



Bonneville Power Administration's Other Utility Worker (OUW) Unescorted Access Process April 2022

The process must be followed for unescorted access into Bonneville Power Administration (BPA) facilities with electronic card readers (F-ECR) via an electronic cardkey OUW badge.

Process for Other Utilities:

1. Other Utility must send a request for OUW unescorted physical access via email to BPA's Customer Service Reliability Program (CSRP) team inbox at <https://www.bpa.gov/energy-and-services/transmission/reliability-nerc-standards>. (Scroll down to Projects and select Other Utility Worker (OUW) Unescorted Access.)
2. BPA will respond to requests by emailing the following two attachments for the Other Utility to complete and return to BPA accordingly:
 - a. OUW Access Request form (BPA F 1400.22a), to be returned via email to CSReliabilityProgram@bpa.gov.
 - i. In addition to the information on the OUW Access Request form, please attach a high resolution JPEG picture file of the individual OUW
 1. The picture of the OUW needs to be from shoulders up;
 2. The picture may not have any items interfering with the image of the face, such as: hats, headsets, sunglasses, etc.; and
 3. The picture must have a solid neutral background
 - ii. A scanned copy can be returned electronically
 - b. OUW PIN & Challenge Question Worksheet, to be returned via mail to CSRP at the following address.

Mail to:

U.S. Postal correspondence/Letter Address:

Bonneville Power Administration
PO Box 3621
Portland, OR 97208
Employee Badging NNP-B1

FedEx UPS Parcel Post Address:

Bonneville Power Administration
905 NE 11th Avenue
Portland, OR 97232
Employee Badging NNP-B1

- i. Please seal and mail the completed OUW PIN & Challenge Question Worksheet due to security reasons
 1. Please use the provided pre-labeled envelopes
 - ii. The information on the worksheet cannot be shared electronically and should not be shared by the individual OUW.
3. After BPA receives and validates the completion of the OUW Access Request form and PIN & Challenge Question Worksheet, BPA will create and send individualized OUW badge to the address referenced on the request form.

4. Each OUW will receive instructions and a phone number with the OUW badge to call and verify the PIN and challenge question. Upon verification BPA will activate and grant OUW access to the requested facilities.

Note: If OUW applicant is a foreign national, please contact CSRPs team inbox at CSReliabilityProgram@bpa.gov for additional instructions.

Additional Background Information:

BPA has implemented a new process for unescorted physical access into BPA F-ECRs. This document describes that process for how OUWs will request unescorted access to BPA F-ECRs and receive individualized OUW badges for unescorted access. This BPA Process follows the WECC guidelines and supports the compliance of the requirements for NERC Standard CIP-004 titled “Cyber Security – Personnel & Training”.

Questions:

Please contact BPA at CSReliabilityProgram@bpa.gov for any additional clarification or questions.

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