**TVA Contractor and TVA Nuclear Badged\* Employee Check-In Form**

Contractor Hire, Transfer, Data Correction and/or Employee Unescorted Nuclear Access Request ([**form instructions**](http://chapedmnw1.cha.tva.gov/idmws/doccontent.asp?library=chaedmp%5echachaedmp1&id=161930592))

**Requested Action** ([**click here**](http://as.tva.gov/public/hrt/cwm/CODE/40156%20Instructions.pdf)): [ ]  Add **Non-Paid** Resource for Badge / Network Access Only (e.g. café vendor, regulator, inspector, warranty)

 [x]  Add/Rehire Contractor [ ]  Transfer Contractor [ ]  Contractor Data Correction [ ]  Supervisor Change

**Section A – Personal Information (to be completed by all contractors and TVA Nuclear badged employees)**

\*If Requesting Nuclear Unescorted Access for TVA employee, complete Personal Information and Nuclear Badged Only sections (Sections A and D)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Effective Date: |       |  [ ]  Non-Paid Worker [x]  Contractor [ ]  TVA Employee | TVA EIN/SSN: |       |  |
| Date of Birth: | 05/08/1987 | US Citizen: [x]  Yes or [ ]  No, where? |       |  |
| Name:  | Wills | Erika | Lynn |  |
|  | Last | First | Middle |  |
| Permanent Address: | 7476 E Arkansas Ave Apt 3508 | 720-587-7347 |  |
|  | Street, City, State, Zip, County | Phone #: [x]  Cell Phone [ ]  Home Phone |  |
| Gender: | Female | Race:  | White | Personal Email Address\*: | wills.erika@gmail.com |  |
|  |  |  |  |  | (\*required for Staff Aug) |  |
| ***Contractors in Craft Job Codes*** Union Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Union Local #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Union Member ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section B – Contractor Information** (to be completed by TVA Supervisor/CTS)

|  |
| --- |
| Contractor Type ([**click here**](http://as.tva.gov/public/hrt/cwm/CODE/TVA%20Contractor%20Type%20Definitions.pdf)) If Staff Aug, see required section below: [x]  Managed Task [ ]  Staff Aug Non-Craft [ ]  Staff Aug Craft [ ]  Consultant  |
| Maximo/Vendor ID# [**(click here)**](http://as.tva.gov/public/hrt/cwm/CODE/40156%20Instructions.pdf): | 271506380-00 | Vendor Name: | Grid Protection Alliance Inc | Dept. ID: | D172300000 |  |
|  |  |  |  | “D” Code(<http://insidenet.tva.gov/org/home.htm>) |  |
| Job Code ([**click here**](#JobCode)): | Engg & Design(Non-Critical)-400001  | Job Title :  | Software Engineer |  |
| TVA Official Station (TVA Site, City, State): Chattanooga Corporate Offices COC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Required for Staff Aug***Contractor Role ([**click here**](http://as.tva.gov/public/hrt/cwm/CODE/TVA%20Contractor%20Role%20Definitions.pdf)):[ ]  Project (not Outage) [ ]  Outage [ ]  Cost-recovery Model [ ]  Short Term Need [ ]  Long Term Need [ ]  Outsource Business Model[ ]  Non-TVA Support [ ]  Funded Standard Org Vacancy **\*** (\*Note - Organizations must have a vacancy in order to select this option.)Anticipated End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section C – TVA Non-Nuclear Approvals** [[**Delegation of Authority form**](http://as.tva.gov/public/hrt/cwm/Pages/default.aspx) (For Nuclear Employees, see Section D below)]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TVA Supervisor: |       |       | Date: |       |  |
|  | Print Name | EIN |  |  |
| TVA Approval: |       |       | Date: |       |  |
|  | Printed Name/Signature | EIN |  |  |  |

