

CUI

BPA F 5632.31e
(04-2026)
Page 1 of 2

**U.S. DEPARTMENT OF ENERGY – BONNEVILLE POWER ADMINISTRATION (BPA)
OTHER UTILITY WORKER (OUW) PIN CODE REQUEST**

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

DRAFT

Instructions:

Some physical access control systems (PACS) require the use of a 4-digit PIN code for access to specifically identified areas within BPA. These areas include but are not limited to NERC CIP field sites. OUWs who require physical access permissions for these areas need to establish a personalized PIN, which will be associated with the access card issued to the OUW.

This form is to be used only by Other Utility Workers (OUWs) who have a need to access Bonneville Power Administration (BPA) controlled areas where a PIN is required for entrance.

Note: The following responses will be required from the OUW during the access card verification and activation process.

PIN RETRIEVAL

If an OUW forgets their PIN, they can contact the offices listed below to retrieve it. The office will ask the OUW their security question and the OUW must provide their security question in order to validate their identity.

- Alarm Monitoring Station (primary) - 360-418-2470
- The Dittmer Control Center Security Privilege Coordinator (alternate) - 360-418-2111

PIN SELECTION

Last Name	First Name	Middle Initial/NMN
-----------	------------	--------------------

Choose a PIN number for your access card. Select 4 digits (example – 1130).

- Do not choose numbers that are confidential or Personally Identifiable Information (PII) such as the last four digits of your social security number.
- Numbers that are unacceptable include four repeating numbers (e.g. – 5555) or sequential numbers (e.g. – 1234, 9876).

Write in your selected PIN below:

--	--	--	--

Select one of the three security questions identified below as your security question:

What was the model of your first car?

What was your first pet’s name?

What is your favorite movie or book?

Provide your answer to the security question selected above:

Return this form by email to bpabadging@bpa.gov and cc csreliabilityprogram@bpa.gov OR via mail to one of the addresses below:

If returned by First Class Mail:
 Bonneville Power Administration
 PO Box 3621
 Portland, OR 97208
 Employee Badging NNP-B1

If by Overnight Delivery Service:
 Bonneville Power Administration
 905 NE 11th Avenue
 Portland, OR 97232
 Employee Badging NNP-B1

Controlled Distribution – filled out by BPA upon receipt

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 5632.31e
(04-2026)
Page 2 of 2

U.S. DEPARTMENT OF ENERGY – BONNEVILLE POWER ADMINISTRATION (BPA)
OTHER UTILITY WORKER (OUW) PIN CODE REQUEST

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

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 employees/contractors to set a pin code associated with a local site-specific only badge or proximity card. Public reporting burden for this collection of information is estimated to average .083 hours (5 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.
