

## SECURITY ACCESS REQUEST INSTRUCTIONS

### A. CITIZENSHIP:

The Authorized Requester is responsible to ensure the applicant has declared their country of citizenship and for reviewing citizenship validation documents as applicable.

**NOTE:** Physical or logical access will not be granted to a foreign national until they have been approved through the Foreign National Access Office (FNA). Contact the FNA office at [^Hanford\\_FNVA](#) with questions. An Information System Security Officer (ISSO) signature is required for all non-U.S. Citizens (section L). The foreign national approval process can be initiated [HERE](#).

- U.S. Birth Certificate (*state issued*)
  - Hospital birth certificate not acceptable
- U.S. Passport (*current*)
- Certificate of Naturalization
- DD Form 1966 (*Record of Military Processing*) provided it reflects U.S. Citizenship
- Certificate of Citizenship (*Form N-560 or N-561*)
- Form FS-240 (*Report of birth abroad of a U.S. citizen*)
- Certificate of Birth (*Form FS-545 or DS-1350*)
- Enhanced Driver License
  - Not equivalent to a REAL ID license
- U.S. Citizen Identification Card (*Form I-197*)
- Federally Recognized Tribal Identification
  - Exempt from citizenship validation
- HSPD-12 PIV
  - Exempt from citizenship validation
- No validation (*see instruction for validation process*)
  - If "No validation" is selected, citizenship validation documents must be presented at the Central Badging Office or Visitor Control prior to credential issuance. If citizenship validation is completed by the Authorized Requester, identify documents will be verified prior to credential issuance. An acceptable form of picture identification or citizenship validation document(s) and/or identity document(s) will be required prior to credential issuance.

**NOTE:** Complete drop down prior to printing

### B. PERSON:

Provide all personal information.

### C. REASON:

- Contractor is selected for an individual working under a sub-contract or purchase order on the Hanford Site (*listed under Employed by Company in Section J; other than Responsible Company*).
- New Hire is selected for an individual being hired by the Hanford Company sponsoring this request (*listed under Responsible Company in Section J*).
- Visitor is selected for an individual that has a business reason for accessing the Hanford Site, is neither a prime employee or subcontractor, and is a U.S. Citizen.
  - A black Visitor badge has an expiration date, the word "Visitor" and is often requested for access greater than 7 days; or for a special circumstance such as Corporate visitor, bargaining unit member, or representative of a community outreach program.

## SECURITY ACCESS REQUEST INSTRUCTIONS (Continued)

**NOTE:** Another type of Visitor badge is requested by using the Badge Request System, [On-Line Badge Request System\(rl.gov\)](#), which produces paper badges. This is for an individual visiting for 1-7 days for any of these reasons: Tour Authorized by DOE RL; Delivery; Field Visit; Office Visit; Building Only Visit. A security Access Request form is required when using DOE Visitor Control to complete data entry.

**NOTE:** Complete drop down prior to printing

### D. ACCESS:

Select one:

- Physical - individual only requires a Hanford Site security badge for physical access.
- Physical and Logical - individual requires both a Hanford Site security badge and logical access to the HLAN network; considered a standard user.

**NOTE:** Complete drop down prior to printing

### E. CREDENTIAL TYPE:

Select one:

- HSPD-12 PIV Federal Access Credentials are primarily required for all Federal employees, and for contractors who have security clearances. Other requests for PIV badges must be requested consistent with HMIS-RD-SED-28974, *Security Badge and Access Card Requirements*.
- Local Site Specific Only (LSSO) badges include green employee/on-site contractor badges, black sub-contractor/vendor/visitor/ badges, and red foreign national badges.
- Logical Access Control System (LACS) are required to access the HLAN network; commonly issued with a LSSO badge; can be issued for remote user; can in some circumstances be issued in conjunction with an HSPD-12 PIV or a second LACS card for radiological work.
- Visitor badge, see Section C. Provide escort name if applicable.

**NOTE:** Complete drop down prior to printing

### F. CLEARANCE LEVEL:

Select one. Contact HMIS SAS Clearance Processing for all questions related to L or Q clearances.

**NOTE:** Complete drop down prior to printing

### G. REQUIRED SITE ACCESS TRAINING:

Select applicable boxes consistent with [HMIS-STD-TQ-61030](#), *Hanford Site Access Training Program Description*.

- Hanford General Employee Training (HGET)
- Hanford Site Orientation (HSO)
- Bechtel National, Inc. General Employee Training (BNI GET)
- Visitor Orientation (*Hanford Site Visitor Orientation booklet - Course 100090*)
- Course 120197 (*Unclassified Computer Security Awareness*)

To gain access to the HLAN network, new users must complete HGET or Course 120197, *Unclassified Computer Security Awareness*. If Course 120197 is selected for required training, it must be completed prior to submitting the Security Access Request. To register for Course 120197, send an email to ^HUWR Central Administration with the following information:

- Student's full name, HID (*or last 4 digits of SSN*), email address, sponsors name, and course number)

## SECURITY ACCESS REQUEST INSTRUCTIONS (Continued)

**NOTE:** The CBO will verify that the training selected by the Authorized Requester has been completed prior to issuing the credential.

### H. ACCESS DATES:

The badge "From" date indicates when the employee can pick up the badge from the Central Badging Office (CBO). The badge "To" date is the last day of Site Access, expiring at midnight. The "To" date for visitors is not to exceed training expiration date; "To" date is not applicable for New Hires; "To" date is not to exceed three (3) years or beyond contract end date, whichever is soonest.

### I. CONTRACT INFORMATION:

Complete all fields for sub-contractor badges. The badge end date is NOT to exceed the contract expiration date, or three (3) years.

- Contract Number/Release as written on the subcontract agreement.
- Hanford Site Manager listed for new employee and/or subcontractor.
- CACN listed for those requiring access to the HLAN network; charging for the account.

### J. COMPANY:

The Responsible Company is the Hanford company requesting (*sponsoring*) the access: it acknowledges the individual meets criteria to be issued access. For the Employed By Company, provide full information to ensure the proper company is identified in Site-wide systems and to ensure duplicate records are not created. The Employed By Company is the company awarded the contract to support Hanford work scope (*not necessarily the company that directly employs the person*).

### K. PURPOSE/COMMENTS:

Provide additional pertinent information.

### L. ISSO SIGNATURE:

Only required for Foreign National HLAN users. A lawful Permanent Resident (*a.k.a. Green Card holder*) is not a U.S. Citizen and must go through the Foreign National Access approval process. A foreign national with dual citizenship (*as long as one is the U.S.*), a U.S. National (*such as someone from American Samoa*), and an individual born outside the U.S., but having become a Naturalized U.S. Citizen, does not have to go through the Foreign National Access approval process.

### M. AUTHORIZED REQUESTER:

Only Authorized Requesters may request security access credentials by fully completing all applicable fields. Forms are to be signed electronically. In the case a form cannot be electronically signed, forms can be sent as email attachments from personal HLAN accounts of Authorized Requesters.

**NOTE:** Contact the CBO Team Lead for details in becoming an Authorized Requester.

### SUBMISSION PROCESS:

Send completed Security Access Request form(s) and inquiries to [badge@rl.gov](mailto:badge@rl.gov).

### NOTE ON EJTA:

For Site Access of more than 30 days in a calendar year, and/or Site Access for persons required to be enrolled in a medical surveillance program due to the potential for exposure to hazardous conditions, an Employee Job Task Analysis (EJTA) is to be performed. See [EJTA Explanation Coversheet \(rl.gov\)](#).