**Section D – TVA Nuclear Badged Only (Questions should be directed to Plant Access)**

|  |  |  |
| --- | --- | --- |
| Plant Section Code (**REQUIRED**): |       | Location: [ ]  Browns Ferry [ ]  Sequoyah [ ]  Watts Bar |
| Unescorted Access: [ ]  Yes [ ]  No TLD Required: [ ]  Yes [ ]  NoCritical Group (NPG SPP-14.5): [ ]  Yes [ ]  No S-3 Required: [ ]  Yes [ ]  NoSupervise Others: [ ]  Yes [ ]  No (Medical Evaluation to wear special respiratory equipment)Perform (or Direct) Covered work (NPG SPP-03.21): [ ]  Yes [ ]  No S-11 Required: [ ]  Yes [ ]  No (Security) |
| **Access/Clearance Level(s) –** List the numbers (see page 2): **REQUIRED**  |       |  |
| Contract Technical Steward: |       |       |  |
|  | Print Name | Phone |  |
| Requesting TVA Supervisor: |       |       |  |
|  | Print Name | Phone |  |
| SFAL Requesting/Signature: |       |       |       |  |
|  | Print Name (must be on SFAL) | Signature (**REQUIRED** for Nuclear UA) | Phone |  |
| Security Area Access: |       |       |       |  |
|  | Print Name | Signature (Senior Manager, Nuclear Site Security) | Phone |  |

**Section E - NPG PAS Use Only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  RCU [ ]  R30 [ ]  R1Y [ ]  INI [ ]  UPA | [ ]  PLUS [ ]  PADS [ ]  UA System |       |  |       |  |
|  |  | Processed By |  | (Date) |  |
| Last Access: |       | Site: |       | PADS Msg: [ ]  Y [ ]  N [ ]  OK per: |       |  |
| Needs: | D/A: [ ]  Y [ ]  N | Psych: [ ]  Y [ ]  N | FP: [ ]  Y [ ]  N | RNV: [ ]  Y [ ]  N | Photo: [ ]  Y [ ]  N |  |
|  |

**Privacy Act Notice**

The authority for requesting this information is the TVA Act, 16 U.S.C. 831 *et seq.,* and, where relevant, 10 CFR Part 26, 10 CFR Part 73, NRC Security Order EA-02-261, or any other authority governing access to TVA facilities. The principal purpose for the information requested is to control access to and ensure the security of sensitive TVA facilities. The information you provide may be used to request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information; and to request information from private individuals if necessary to obtain information relevant to a TVA decision concerning the hiring, retention, or promotion of an employee, the issuance of a security clearance, or other decision. It may also be used for any purpose as designated in TVA’s System of Records Notice for the applicable system of records. 76 Fed. Reg.1862 (Jan. 11, 2011) (available at <https://www.tva.gov/Information/Freedom-of-Information/Privacy-Act-Regulation>). While you are not required to supply the information requested, it may not be possible to process your form and provide access to TVA facilities if you fail to do so.

**This is a reference page only. Do not make any selections on it. Use this information to complete** [**page 1**](#_top)**.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Contractor Job Titles/Job Codes**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Managed Task Craft*** |  | ***Managed Task Non-Craft*** |  |
| ▪ Asbestos Workers - 000078 | ▪ Machinists - 000089 |  ▪ Administrative/Clerical - 000077  | ▪ Procurement - 000129 |
| ▪ Assistant Unit Operator - 000149 | ▪ Millwright - 000146 |  ▪ Administrative - 000138 | ▪ Program Manager - 000145 |
| ▪ Boilermakers - 000082 | ▪ Operating Engineers - 000094 |  ▪ Bus and Acctg - 000139 | ▪ Project Control - 000142 |
| ▪ Brick layers - 000083 | ▪ Painters - 000099 |  ▪ BVI/RRC Staff - 000154 | ▪ Project Mgmt - 000133 |
| ▪ Carpenters - 000084 | ▪ Roofers - 000103 |  ▪ Consultant-org Dev/Assess - 000196 | ▪ Quality Control - 000144 |
| ▪ Cement Masons - 000085 | ▪ Safety - 000143 |  ▪ Engg and Design - 000134 | ▪ Supt/Field Spv - 000136 |
| ▪ Electrical Workers - 000086 | ▪ Sheet Metal Workers- 000111 |  ▪ Engg and Design(Non-Critical)-400001 | ▪ Training and Dev - 000151 |
| ▪ Instrument Mechanic - 000147 | ▪ Steamfitters - 000113 |  ▪ Estimating - 000132 | ▪ TVA Campground Staff - 000152 |
| ▪ Iron Workers - 000087 | ▪ Teamsters - 000114 |  ▪ Exec Assessment - 000195 |  |
| ▪ Laborers - 000088 | ▪ Unit Operator - 000148 |  ▪ N-Nuc Sec Guard - 000158 |  |

