

## WEB CONTRACTOR SECURITY SYSTEM INSTRUCTIONS

TVA's Personnel Security Policy requires that contractors meet suitability criteria to work at TVA. As part of the contractor hire-in/check-in process, suppliers ensure their employees meet TVA's personnel suitability requirements by checking for restrictions and determining whether the individual has been fingerprinted or needs to be fingerprinted. Contractor is responsible for verifying that their employees are eligible to work in the United States.

### **CONTRACTOR RESPONSIBILITIES**

- Contractor must designate a company official as the Vendor Administrator.
- Contractor is required to check **all** of their employees and **all** employees of their subcontractors through TVA's WCSS before permitting them to work on a TVA site. This action prevents contractor employees who have been denied access or who were terminated for cause from gaining access to a TVA worksite.
- Contractor is responsible for ensuring compliance with TVA's fingerprinting requirement. Utilizing WCSS, they must ensure their employees and subcontractors have current fingerprints on file or ensure they are fingerprinted at a TVA designated location before going to work on a TVA site.
- Contractor is responsible for furnishing the following information to TVA:
  - Nuclear Contractors: For nuclear contractor employees who are discharged or resign from the contractor or subcontractor while working at a TVA nuclear site, the Vendor Representative should immediately notify the applicable nuclear site Plant Access office. Plant Access will enter a work restriction into the system during the "check out" process.
  - Non-Nuclear Contractors: Vendor Representatives are required to report employees and subcontractor employees who are discharged, or have health and safety violations (positive drug tests tampering/refusal) to TVA Police Personnel Security so that restrictions can be entered in accordance with the project labor agreements. This must be done immediately at the time of termination utilizing WCSS.

## **ACCESSING WCSS**

### ***Requesting User IDs***

- The Contract Manager is responsible for ensuring the Contractor completes the attached registration form which identifies a Vendor Administrator. This completed form will ensure the Contractor's Vendor Administrator receives a User ID and Password for WCSS access.
- The Vendor Administrator has overall responsibility for ensuring their company's compliance with WCSS and fingerprinting requirements.
- The Vendor Administrator may designate Vendor Representative(s) who have an official need to conduct WCSS restriction checks/submissions on behalf of the company. To do this, the Vendor Administrator must check for restrictions on Vendor Representative(s) before an ID can be requested. If no restriction exists, the Vendor Administrator clicks on the box to request user ID. This box is located on the results of the restriction check screen. The Vendor Administrator will be prompted to enter demographic data for the Vendor Representative and submit the ID request to TVA Police. Once TVA Police approves the request, the Vendor Representative will receive an e-mail with their User ID and password.

### ***Contractor Roles***

#### **Vendor Administrator**

- Identifies Vendor Representative(s) within their company who have an official need to access WCSS to check for restrictions or report quits, discharges, positive drug tests, etc.
- Requests user IDs for accessing WCSS for their Vendor Representatives.
- Secures their User ID and password from unauthorized use.
- Notifies TVA when a Vendor Representative no longer has an official need to access the system.
- If no Vendor Representative is designated, Vendor Administrator performs the functions of the Vendor Representative below.

#### **Vendor Representative**

- Checks **all** employees and **all** employees of their subcontractors through WCSS before permitting them to work on a TVA site.
- Ensures fingerprinting requirement is met.
- Secures their User ID and password from unauthorized use.
- Reports employees and subcontractor employees who quit, are discharged, or have health and safety violations (positive drug tests tampering/refusal) to TVA Police Personnel Security.

All information contained in this system is considered TVA restricted information and should be treated as such. Please ensure that access to this system is limited to specifically authorized representatives of the contractor with need-to-know requirements.

***Once you have been approved as a user in WCSS, you will receive an e-mail with your User ID and one-time password.***

### **How to log on to WCSS**

- Click on the internet access link in your e-mail  
The website address is: wcss.tva.com  
**Note: Do not put www before the web site name)**
- Press enter

The following screen will appear:

<b>Contractor Security System</b>
<b>INTRODUCTION</b>
<p>The use of this application is for official purposes only by authorized individuals.</p> <p>TVA's Web Contractor Security System (WCSS) was developed to replace the existing Integrated Voice Response (IVR) Contractor Security System. Suppliers are required to ensure all contractors reporting to work at a TVA facility meet TVA's suitability requirements. WCSS will allow authorized partner representatives to verify suitability by:</p> <ul style="list-style-type: none"><li>-checking for restrictions which preclude contractors or sub-contractors from working on TVA property in accordance with the TVA contract</li><li>-reporting all contractors who quit, are discharged for cause, test positive/refusal/tampering of a drug test in accordance with the TVA contract so restrictions can be issued.</li><li>-identifying those contractors that need to be fingerprinted.</li></ul> <p>This computer application is owned by the Tennessee Valley Authority (TVA), an agency of the United States. Computing resource users are individually responsible for the use of all resources assigned to them. Please be aware that information placed or sent over this system may be monitored. Use of this computer application, authorized or unauthorized, constitutes your consent to monitoring of this system. This computer application is provided to authorized users for authorized purposes only. The information contained within this system is the property of TVA. Due to the sensitive nature of some information in this system, its contents are not to be further distributed for purposes other than TVA business without prior approval of TVA Police.</p> <p>By clicking Continue below, I accept these terms.</p>
<b>Continue</b>

