



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

November 28, 1994

MEMORANDUM TO:

Brian W. Sheron, Director
Division of Engineering

Gary M. Holahan, Director
Division of Systems Safety and Analysis

R. Lee Spessard, Director
Division of Technical Support

Cecil O. Thomas Jr., Acting Director
Division of Reactor Controls and Human Factors

FROM:

Ashok C. Thadani, Associate Director
for Technical Assessment
Office of Nuclear Reactor Regulation

SUBJECT:

CONTRACTOR UNESCORTED ACCESS TO RADIOLOGICAL, VITAL, AND
PROTECTED AREAS

This memorandum establishes guidance for requesting unescorted access to radiological, vital and protected areas by NRC contractors. This supersedes W.T. Russell's memorandum dated June 27, 1991 on the same subject.

Requests for contractor unescorted access should now be signed by the Division responsible for the contractor's activities and addressed to the region Administrative Management Branch, Division of Resource Management and Administration. Division Directors may delegate this responsibility to the Branch Chief level. Previously, all such requests from ADT-divisions were signed by Director, Division of Technical Support.

Attachment 1 provides an example of a typical memorandum and illustrates various situations regarding security clearance, chemical testing, and site access training. This memorandum can also be used in cases where there are two or more contractor employees involved with differing situations, i.e. one has temporary security approval and the other final approval. Note that these memoranda should be marked for "Limited Distribution" due to the inclusion of the contractor employees' social security numbers. The following areas must be addressed in site access memoranda.

(1) Attachment 2 is an extract from Management Directive 12.3, "NRC Personnel Security Program." It indicates that there are three acceptable types of security approval for unescorted access: temporary approval, final approval and possession of a valid Government-issued clearance as verified by Division of Security. Verification of security approval necessitates concurrence with the site access memorandum by the Division of Security.

(2) The memorandum should state that the contractor employee should be subject to the chemical testing portions of the licensee's fitness-for-duty program and to a psychological examination, if required by the licensee, under the licensee's site access program. If the contractor employee has been tested negative for drugs at an NRC licensed facility subject to 10 CFR Part 26 within 60 days of the initial access date, that test satisfies the requirement for pre-access testing and should be so noted in the memorandum.

(3) The memorandum should state whether the contractor employee has had site access training within 12 months of the initial date of the planned access. Such training may have been either NRC or licensee administered. In either case, the contractor should provide written confirmation of the site access training. Where site access training within the previous 12 months cannot be established, the memorandum should state that unescorted access may be granted if the employee undergoes the licensee's site access training.

Attachment 1 is to be made available via E-mail. If you have any questions, please contact Hai Boh Wang at 504-2958 or Don Norkin at 504-2954.

Attachments: As Stated

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Access Authorization Requests (C) (continued)

Security Forms Packet (3) (continued)

Information entered on the forms in the security forms packet will be used in conjunction with any other relevant information to determine a person's initial or continuing eligibility for an access authorization, an employment clearance, unescorted access to nuclear power facilities, access to SGI, or access to sensitive NRC automated information systems and data. (c)

Cancelled or Withdrawn Request (4)

When a request for an applicant's access authorization or similar access approval is to be withdrawn or cancelled, DFS should be notified immediately by telephone so that the investigation may be promptly discontinued. The notification should contain the full name of the individual, the date of the request, and the type of access authorization or similar access approval request being cancelled. Telephone notifications must be promptly confirmed in writing to DFS.

Unescorted Access by NRC Contractors (D)

The NRC sponsoring office shall decide whether performance under an NRC contract will involve unescorted access to nuclear power facilities, access to nuclear power reactor unclassified SGI, or access to NRC sensitive automated information systems and data. For these contracts, the sponsoring office shall—(1)

- Check "yes" for security requirements and insert the following statement in the appropriate block on the NRC Form 400, "Request for Procurement Action (RFPA)": (a)
 - “This contract requires unescorted access to nuclear power facilities by contractor employees,” or “This contract requires contractor access to nuclear power reactor unclassified SGI, or “This contract requires access to NRC sensitive automated information systems and data.”
- Include an NRC Form 187, "Security/Classification Requirements," according to the requirements of Management Directive (MD) 11.1, "NRC Acquisition of Supplies and Services," with the appropriate blocks in Section 5C of the form completed. For those contracts involving access to NRC sensitive automated information systems and data, provide identifying information under item 4 of the form. (b)

Unescorted Access by NRC Contractors (D) (continued)

For contracts involving unescorted access to protected and vital areas of nuclear power facilities, the sponsoring office shall—(2)

- Check “yes” for security requirements on the NRC Form 400 (a)
- Include an NRC Form 187 with the appropriate blocks in Section 5B checked, according to the requirements of MD 11.1. (b)

Individual contractors requiring access will be approved for unescorted access in accordance with the following procedures: (3)

- Temporary Approval (a)

Temporary approvals may be obtained by either of the two following methods:

- The contractor shall submit to DFS through the NRC project officer the following information: (i)
 - A completed personnel security forms packet, including an SF 86 QSP (a)
 - Copies of the contractor’s 5-year employment and education history checks, including verification of the highest degree obtained (b)
 - A reference from at least one additional person not provided by the individual (c)
 - Results of the psychological evaluation (d)
 - A certification that the contractor has found all checks acceptable (e)
 - In limited cases, as determined by the sponsoring office, the contractor shall submit to DFS through the NRC project officer a copy of the contractor’s 1-year employment check; along with items (a)(i)(a), (c), (d) and (e) above (f)
 - DFS will conduct criminal history and credit checks and hold a security assurance interview with the contractor employee as specified in the above items. (g)

Unescorted Access by NRC Contractors (D) (continued)

- Based on the result of these checks, DFS will determine the contractor employee's eligibility for temporary access and will indicate "objection" or "no objection" to the sponsoring office, pending completion of the required background investigation. (h)
 - The contractor employee will be fingerprinted by the utility and the individual will be subject to the utility's access authorization program. (ii)
- Final Approval (b)

Final access approval will be granted after—

 - The required investigation on the individual has been completed and is satisfactory, resulting in NRC's endorsement of the individual's unescorted access at all nuclear facilities for the life of the contract. (i)
 - The contractor has obtained unescorted access authorization (other than temporary access) at the specific facility through that utility's access authorization program. (ii)
 - The individual possesses a valid Government-issued clearance as verified by DFS. (iii)
- Resolving Questions of Eligibility (c)

The investigation described in Section (D)(3)(b)(i) of this part may involve an NACIC or other investigation as DFS deems necessary. Any question regarding the contractor employee's eligibility for unescorted access to protected or vital areas of nuclear power facilities will be resolved in accordance with the provisions specified in Exhibit 1 of this handbook.
- Submission of the Required Statement by the Contractor (d)

For each contractor employee approved for access under the provisions of Section (D)(2)(a)(i) of this part, the contractor shall submit to DFS, through the NRC project officer a signed copy of NRC Form 570, "Access Authorization Acknowledgement." The contractor employee's signature indicates that he or she understands his or her responsibility to report to NRC any information bearing on his or her continued eligibility for access authorization as specified in 10 CFR 10.11.