

## **BADGING PROCESS FOR UNCLEARED SELLER EMPLOYEES (JAN 2006)**

(a) Badge Requirement. (1) Seller employees may gain access to the Y-12 National Security Complex or to a site leased by the Company only after they have been issued photo badges (or visitor badges without a photograph, if only infrequent access is required) by the Company.

(2) Except as provided in the “Foreign Nationals” clause of this subcontract, photo badges and visitor badges will be issued only to United States citizens.

(b) Procedure. (1) The Seller must submit an “HSPD-12 Badge Request Form,” UCN-21519 (12-05) to the Subcontract Technical Representative (STR) for each employee who requires a photo badge. The form is available at <http://y12web2.y12.doe.gov/procurement-ext/> .

(2) The STR will notify the Seller of the information required to request a visitor badge.

(3) The STR will notify the Seller when requests for photo badges and visitor badges have been approved.

(4) Approved employees must sign for and collect photo badges and visitor badges in person at the Y-12 Badge Office, 104 Union Valley Rd., Oak Ridge, Tennessee, by presenting a valid state- or Federal government-issued picture identification document and one of the following as proof of citizenship:

(A) State- or county-certified copy of the employee’s birth certificate with a raised or colored official seal,

(B) Certificate of Naturalization (Form N-550 or N-570),

(C) Certificate of U.S. Citizenship (Form N-560 or Form N-561),

(D) Report of Birth Abroad of a Citizen of the United States of America (Form FS-240), or

(E) U.S. passport (active or expired).

(c) Subcontracts. The Seller must include this clause in lower-tier subcontracts requiring work to be performed on-site at the Y-12 National Security Complex or at a site leased by the Company.

(End of clause)