included when submitting PIV Request. Documentation is required to verify that break in Federal Service is less than 24 months.
15. Title of position applicant is being considered for.
16. Organization code applicant is to be assigned to.
17. Name of BPA Manager who will oversee applicant's performance.
18. What will be the applicant's duty station? Check appropriate box or "Other" and write duty station.
19. Will applicant require access to ASHE Substation or DOE Headquarters (Germantown)? If yes, list sites where access will be needed.
20. For Federal applicant positions, list the type of investigation required (as determined by the Position Designation Tool). Note: Include Contractor applicants when an investigation for Public Trust is required.
21. Level of sensitivity for position applicant is being considered for (applies only to federal applicants).
22. Nature of Action for position applicant is being considered for (applies only to federal applicants).
23. Name of contracted company applicant is working for (applies only to contractor applicants).
24. Address of contracted company applicant is working for (applies only to contractor applicants).
25. Phone number of contracted company applicant is working for (applies only to contractor applicants).

Section D – HR Representative/COTR Contact Info

26. Date HR Representative/COTR submitted PIV/Credential Request.
27. Name of applicant's HR Representative/COTR.
28. Routing information of applicant's HR Representative/COTR.
29. Phone number of applicant's HR Representative/COTR.
30. Name of Request contact or alternate POC if applicable.
31. Routing information of contact or alternate POC.
32. Phone number of contact or alternate POC.

Section B – Credential Processing Data

13. Select Employment Type. Check appropriate boxes to indicate all that apply to applicant.
14. Choose type of access applicant will need in the performance of assigned duties. Note: Project Wise access does not include access to BPA's computer network. If a Project Wise applicant requires additional Physical & Logical access, please check all applicable boxes.

SUBMITTING INSTRUCTIONS: Email to the PERSEC Registrar at PERSECRegistrar@bpa.gov or mail to the BPA PERSEC Registrar at mail-stop NNP-B1.

NOTE: This form contains Personally Identifiable Information (PII) and must be handled in accordance with DOE Directives on PII.

U.S. DEPARTMENT OF ENERGY-BONNEVILLE POWER ADMINISTRATION (BPA)
PERSONAL IDENTITY VERIFICATION (PIV) REQUEST Information Sheet for
Sponsorship of DOE Security Badge or LSSO

Privacy Act Statement:

Authority: 42 U.S.C. 7101, *et seq.* and Homeland Security Presidential Directive 12.

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

Routine Uses: We do 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 to complete job duties; to necessary parties if the security or confidentiality of the information in the records is compromised; and to the Department of Energy and other agencies to investigate potential violations of law, and as necessary to minimize harm when information security has been compromised. Additional disclosures are listed in DOE-63 and GSA/GOVT-7.

Disclosure: Providing information on this form is voluntary. However, failure to provide the information requested may result in the denial of a security badge.

All fields are required

A. APPLICANT DATA

1. Full LEGAL Name (Last, First, Middle, Suffix) (Name must match identification):	2. Email Address:
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3. Complete Mailing Address:	4. Date of Birth (mm/dd/yyyy):	5. Daytime Phone:
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6. Place of Birth (City, State, Country):	7. U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, list country	8. Dual Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list country	9. Social Security Number:
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10. Has the applicant previously been issued a DOE/BPA security badge? Yes No

11. Has the applicant ever been issued a security badge or smart credential by another Federal Agency? Yes No
If yes, list agency:

12. Was the applicant previously employed as a Federal Employee, Federal Contractor, or Military at any time within the last 24 months?
 Yes No If Yes, submit verifying documentation with this form (see instruction page for examples of acceptable documents).

B. CREDENTIAL PROCESSING DATA (Sections B & C to be completed by HR Representative/COTR)

13. Employment Type (Check all that apply): <input type="checkbox"/> Federal <input type="checkbox"/> Contractor <input type="checkbox"/> New <input type="checkbox"/> Converting <input type="checkbox"/> Returning Upgrade <input type="checkbox"/> Downgrade <input type="checkbox"/> Apprentice <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Detail Transfer	14. Type of Access Required for Position: <input type="checkbox"/> Project Wise Issued with DOE Badge Issued; (Includes Physical Access; Project Wise obtained through IT) <input type="checkbox"/> Physical Access Only < 180 days (with BPA LSSO Badge Issued) Physical Access Only > 180 days (with DOE Security Badge Issued) Physical & Logical Access (with DOE Security Badge Issued)
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15. APPLICANT Position Title:	16. APPLICANT Org Code:	17. APPLICANT Manager's Name:
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18. APPLICANT Duty Station: BPA HQ ROSS Van Mall Other

19. Will applicant require access to DOE HQ (Germantown) or Ashe Substation?
 Yes No If Yes, lists sites:

All Federal Applicants and Contractors.

20. Type of Investigation:	21. Sensitivity Level:	22. Risk Level:
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All Contractor Applicants Only

23. Contract Company Name:	24. Contract Company Address:	25. Company Phone:
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C. HR REPRESENTATIVE /COTR CONTACT INFORMATION

26. Date Request Submitted:	27. HR Representative/COTR Name:	28. Routing:	29. Phone or Extension:
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30. Request Contact Name (if applicable):	31. Routing:	32. Phone or Extension:
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OFFICIAL USE ONLY	
<small>Contains information which may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number 6 <u>Personal Privacy</u>. Approval by the DOE/BPA prior to public release is required.</small>	
Name/Org: _____	Date: _____

File Code: SS-18-12
RETENTION: Retain while Active* + 5 years,
and then dispose. *Active period ends upon

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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 BPA Security to register applicants and initiate the PIV process for issuance of a DOE security badge. Public reporting burden for this collection of information is estimated to average .33 hours 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.