- Click continue

The following screen will appear:

<b>Welcome To WCSS! Please Identify Yourself:</b>	
1) User ID:	<input type="text"/>
2) Password:	<input type="password"/>
3) Click Login Or Press The Enter Key:	<input type="button" value="Login"/>
4) <a href="#">Return To Previous Page</a>	

  

<b>Helpful Hints:</b>
1) <b>DO NOT</b> use web browser's <b>BACK</b> or <b>RELOAD</b> buttons. Use buttons provided at top or bottom of page.
2) <b>To EXIT</b> always use the <b>Logoff</b> link located on each screen and then <b>EXIT</b> your browser.
3) <b>Best Viewed</b> using Internet Explorer 5.5 or higher.

At the welcome screen:

- Enter your User ID
- Enter your password
- Click login or press enter

On your initial login you will be prompted to change your one-time password by entering the one-time password and the new password you will create.

Subsequently, your password will need to be changed every 90 days. The system will automatically prompt you to create a new password prior to your password expiring. You will not be able to access WCSS until you have successfully changed your password.

If your password has expired for more than 14 days, you will not be allowed to change your password. You must contact your Vendor Administrator to request reinstatement of your account using the contact information on the help button on the screen.

Note: If you incorrectly enter your password four times, your account is automatically disabled. You will need to use the contact information on the help button on the screen to have your account re-instated.

Upon successful login, a menu screen will appear screen will appear:

<a href="#"><u>Check For Restrictions</u></a>
<a href="#"><u>Report Resignations, Terminations For Cause and Positive Drug Test/Tampering/Refusal</u></a>
<a href="#"><u>Logoff</u></a>

## WCSS Processes

### **Check for restrictions**

Check for restrictions will provide the supplier with two key facts for determining suitability: (1) whether restrictions exist, and (2) whether or not the individual needs to be fingerprinted.

When **Check for Restrictions** is clicked, the following screen will appear:

The screenshot displays a web application interface titled "Check For Restrictions". At the top, there is a navigation bar with four buttons: "Main Menu", "Submit", "Clear", and "Logoff". Below this bar, there are two input fields: "Vendor:" followed by a text input box, and "Location:" followed by a dropdown menu. Below these fields is a large vertical form area with a blue button at the top labeled "Add SSN" and a single text input box. At the bottom of the screen, there is another navigation bar with the same four buttons: "Main Menu", "Submit", "Clear", and "Logoff".

To check for restrictions at this screen:

- Choose the location you are checking for from the drop down list. This should be the location where the individual will be working.
- Enter the SSN(s) of the individual(s) for which you are checking restrictions. After 100 SSNs are entered, click Add SSN, and you will be able to enter another 100 SSNs.
- Click Submit.

The following is an example of the information that will be returned, if the individual(s) have **no restrictions**:

**USER'S NAME - VENDOR NAME**

No Restrictions	
SSN	Result
XXX-XX-3943	Needs to be Fingerprinted
XXX-XX-8315	Current Fingerprints on File

[\\_Return\\_](#)      [\\_Logoff\\_](#)

The above information tells you that (a) the first SSN listed needs to be fingerprinted and has no restrictions, and (b) the second SSN has already been fingerprinted and has no restrictions. The information also provides who requested the restriction check (user's name), their role in WCSS, and the vendor name (supplier using WCSS).

Another example of information that may be returned for individuals **with restrictions**:

**USER'S NAME - VENDOR NAME**

Restrictions			
SSN	Result	Click the appropriate button below to contact TVA Security.	
XXX-XX-8345	Restriction in effect, contact TVA Security for eligibility determination.	Personnel Security	Nuclear Security
XXX-XX-2240	Not eligible to work at any future date.		
XXX-XX-5487	Not eligible to work until mm/dd/yy		
XXX-XX-1295	No restriction for non-nuclear. Restriction in effect for nuclear-- Contact Nuclear Security.		Nuclear Security
XXX-XX-4001	No restriction for nuclear. Restriction in effect for non-nuclear-- Contact Personnel Security.	Personnel Security	

[\\_Return\\_](#)      [\\_Logoff\\_](#)

Please note that only the last four digits of the SSN are displayed to ensure protection of sensitive information. However, all 9 digits of the SSN are available if you hold your cursor over the number on the screen, allowing you to check your entries for accuracy.

TVA has two separate security units (nuclear and non-nuclear). If an individual is denied access, you may be directed to contact either unit depending on whether the contract is with a TVA nuclear or non-nuclear organization.

If the message directs you to contact Personnel Security or Nuclear Security (contact info depends on whether your contract is with a TVA nuclear or non-nuclear organization):

- Click on Personnel Security if you are hiring for **Non-Nuclear**.  
You will receive a dialog box that gives you two options:  
(1) Send an e-mail to Personnel Security; or  
(2) Call Personnel Security with the telephone number provided.
- Click on Nuclear Security if you are hiring for **Nuclear**.  
You will receive a dialog box that gives you the telephone number to call for information.