 ***Staff Aug Non-Craft*** For questions contact cwmsupport@tva.go or 423-751-2233 ***Staff Aug Craft***  **Select from** [**Trades & Labor List**](http://as.tva.gov/public/hrt/HR/LR/Wage%20Schedules/2018%20-%20Annual%20Trades%20and%20Labor.pdf) **or select a job code below**:

|  |  |  |  |
| --- | --- | --- | --- |
| ▪ Asbestos Workers - 000078 | ▪ CTPT/CCOT- 400002 | ▪ Instrument Mechanic - 005820 | ▪ Painters - 000099 |
| ▪ Brick layers - 000083 | ▪ Foreman - 400003 | ▪ Instrument Tech - 005820 | ▪ Roofers - 000103 |
| ▪ Carpenters - 000084 | ▪ Head Foreman - 400004 | ▪ Iron Workers - 000087 | ▪ Senior Foreman - 400009 |
| ▪ Cement Masons - 000085 | ▪ Hydro Tech II - 004094 | ▪ Lead Sr Instr Mech - 007513 | ▪ Sheet Metal Workers - 000111 |
| ▪ Coal Tower Fmn - 004940 | ▪ Hydro Tech III - 004095 | ▪ Lead Sr Instr Tech - 007513 | ▪ Sr Instr Mech - 007513 |
| ▪ Conv-Car Dumper Op - 005000 | ▪ Hydro Tech IV - 004096 | ▪ Millwright - 000146 | ▪ Sr Instrument Tech - 007513 |

 ***Consultant*** ▪ Consultant-400000 (Use if there is a contract with the supplier. If no contract with the supplier, use job code 000196.) |

**\*\*ACCESS LEVELS INCLUDING AREAS ACCESSIBLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SQN** | **AREAS** | **BFN** | **AREAS** | **WBN** | **AREAS** |
| 1 | Protected Area and Accountability Readers | 1 | Protected Area and Accountability Readers | 1 | Protected Area and Accountability Readers |
| 2 | Auxiliary Building | 2 | Reactor Building | 2 | Auxiliary Building |
| 3 | Control Building, excluding MCR | 3 | Control Building | 3 | Control Building, excluding MCR |
| 4 | Diesel Generators  | 4 | Diesel Generators and Shutdown Board Rooms | 4 | Diesel Generators  |
| 5 | Intake Pumping Station | 5 | Intake Pumping Station | 5 | Intake Pumping Station |
| 6 | Shut Down Board Room  | 6 | Communication Room | 6 | Shut Down Board Room *(must also have 3 & 14)* |
| 7 | Communication Room  | 7 | Control Rooms | 7 | Communication Room - (*must also have 3)* |
| 8 | Auxiliary Control Room  | 8 | Computer Room | 8 | Auxiliary Control Room*(must also have 3 & 14)* |
| 9 | Computer Room  | 🞼 9 | Security Power | 9 | Computer Room *(must also have 3)* |
| 🞼 10 | Security Power | 🞼 10 | Security Areas | 🞼 10 | Security Power |
| 🞼 11 | Security Areas | 🞼 11 | Miles Armory Room | 🞼 11 | Security Areas |
| 🞼 12 | Armory |  |  | 🞼 12 | Armory |
| 13 | ERCW- SQN only |  |  | 13 | ERCW-  |
| 14 | Main Control Room (MCR)  |  |  | 14 | Main Control Room *(must also have 3)*  |

\* Access to these areas must be approved by the respective Senior ManagerSite Security or designee.

\*\* Access level selections must be listed on page 1.