

CUI

BPA F 5630.04e
(03-2026)
Prior Editions Obsolete
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DEPARTMENT OF ENERGY – BONNEVILLE POWER ADMINISTRATION (BPA)
SECURITY PRIVILEGE REQUEST
BPA Control Centers

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

DRAFT

SECTION 1 – REQUESTOR INFORMATION

Requestor Name (Last, First, MI)	BPA Supervisor or COR Name	BPA Login ID	HRMIS ID
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SECTION 2 – BUSINESS NEED DESCRIPTION

Describe specific duties which require access to Control Center resources. For physical access, indicate anticipated frequency of entry (per week/month) and if 24-hour access is needed. If requester is a student program participant, request temporary access and specify expiration date.

SECTION 3 – REQUESTED PRIVILEGES

SECTION 6 – RESOURCE MANAGER (RM) APPROVAL

Privilege 1	
Privilege Type	Resource Manager Signature
Resource	Implemented By Signature
Domain/Privilege Name	Internal Processing Notes
Privilege 2	
Privilege Type	Resource Manager Signature
Resource	Implemented By Signature
Domain/Privilege Name	Internal Processing Notes
Privilege 3	
Privilege Type	Resource Manager Signature
Resource	Implemented By Signature
Domain/Privilege Name	Internal Processing Notes

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: _____

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SECTION 4 – SIGNATURES

Requestor Signature* Date

*Signature certifies information provided is correct and Requestor has read and agrees to comply with NERC CIP Training and Control Center Rules of Conduct.

Acting BPA Supervisor or COR Signature** Date
(must match section 1 unless "Acting" selected)

**Signature certifies information provided is correct and Supervisor/COR agrees to make appropriate notifications if Requestor no longer requires requested access or privileges or separates.

SECTION 5 – SECURITY PRIVILEGE COORDINATOR (SPC) USE ONLY

Completion Checklist

Signatures Verified	Required Account Actions Completed	Notated Requestor's Security Records
SPC Signature (Requested Actions Taken)	Date	

CC Version	CIP Training	PRA	Security Record Number
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This form is used for requesting physical and cyber access to BPA Control Center Cyber and Critical Cyber Assets.

Requestor Instructions Sections 1-4

1. Two requirements must be met prior to granting access which will be validated by the Security Privilege Coordinator (SPC) before a request is processed:
 - a. Requestors must successfully complete annual NERC CIP training course (Control Center version required for physical access).
 - b. Current Personnel Risk Assessment (PRA) must be on file.
2. Completely fill out required Sections 1 and 2. Be specific in Section 2 when describing duties to be performed. Resource Managers (RM) must be able to determine the privilege being requested based on the information provided. A "least privilege" security policy will be followed providing only the accesses or privileges needed to perform the work.
3. Use the drop down to indicate the privilege type requested in each privilege block. Up to three (3) privileges can be requested per form, and a separate block is required for each privilege. It is advisable to submit requests for Physical and Cyber Access using separate forms, to ensure the most expedient processing.
4. Complete the remainder of Section 3 to the best of your ability and contact the Security Privilege Coordinator (SPC) for help as needed.
5. Place your digital signature in the "Requestor Signature" block of Section 4 and add a date if using a hard copy signature.
6. After signed, obtain an approval signature from your BPA Supervisor or Contracting Officer Representative (COR) in Section 4.
7. Send the completed form to the appropriate SPC location:

Dittmer Control Center Security Privilege Coordinator – All Cyber and DCC Physical Access Privileges

Phone: (360) 418-2111 or x2286 (after hours)	Fax: (360) 418-8417
Email: Control Center Privileges ControlCenterPrivileges@bpa.gov	Address: P.O. Box 491
M-Stop: JOM-DITT-1	Vancouver, WA 98666-0491

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Munro Control Center Security Privilege Coordinator – MCC Physical Access Privileges

Phone: (509) 822-4500

Fax: (509) 466-3513

Email: Munro Control Center Privileges MCCCP@bpa.gov

Address: P.O. Box 939

M-Stop: JOM-MEAD

Mead, WA 99021-0939

BPA Supervisor or COR Instructions Section 4

1. Verify Sections 1-3 are complete and the Requestor signed.
2. Ensure Requestor has a business need for the requested privileges.
3. Check the box if you are an "Acting" Supervisor.
4. Sign, if using a hard copy signature add the date as well.

Note to BPA Supervisor or COR:

Notify the appropriate office(s) for revocations and changes in assignments which may impact physical or cyber access privileges. For questions regarding current policy, contact Revoke@bpa.gov directly or call 503-230-5625 (LOCK). Information is available on the BPA Security office web page <https://connection.bug.bpa.gov/workplace-resources/security/>. Failure to comply with these policies may result in violation of NERC regulatory standards and heavy fines being levied against BPA.

SPC Instructions Section 5

1. Verify appropriate signatures appear in Section 4.
2. Resolve any deficiencies in Section 3.
3. Validate and record CIP Training & PRA dates on form.
4. Forward forms to appropriate RM(s) and implementers.
5. Input fully authorized privileges into CAPA, assign Security Record number and sign finalized form.
6. Send email grant confirmation to Requestor, Supervisor, and PRA NERC CIP Verification mailbox.
7. Save final documents in appropriate network and/or database locations and maintain for appropriate retention record periods.

Resource Manager (RM) and Implementer Instructions Section 6

1. RM will:
 - a. Verify signatures appear in Section 4 and Section 5 indicates CIP Training and PRA Dates appropriately noted by SPC staff.
 - b. Review each requested privilege block from Section 3 and justification in Section 2.
 - c. Sign corresponding privilege blocks in Section 6 to certify approval.
 - d. Immediately return form to SPC Office for further processing and ensure time-line compliance conditions are met.
2. SPC Office will:
 - a. Send forms approved by RM to appropriate Implementer(s).
3. Implementer will:
 - a. Activate approved privileges, digitally sign corresponding implementation field to certify privileges have been created.
 - b. Immediately return form to SPC Office, to be finalized and ensure time-line compliance conditions are met.
4. RM, Implementer, or SPC will:
 - a. Send confirmation to Requestor with any associated training materials, passwords, or procedures as needed.

Important note: completed forms cannot be used to change, escalate, or add privileges.

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Privacy Act Statement:

Authority: 42 U.S.C. 7101 et seq., 16 U.S.C. 832 et seq., 5 CFR Parts 5 and 736, and Homeland Security Presidential Directive 12 (HSPD-12).

Purpose: BPA uses this information to (a) determine suitability of a BPA/DOE credential; (b) identity proof and register applicants as part of the Personal Identity Verification process; and (c) to determine the specific privilege(s) that need to be granted for physical access to the Dittmer and/or Munro Control Centers.

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'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 this information is voluntary. However, failure to submit this information may result in denial of a BPA/DOE Credential which will then deny access to the Dittmer and Munro Control Centers that is needed to perform the work.

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 .25 hours (15 mins) 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.
