

Bonneville Lock and Dam/WFL/SRS ACCESS REQUEST FORM

(Must be received 2 business days prior to badge issuance)

All Dates use format mm/dd/yyyy Instructions on Page 2

SECTION I - PERSONAL INFORMATION

1. Type of application New Renewal		2. Name (Last, First, MI)		3. Phone		4. Email		
5. Company (or office code if applicable, e.g. CENWP-ODB)			6. Supervisor			7. Supervisor Phone		
8. US Citizen? YES NO – Obtain FVA prior to request		9. Non-USACE personnel, provide City/State of birth			10. FVA Number		10a. FVA Exp date	
CONSENT: I certify that all information provided in this application is correct to the best of my knowledge. I understand that any misrepresentation will be cause for immediate denial of access privileges. I hereby authorize the release of this information for the purpose of determining my suitability for access.								
11. Applicant Electronic Signature. If Electronic Signature not possible, You will sign form when badge is issued. Do not print form and sign.								

SECTION II – POC/SPONSOR RECOMMENDATION

12. Project POC/Sponsor Name		13. Project POC/Sponsor Email			14. Project POC/Sponsor Phone	
15. Contract Number		16. Prime Contractor (if applicable)			17. Contractor Phone	
18. Project Name / Work Description					19. Target Completion Date	
20. COR Name		21. COR Phone Number			22. COR E-mail	

SECTION III - REQUESTED ACCESS

23. Site(s)	Bonneville	JBS/SMF	AFF	WFL	SRS	
24. Gates	OR only	WA only	Fish Research	Pass-through	All	
	Other (describe) _____					
25. Doors	PH1	PH2	Control Room	BISB	All	
	Other (describe) _____					
26. Powerhouse	No PH	Escorted PH	Unescorted PH*	27. HECP AP Req? Yes No	28. Training Date	29. # of Tags
	30. Dates of Access Requested - mm/dd/yyyy From _____ To _____		31. Work Hours 24 Hour Access From _____ To _____		32. Work Days M-F Weekends All	

Consent: I certify that the applicant requires the recommended access for official business. I agree to notify the Project Security Specialist and/or RCC within 3 business days if/when access is no longer needed, and within 24 hours if the applicant is removed for cause.

33. Project POC/Sponsor Signature and Date

SECTION IV – LOCAL APPROVAL & ISSUE

* NERC CIP-004/RMF REQUIREMENTS (IF REQUESTING UNESCORTED PH ACCESS)

34. NERC CIP Training Version	35. Training Date	36. PRA Background Check Agency	37. PRA Date	38. Favorable? YES NO
39. Security Specialist/RCC Review Powerhouse Requirements Met (Electronic Signature)				
40. Access Level Approved Project Only No Powerhouse Escorted Powerhouse Unescorted Powerhouse				
41. Access Approval (OPM or Delegate Electronic Signature)				

SECTION V - SECURITY OFFICE

42. Access Level Issued No PH Escorted PH Unescorted PH			43. ID Type and issuing agency/State		44. ID expiration date – mm/dd/yyyy						
45. Hard Keys - Series and Number			46. Parking Permit Type		47. Parking Permit Color		48. Number(s)				
49. Badge ID Number		50. Keycard Number		51. Badge Expiration Date		52. BEST Entry Date		53. C-CURE Entry Date		54. PH Database Date	
55. Badge and/or Key(s) Issued by/Date											

See Part B for Extensions, Suspensions, Revocations

Instructions:

1. Non-US citizens requesting access any non-public area(s) of the Project for any duration, must be approved in advance through the District security office. POC must submit "Foreign Visitor Request" (FVR) to CENWP-SL not less than 30 days (90 days for some countries) in advance. Exception: CAC card holders do not require FVR.
2. Proof of citizenship may be required. Contact Security Specialist for acceptable document list.
3. **All** Dates use format mm/dd/yyyy.
4. Individuals who are requesting Project/Escorted Powerhouse access of two days or less, and not performing hands on work on government property, are considered visitors. Use Visitor Access Request form.
5. Applicants requesting access to non-public areas for greater than two days and/or will be performing hands on work on government property must complete a Personal Risk Assessment (PRA). Contact POC for details.
6. Applicant completes fields #1-10a, reads consent statement, and signs field #11, with electronic signature or physical signature at the time badge is issued. **Do not print form and sign.** Form must stay in fillable format.
7. Applicant forwards form to Project POC for review.
8. Project POC reviews the information provided and completes fields #12-32. **Field #30 Maximums – 3 years OD-B, 2 years Other USACE/Government, 1 year Contractor.** POC then reads consent statement and electronically signs field #33.
9. For Project (no powerhouse) access, RCC/Security Specialist completes fields #34-38. OPM or Delegate checks appropriate box in field #40 and electronically signs field #41.
10. For Escorted Powerhouse access exceeding two days, RCC/Security Specialist completes fields #34-38 and signs field #39. OPM or delegate reviews, checks appropriate box in field #40, and electronically signs field #41.
11. For Unescorted Powerhouse access, RCC/Security Specialist reviews information, completes fields #34-38 and electronically signs field #39. OPM or Delegate reviews, checks appropriate box in field #40, and electronically signs field #41.
12. Once required approvals are received, security office will schedule appointment for badging. Applicant must present Government issued photo ID at time of Badging.
13. Security office issues badge/keys/parking permit and completes fields #42-55.