

CONTRACTOR INFORMATION WORKSHEET

V2

(For Official Use Only)

OMB Control Number:
3090-0283
Expiration Date: 9/30/2028

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3090-0283. We estimate that it will take 15 minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

1. Contract Employee Information - To be completed by Contractor

Full Last Name(s) (Family) Click here to enter text.	Full First Name (Given) Click here to enter text.	Full Middle Name (or NMN if none) Click here to enter text.	Suffix Choose an item.	Gender Choose an item.
Social Security Number Click here to enter text.	Date of Birth Enter Date Of Birth	Place of Birth (City) Click here to enter text.	Place of Birth (Country) Choose an item.	Place of Birth: U.S. State Choose an item.
Home Street Address Click here to enter text.			Place of Birth: Mexico (State) /Canada (Province) Choose an item.	
Street Address (Line 2) Click here to enter text.				
City Click here to enter text.	Country Choose an item.	U.S. State Choose an item.	Mexico (State)/Canada (Province) Choose an item.	ZIP Code Click here to enter text.
Phone Number (Work Cell) Click here to enter text.	Phone Number (Work Number) Click here to enter text.	Personal E-Mail Address Click here to enter text.	Position (Job) Title (Definitions on Page 2) Choose an item.	
Prior Investigation Choose an item.	Approximate Investigation Date Click here to enter a date.	Agency Adjudicated Prior Investigation Click here to enter text.	U.S. Citizen Choose an item.	
Non-U.S. Citizens Only: U.S. Port of Entry City and State Click here to enter text.	Non-U.S. Citizens Only: Date of Entry Click here to enter a date.	Non-U.S. Citizens Only: Less than 3 Years U.S. Resident Choose an item.	Non-U.S. Citizens Only: Alien Registration Number Click here to enter text.	Country of Citizenship Choose an item.

2. Contract Information - To be completed by GSA Requesting Official

Company Name (Primary) Click here to enter text.	Company Name (Subcontractor) If Applicable Click here to enter text.	Data Universal Numbering System (DUNS) Number: Click here to enter text.	Task Order (TO)/Delivery Order (DO) Number (Enter Contract Base Number if TO/DO is Not Applicable) Click here to enter text.	
Contract Number Type Choose an item.	Contract Start Date Click here to enter a date.	Contract End Date Click here to enter a date.	Has Option Years Choose an item.	Number of Option Years Choose an item.
Company Point of Contact (POC) First Name Click here to enter text.	Company Point of Contact (POC) Last Name Click here to enter text.	Point of Contact (POC) Phone Number (Work Number) Click here to enter text.	Point of Contact (POC) E-Mail Address Click here to enter text.	
Alternate Company Point of Contact (POC) First Name Click here to enter text.	Alternate Company Point of Contact (POC) Last Name Click here to enter text.	Alternate Point of Contact (POC) Phone Number (Work Number) Click here to enter text.	Alternate Point of Contact (POC) E-Mail Address Click here to enter text.	
Alternate Company Point of Contact (POC) First Name Click here to enter text.	Alternate Company Point of Contact (POC) Last Name Click here to enter text.	Alternate Point of Contact (POC) Phone Number (Work Number) Click here to enter text.	Alternate Point of Contact (POC) E-Mail Address Click here to enter text.	
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3. Reimbursable Work Authorizations (RWA) / Interagency Agreement (IAA) (If Applicable) - To be completed by GSA Requesting Official

RWA/IAA Number Click here to enter text.	Agency Click here to enter text.
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4. Project/Work Location Information (Government site where contractor is working) - To be completed by GSA Requesting Official

GSA Building Number (Building Number Search) Click here to enter text.	Other Choose an item.			
Contractor Type	American Recovery and Reinvestment	Major Sponsoring	Sponsoring Office Symbol	GSA Region

(Definitions on Page 2) Choose an item.	Act (ARRA) Long Term Contractor Choose an item.	Organization Choose an item.	Click here to enter text.	Choose an item.
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5. Type of Investigation Requested – To be completed by GSA Requesting Official

Investigation Type Request Choose an item.	Homeland Security Presidential Directive (HSPD 12) Card Required? Choose an item.
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Note: National Security positions are processed by GSA Personnel Security (CIS)

