

General Instructions for Completing DOE F 473.2, *Security Badge Request*

Following are the instructions for completing the DOE F 473.2. The form can be found at [DOE F 473.2 Form](#).

- a. Block A, From, Enter the name and signature of the Federal employee who is sponsoring the applicant for an HQ security badge. By signing this form, the sponsor certifies that the applicant needs to access an HQ facility for a period of at least six months. Do not use this form if the applicant needs access less than six months. The applicant can still be issued an LSSO badge to allow unescorted entry to an HQ facility as the need arises.
- b. Block B, Title: Enter the title and two-letter routing symbol (SC, NA, EHSS, etc.) of the Federal employee sponsoring the applicant for an HQ security badge.
- c. Block C, Telephone Number: Enter the office telephone number of the Federal employee sponsoring the applicant for an HQ security badge.
- d. Block D, Name of Applicant: Enter the last, first, and middle name of the applicant. *It is important to list the applicant's full, legal name and not nicknames, initials, or any other name.* The badge may be encoded to operate HQ access control systems. However, these systems do not operate properly unless the applicant's name is clearly recognizable and retrievable by the system.
- e. Block E, Social Security Number: Enter the applicant's nine-digit Social Security Number. This number is needed to positively identify the applicant and distinguish him/her from others with the same name.
- f. Block F, Applicant's Employers Name: If a contractor, enter the name of the employing company. If an IPA, OGA detailee, or consultant, enter N/A.
- g. Block G, Employer Address: If a contractor, enter the address of the employing company. If an IPA, OGA detailee, or consultant, enter N/A.
- h. Block H, Employer Telephone Number: If a contractor, enter the telephone number for the employing company. If an IPA, OGA detailee, or consultant, enter N/A.
- i. Block I, Prime Contractor Name: List the name of the prime contractor responsible for the contract the applicant is supporting. If an IPA, OGA detailee, or consultant, enter N/A.
- j. Block J, Date: Enter the date the request is being made.
- k. Block K, U.S. Citizen: Check the appropriate block. Note that applicants who are not US citizens must be processed as foreign national assignees in accordance with Chapter 6 Section 602, Unclassified Foreign Visits and Assignments, of the HQFMSP. There are

extensive security requirements for foreign national assignees that must be satisfied before a security badge is issued.

- l. Block L, Request Applicant be Issued: Check the appropriate blocks.
- m. Block M, Badge At: Check the appropriate block. If a contractor, also enter the contract number and contract expiration date. Use of the full-term contract ending date on HQ contractor/ subcontractor badges is permitted. Verification of this ending date is by the Contracting Officer's Representative (COR) with his/her signature in Section N of the form. If there is no indication of an ending date, the badge is issued with the expiration date as shown in the Procurement and Assistance Data System (PADS).

For IPAs, enter the expiration date of the IPA Agreement and attach a copy of the IPA Agreement page that contains this date. For OGAs enter the expiration date of the OGA assignment and attach a memorandum.

- n. Block N, Employer Certification: An official of the employing contractor must print and sign their name certifying that the applicant requires access to an HQ facility for a period of at least six months; that pre-employment checks were conducted in accordance with company policy; that the checks were favorable; and the individual was found to be suitable for employment. The contractor official then forwards the DOE F 473.2 to the COR.

The COR reviews the information on the form to ensure it is completed properly and that specific contract-related information, such as the contract number and contract expiration date, is accurate. After concluding this review, the COR completes the "COR Concurrence" portion of Section N and forwards the DOE F 473.2 to the cognizant HSO.

After verifying that the individual requires access, the HSO, or a Federal employee, signs the "Security Official Concurrence" portion of Section N and forwards the DOE F 473.2 to EHSS-43 (Personnel Security) for action.