

OFFICIAL USE ONLY

Subcontractor Personnel Security On-boarding Coversheet

To be completed by End User/End User Support Specialist(ESS)/Subcontract Technical Representative(STR):

EM

NNSA

U-PIV

L

Q

Subcontractor Name:

Subcontract Number (TOA/PO):

NOTE to End User/ESS/STR: FOCI determination or verification of determination must be received from DOE-SR to submit service provider for clearance.

DOE F 206.4 shall be completed by service provider:

- Information Sheet for Sponsorship of HSPD-12 Credential (DOE F 206.4)
 - Complete only #1-9
 - Full middle name is required in place of middle initial. Indicate if initial only (IO) or no middle name (NMN).

Service provider shall return DOE F 206.4 AND this coversheet within within three days of receipt to HSPD-12@srs.gov

**The attached contains OFFICIAL USE ONLY information.
When separated from attachment, this coversheet is UNCLASSIFIED.**

Information Sheet for Sponsorship of HSPD-12 Credential

Privacy Notice: 42 U.S.C. 7101, 50 U.S.C. 2401 and Public Law 93-579 permit collection of the data requested on this form. The information is used to determine suitability for the issuance of a DOE security badge. The information will be used to identity proof and register Applicants as part of the Personal Identity Verification process. Providing this information is voluntary; however, failure to submit this information may result in denial of a DOE security badge.

Biographical Information (To Be Completed by Applicant)

(1) Full Name: (must match the name on Driver's License or Passport)

First	MI	Last	Suffix

(2) Aliases: (Other names ever used, for example, maiden name, nickname, etc.)

First	MI	Last	Suffix

(3) Home Address

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(4) SSN	(5) Date of Birth	(6) Country of Citizenship	
(7) Place of Birth:	City	State	Country
(8) Home E-mail:			
(9) Other E-mail:			

Employment Information (To Be Completed by Sponsoring Office)

(10) DOE Affiliation:	(check one) Federal Employee Contractor Executive Staff Associate/Dignitary Service Provider Uniformed Services		
(11) Work E-mail:			
	(11a) Check here if applicant will not have business e-mail.		
(12) Work Phone:		(13) Federal Emergency Response Official:	Y N
(14) PIV-I (new hire) or PIV-II (incumbent):		(15) Hired Under Recovery Act?:	Y N
(16) Card Delivery Site (ex. FORS, SNL, SRS, NETL-PGH, ID, NNSA, SC, GTN):		(17) Clearance:	Q L BAO

Contact Information (To Be Completed by Sponsor or Security Official)

(18) Contact Name:			
(17) Routing Symbol:	(20) Date:		
(21) Phone:			
(22) E-mail:			

Contains information which may be exempt from public release under the Freedom of Information Act (5 U.S.C.552), exemption number(s) 6 Personal Privacy. Approval by the Department of Energy prior to public release is required.

Reviewed by _____ Date: _____

Instructions for Using the Information Sheet for Sponsorship of HSPD-12 Credential

1. Enter applicant's legal first name, middle initial, last name, and suffix, if applicable. This is the name that will be entered in USAccess to appear on the HSPD-12 credential. It must match the primary I-9 document to be presented at the time of enrollment.
2. Aliases are sent to the Office of Personnel Management (OPM) only when fingerprints are released for a new investigation, which may prevent OPM from unnecessarily rejecting an application due to conflicting names from prior investigations. This may be omitted if applicant has never been investigated by the Federal government before.
3. If no home address is provided, the DOE site address may be entered into USAccess.
4. Enter applicant's social security number.
5. Enter applicant's date of birth.
6. Enter the name of the country in which the applicant holds citizenship. Dual citizens should enter the names of both countries.
7. Enter the applicant's place of birth. State is required for US, Mexico, and Canada ONLY.
8. Enter the applicant's home electronic mail (e-mail) address, especially if the applicant does not yet have a functioning work e-mail address. System notifications (e.g., to enroll) will be sent to this address in addition to any work e-mail address entered.
9. (Optional) Enter another e-mail address where the applicant may wish to receive system notification messages (e.g., contracting company-provided address).
10. Circle or highlight the entry that best describes the applicant's association with DOE.
11. Enter the applicant's work e-mail address. This is the e-mail address that will be tied to the certificates stored on the "chip" in the credential. Do not use a home address unless that address is recorded in DOE's encryption software data base. If the applicant does not and will not use e-mail at work, check the box at 11a.
12. Enter the applicant's work phone number.
13. Federal emergency response officials (e.g., FEMA or radiation responders) are determined by the sponsoring office and should be so-designated in their position description. Circle or highlight Y for yes or N for no.
14. Indicate whether the applicant is a new-hire (PIV-I) or an incumbent currently holding a DOE badge (PIV-II).
15. Reference to the American Recovery and Reinvestment Act of 2009 signed 2/17/09. Circle Y for yes or N for no.
16. Enter the abbreviation for the DOE site to which the applicant's card should be delivered.
17. Circle or highlight the highest level of access authorization the applicant holds at any DOE facility or for which the applicant has been or will be (currently) submitted. If no access authorization is anticipated, circle BAO (building access only).
18. Enter the name of the person with whom Personnel Security should communicate in the event of questions regarding the request for an HSPD-12 credential. This may be the USAccess sponsor, the security officer for the sponsoring office, or a delegated employee.
19. Enter the mail routing symbol of the sponsoring DOE office.
20. Enter the date the data was collected.
21. Enter a phone number for the person whose name is on line 19.
22. Enter an e-mail address for the person whose name is on line 19. This may be omitted if the person is clearly listed in the DOE global address book.

Any combination of name and date of birth, place of birth, or social security number constitutes personally identifiable information (PII), which must be handled in accordance with DOE directives on PII and OOU.



US ACCESS Acceptable Forms of Identification

Primary Forms of Identification

1. U.S. Passport or a U.S. Passport Card;
2. Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
3. Foreign passport;
4. Employment Authorization Document that contains a photograph (Form I-766);
5. Driver's license or an ID card issued by a state or possession of the United States provided it contains a photograph; including RealID Compliant or ID's indicating "Not For Federal Identification" (or similar language).
6. U.S. Military ID card;
7. U.S. Military dependent's ID card; or
8. PIV Card

Secondary Forms of Identification

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| 1. U.S. Social Security Card issued by the Social Security Administration
<i>Laminated SSA cards cannot be used without Security Officer approval.</i> | 2. Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal; |
| 3. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
EXCEPTIONS APPLY – See Section 2.4 below | 4. Voter's registration card; |
| 5. U.S. Coast Guard Merchant Mariner Card; | 6. Certificate of U.S. Citizenship (Form N-560 or N-561); |
| 7. Certificate of Naturalization (Form N-550 or N-570); | 8. U.S. Citizen ID Card (Form I-197); |
| 9. Identification Card for Use of Resident Citizen in the United States (Form I-179); | 10. Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS- 545 or Form DS-1350); |
| 11. Temporary Resident Card (Form I-688); | 12. Employment authorization document issued by Department of Homeland Security (DHS); |
| 13. Reentry Permit (Form I-327); | 14. Refugee Travel Document (Form I-571); |
| 15. Employment Authorization Document issued by DHS with photograph (Form I-688B); | 16. Driver's license issued by a Canadian government entity; |
| 17. Native American tribal document; or | 18. Congressional Identification (ID) that meets FIPS 201-2 requirements (Must have a visible expiration date in red font) |