#### **Information to be furnished to an individual that is denied access**

**Individuals should not be given or call the above numbers to inquire on their status.** They may inquire in writing to the appropriate office indicated below (SSN, Date of Birth, and current address must be include for response):

##### Non-Nuclear

Manager, Personnel Security  
400 West Summit Hill Drive, WT 2D  
Knoxville, Tennessee 37902

##### Nuclear

Manager, Nuclear Security  
1101 Market Street, EB 10B-C  
Chattanooga, Tennessee 37402

At this point, if you are finished using WCSS:

- Click Logoff

If you have additional SSN's to check for restrictions:

- Click Return
- Click Add SSN
- Enter SSNs
- Click Submit

### **Reporting Restrictions (Non-Nuclear)**

All non-nuclear restriction requests must be reported immediately using WCSS. If you need to report a restriction for terminations for cause (other than layoff), or positive drug test/tampering/refusal, from the main menu:

- Click Report Resignations, Terminations for Cause, and Positive Drug Test/Tampering/Refusal:

The following screen will appear:

## **Report Resignations, Terminations For Cause and Positive Drug Test/Tampering/Refusal**

<b>Main Menu</b>		<b>Submit/New</b>		<b>Logoff</b>	
Vendor:					
SSN:	<input type="text"/>				
First Name:	<input type="text"/>				
Middle Initial:	<input type="text"/>				
Last Name:	<input type="text"/>				
Suffix:	<input type="text"/>				
Craft:	<input type="text"/>				
Other Craft:	<input type="text"/>				
Location:	<input type="text"/>				
Type:	<input type="text"/>				
Reason:	<input type="text"/>				
Effective Date:	<input type="text"/>	MM/DD/YYYY			
Comments:	<input type="text"/>				

- Enter the required information into the boxes.
- For some restriction types you will be prompted that comments and/or documentation are required to support the reason for the restriction.
- The system will prompt you should information be missing or incorrectly formatted.
- Click Submit/New.

The following dialog box will appear:



The screen will then re-appear should you have additional individuals to report restrictions on. If you are finished reporting restrictions, you may:

- Click main menu to return to the main menu
- Click logoff to exit WCSS



**SENSITIVE INFORMATION**

**U.S. TVA Police  
TVA Web Contractor Security System  
Registration Form**

**Note: The Vendor Administrator is to submit a completed copy of this document to their TVA Contract Manager.**

**This form is used to identify the Vendor Administrator for your company and register your company to obtain a Web Contractor Security System (WCSS) User ID and Password for accessing TVA's WCSS.**

- I do not have a WCSS User ID and am requesting one be set up in the role of Vendor Administrator for my company. My company has an active Vendor Code from a previous contract. My four digit Vendor Code is \_\_\_\_\_.
- I do not have a WCSS User ID and am requesting one be set up in the role of Vendor Administrator for my company. My company does not have an active Vendor Code.

<b>Vendor Administrator Name:</b>		<b>Social Security Number:</b>
<b>Company Name:</b>	<b>Company Address:</b>	
<b>TVA Address (If applicable):</b>		
<b>Telephone Number:</b>	<b>Fax Number:</b>	<b>Email Address:</b>
<b>TVA Contract Manager:</b>		<b>Contract Number:</b>

**Certification**

As the above-designated Contractor Representative, I certify that I understand the requirement for my company and all it's subcontractors to comply with TVA's Web Contractor Security System (WCSS) and fingerprinting requirements. I understand that I am responsible for keeping WCSS User IDs and passwords secure. I am also responsible for identifying any Vendor Representatives for my company who have an official need to access the system. I understand that this also includes the responsibility for instructing these representatives of my company on their responsibilities for securing their User IDs and passwords as well as using the system for official purposes only. I will notify TVA when there is no longer an official need for a Vendor Representative of my company, including myself, to access the WCSS system. I further understand that TVA will audit the contractor's compliance with usage of this system.

\_\_\_\_\_  
**Signature of Vendor Administrator**

\_\_\_\_\_  
**Date**

**Privacy Act Statement**

*Subsection (e) (3) of 5 U.S.C. ss 552a (Section 3 of the Privacy Act) requires that TVA inform you of its authority to request information and the uses which TVA may make of the information requested. That subsection further requires TVA to inform you of the effects of not providing any or all of the requested information.*

*TVA's authority to request the information you provide is derived from the TVA Act (16 U.S.C. 831-831dd. Information provided on this form will be used to determine your eligibility to be granted access to TVA's Web Contractor Security System.*

*Furnishing the requested information is voluntary; however, failure to provide all or part of the information will result in your inability to obtain a User ID to access to TVA's Web Contractor Security System.*

*Information provided on this form may also be used in response to a congressional inquiry; in the event of a dispute, to respond to subpoenas or other appropriate requests; to federal, state or local agencies with oversight responsibilities; or to law enforcement agencies in the exercise of their duties.*