6. GSA Requesting Official Information – To be completed by GSA Requesting Official

Last Name Click here to enter text.	First Name Click here to enter text.	Middle Name or (NMN) if none Click here to enter text.	E-Mail Address Click here to enter text.	Work Phone Number Click here to enter text.	Is PM/COR/CO/CS Choose an item.
Alternate Last Name Click here to enter text.	Alternate First Name Click here to enter text.	Middle Name or (NMN) if none Click here to enter text.	Alternate E-Mail Address Click here to enter text.	Alternate Work Phone Number Click here to enter text.	Is PM/COR/CO Choose an item.
Alternate Last Name Click here to enter text.	Alternate First Name Click here to enter text.	Middle Name or (NMN) if none Click here to enter text.	Alternate E-Mail Address Click here to enter text.	Alternate Work Phone Number Click here to enter text.	Is PM/COR/CO Choose an item.
Alternate Last Name Click here to enter text.	Alternate First Name Click here to enter text.	Middle Name or (NMN) if none Click here to enter text.	Alternate E-Mail Address Click here to enter text.	Alternate Work Phone Number Click here to enter text.	Is PM/COR/CO Choose an item.
Alternate Last Name Click here to enter text.	Alternate First Name Click here to enter text.	Middle Name or (NMN) if none Click here to enter text.	Alternate E-Mail Address Click here to enter text.	Alternate Work Phone Number Click here to enter text.	Is PM/COR/CO Choose an item.

INSTRUCTIONS

Applicability of Contractor Information Worksheet

Use this Contractor Information Worksheet for all GSA contractors, located at <http://www.gsa.gov/forms>.

Contractor Type Definitions (Any GSA Service or Office May be Associated with External, Embedded or Child Care):

- **External:** Contractor personnel performing work as part of a vendor-managed service, project, product, platform, or specialized operational function where the contractor manages the work, assigns personnel, and delivers specified outcomes under the terms of the contract.
 - o Examples include vendor-managed building O&M, janitorial services, construction services, independent audits, SaaS/cloud platform support, managed IT services, and contractor-operated service desks.
- **Embedded:** Contractor personnel providing recurring support to GSA-led business, program, administrative, or technical workstreams as part of an integrated team with federal employees, while remaining under contractor supervision and contract terms. They typically support day-to-day GSA operations rather than delivering a standalone vendor-managed service.
 - o Examples include management consultants, building managers, project managers, acquisition support staff, administrative assistants, and GSA-led help desk or technical support.
- **Child Care:** Contractor personnel working in support of a GSA Child Care facility.

Job Title Definitions:

- **Administrative & Office Support:** Includes Administrative Assistants, Clerks, Secretaries, and Customer Service Representatives.
- **Architecture & Design:** Includes Architects, Drafters, Interior Designers, Space Planners, and Building Information Modeling (BIM) Managers.
- **Business Operations & Management Consulting:** Includes Program and Project Managers (except Construction), Business Consultants, Strategic Advisors, Business Process Analysts, Acquisition Support Specialists, and Professional Associates.
- **Childcare Services:** Includes Childcare Center Employees, Childcare Center Managers, & Early Childhood Teachers.
- **Company Leadership:** Includes company Presidents, CEOs, Owners, Principals, and Vice Presidents. Personnel with these titles should select this category even if their firm is engaged in another type of work included in this list, e.g. consulting.
- **Custodial & Janitorial:** Includes Janitors, Custodians, Cleaners, Porters, and Housekeepers.
- **Engineering (Civil, Mechanical, Electrical, etc.):** Includes all specialized Engineering roles (excluding Software Engineering).
- **Facility Management, Maintenance, & Skilled Trades:** Includes Property Managers, Laborers, Groundskeepers, and Maintenance Workers, Electricians, HVAC Mechanics, Plumbers, Elevator Mechanic, Carpenters, Painters, Ironworkers, Roofers, Masons, and similar trade personnel.
- **Financial & Legal Services:** Includes Financial Analysts, Accountants, External Auditors, and Legal Counsel.
- **Food Service & Hospitality:** Includes Cooks, Chefs, Cashiers, and Food Service Workers.
- **Help Desk & Call Center:** Help desk technicians, call center employees, and other customer service personnel.
- **IT Delivery:** Development, Maintenance, Infrastructure; Includes Software Engineers, Developers, IT Support, Systems Administrators, Network and Telecommunications Engineers, AI, Cybersecurity and Infrastructure support.
 - o Additional examples for IT Delivery: Architect, Resident Solutions Architect, Back-end Engineer, Front-end Engineer, Full Stack Engineer, Developer, Software Developer, Software Developer V, Web Developer Engineer (general), Software Engineer, Systems Engineer DevOps Engineer, Site Reliability Engineer, Integration Engineer, Prompt Engineer, Senior Technologist

