

CUI

BPA F 4450.04e

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

OMB Control
Number: 1910-5196

(08-2025)

CONTRACT WORKER - AUTHORIZATION FOR TRAVEL ON BPA AIRCRAFT

Expiration Date:
XX/XX/XXXX

Page 1 of 2

PRIVACY ACT STATEMENT:

Authority: 42 U.S.C. 7101, et seq.; Federal Travel Regulation; DOE M 552.1-1A DOE Travel Manual.

Purpose: BPA will use this information to document and authorize transportation on BPA aircraft for contract personnel.

Routine Use: A record in this system may be disclosed to BPA/DOE employees and contractors in performance of their jobs who have a need for the records in the performance of their duties. A record in this system may be disclosed to the appropriate local, state, or federal agency when the records alone, or in conjunction with other information, indicate a violation or potential violation of law, whether civil, criminal, or regulatory in nature. Other routine uses of this information may be found in Privacy Act System of Records DOE-26 Official Travel Records.

Disclosure: Compliance is voluntary; however, failure to furnish this information may delay or preclude authorization for transport on BPA aircraft.

Directions for Completion of Form:

Please complete a form for each specific trip. The form must be signed by the BPA workplace manager and contract worker’s supplier-employer. Email the completed form to Aircraftsvcc@bpa.gov at least 48 hours prior to your trip. This form will act as your travel authorization to board any BPA Aircraft.

1. Traveler Information and Justification for travel on a BPA Aircraft:

1a. Traveler’s Name (*Last, First, Middle Initial*) (*Must be Legal Name*)

1b. Organization Code

1c. Travel Destination

1d. Authorized Dates of Travel

1e. Explain the BPA work product that supports this travel:

1f. Type of Travel:

Mission Use

Other Travel

2. Signatures:

2a. BPA Manager’s Signature (*I certify that this authorization to board BPA aircraft is justified.*)

2b. Date

2c. Company Name

2d. Supplier-Employer Signature

2e. Date

CONTROLLED DISTRIBUTION

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 4450.04e

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

OMB Control
Number: 1910-5196
Expiration Date:
XX/XX/XXXX

(08-2025)

CONTRACT WORKER - AUTHORIZATION FOR TRAVEL ON BPA AIRCRAFT

Page 2 of 2

Definitions

Mission Use - BPA aircraft have been acquired for and are primarily used to meet mission requirements. A mission requirement means activities that constitute the discharge of our agency's official responsibilities. BPA's published mission statement, its legal obligations and government to government relationships all define the official responsibilities and are used to define mission flights. Therefore, any flight that directly supports activities in power supply, transmissions system, fish and wildlife mitigation efforts and BPA's other legal and government to government obligations are considered mission flights.

Other Travel - On occasion official travel falls into the category of "other official travel". This type of travel is that which does not directly support those activities that define mission use but are still official BPA activities.

Paperwork Reduction Act Burden Disclosure Statement

This data is being collected for the security, safety, and necessity of passenger transport to and from power and transmission sites, and in support of fish and wildlife mitigation efforts and other legal and government obligations. The data you supply will be used by Aircraft Services personnel to document authorization for travel. Public reporting burden for this collection of information is estimated to average 6 minutes (.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: 1910-5196), 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: 1510-5196), 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 requirement 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 voluntary.