- **Leased Building Services:** includes Lessor-provided building support in GSA leases, such as janitors, facility managers, and maintenance personnel.
- **Logistics & Transportation:** Includes Drivers, Warehouse Workers, Logistics Analysts, and Delivery Personnel.
- **Market Research & Data Analytics:** Market Research Analysts, Data Analysts, Business Intelligence Analysts, Economic Analysts, Data Scientists, Competitive Intelligence Analysts, Survey Researchers, Pricing Analysts, Process Improvement Analysts, Acquisition Analysts, and Visualization Specialists.
- **Marketing & Advertising:** Marketing project manager, Media insertion coordinator, Social media specialist, Graphic Designer, Videographer, Visual Information Specialist, Communications specialist, PR specialist, Event Coordinator, Business Development specialist, Marketing Strategist.
- **Product, Design & User Experience (UX):** Product Manager, Product Owner, Content Designer, Product Designer, Service Designer, UX Designer, UX Specialist, Visual Designer, Visual/Graphic Designer.
- **Project/Construction Management:** Includes Project/Construction Managers, Superintendents, Foremen, and Cost Estimators.
- **Security & Safety:** Includes Security Guards, Safety Managers, and Fire & Life Safety Officers.
- **Training & Education:** Includes Teachers, Instructors, Facilitators, and Trainers conducting courses, workshops, or instructional sessions for GSA personnel.
- **Other / Not Listed:** For roles that do not fit into the above standardized categories

GSA Region Options: Region 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, NCR (National Capital Region) (11), or CO (Central Office)

Transmitting the Contractor Information Worksheet

Do not save completed forms on your workstation. Per GSA requirements:

- If Personally Identifiable Information (PII) needs to be transmitted over the Internet, it must be sent using encryption methods defined in GSA Order CIO 2100.1L CHGE 1 GSA Information Technology (IT) Security Policy.
 - o All passwords must be encrypted in storage.
 - o All sensitive information, such as PII, as deemed by the data owner, which is transmitted outside the GSA firewall, must be encrypted. Certified encryption modules must be used in accordance with FIPS PUB 140-2, "Security requirements for Cryptographic Modules."
 - o When using password generated encryption keys, a password of at least 8 characters with a combination of letters, numbers, and special characters is required. A password of at least 12 characters is recommended.
 - o Systems implementing encryption must follow the key management procedures and processes documented in CIO IT Security Procedural guide 09-43 Rev. 3, "Key Management."
- If PII needs to be emailed within the GSA network, please use Google E-Mail. For additional protection the information also can be encrypted as described in Chapter 5, Paragraph 7 of this IT security policy.
- If PII needs to be sent by courier, printed, or faxed several steps should be taken. When sending PII by courier mark "signature required" when sending documents. This creates a paper trail in the event items are misplaced or lost. Don't let PII documents sit on a printer where unauthorized employees or contractors can have access to the information. When faxing information use a secure fax line. If one is not available, contact the office prior to faxing so they know information is coming and contact them after transmission to ensure they received it. For each event the best course of action is limit access of PII only to those individuals authorized to handle it, create a paper trail, and verify information reached its destination.

Submission Information

Check with your GSA regional point of contact for instructions on how to submit the completed form.

Privacy Act Notice

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information is authorized by the Federal Property and Administrative Services Act of 1949, as amended, and Part III of Title 5, U.S.C; E.O. 9397. Disclosure of the information is voluntary. This form will be used as a means to prepare and issue a credential or pass. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal or regulatory investigations or prosecutions, or pursuant to a request by GSA or such other agency in connection with the firing or retention of an employee, the issuance of a security clearance, the investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit. If the individual does not provide some or any part of the requested information, the employee will not be issued a credential and will not be allowed to enter a GSA-controlled building after normal hours or when the building is under security.