

Items to Consider Prior to Arrival:

1. Individuals should provide 100% complete and accurate information when completing documentation for any/all clearances.
2. There is no guarantee that stopping consumption of alcohol five hours before reporting to work will ensure you are fit for duty and may result in a Fitness for Duty (FFD) program violation.
3. Federal drug laws and regulations apply to TVA. Marijuana is an illegal drug under Federal law.
4. CBD products are not under FDA regulation. Therefore, the actual composition or quantities of active ingredients can vary. This means that products labeled THC-free can, in fact, contain varying levels of tetrahydrocannabinol, THC, which could result in a positive drug test.
5. Complete and accurate criminal history must be disclosed when requested/required to do so (Ex. NERC clearance). Failure to do so could result in delays or denial of suitability.
6. TVA non-nuclear requirements for access differ from nuclear requirements.

If you have additional questions, please contact Personnel Security at tsecure@tva.gov

Checklist

Items to Bring for Access Control Processing:

- Must have valid SS #
- Valid Gov't Issued I.D. (Driver's License)
- 2nd Gov't Issued I.D. for Clearances (Ex. NERC)
- Past Employment History / Dates

Note: appointments are required if using one of the three main access control offices in Knoxville, Chattanooga and Muscle Shoals.

Your Contract employer may require additional documents. Please contact your representative for more information.

Note: Nuclear Contractors should also refer to Nuclear Trifold for on-site access requirements.

Welcome to TVA.

Access to TVA non-nuclear facilities and plants requires extensive background screening, drug and alcohol testing and training beyond what is necessary at many other types of industrial facilities. This pamphlet provides general information about the requirements and the documents or information you will need to furnish upon arrival.

Suitability Requirements

Federal regulations require careful screening of everyone who is granted access to a TVA facility.

The security access requirements provided below are for individuals who have not previously been granted access to TVA facilities.

The existence of the following events is likely to result in denial of suitability or access for individuals at a TVA facility.

- Currently on work release, parole, or supervised/reporting probation
- Existence of active warrant(s)
- Multiple pending misdemeanor charges
- Pending felony charge(s)
- Felony conviction within the last five years
- Three or more misdemeanors in last five years
- Any drug-related conviction in the past three years
- Two drug-related convictions in the past five years

The list of examples above is not all-inclusive.

Note: All TVA contract suppliers are required to use the Web Contractor Security System (WCSS) for restriction checks and/or restriction entries if/when a contract employee is terminated for reasons listed in the labor agreements. Any restricted individual is eligible to have their restriction(s) reviewed for determination for eligibility. Restrictions are rarely permanent, and most restrictions have dates of expiration. In many cases a review of a restriction will determine an individual who was previously restricted is eligible for reevaluation.

Seven Key Access Activities

1. Positive Identification

You must have current, unexpired, valid government issued photo identification (Ex. valid state issued photo driver's license, valid state issued photo non-driver identification card, or passport). You cannot be processed without one of these forms of photo identification.

Contract employees must be eligible to work in the United States per the United States Citizenship and Immigration Services (USCIS).

2. Providing Correct Information

The following items must be correct on both TVA and Contractor/ vendor forms:

- Date of Birth
- Place of Birth
- Name (as indicated on formal State/ government issued ID)
- Gender
- Citizenship
- Social Security Number
- Eye Color

Failure to do so can delay processing time.

3. Background Investigation

You may be required to provide additional information upon arrival. Failure to do so will delay the process. Failure to disclose all requested information could cause a delay or denial of access to non-nuclear facilities or sites.

4. Network/Logical Access

Contractors needing logical access to the TVA network must have a network ID. If you are a managed task contractor, you must request this ID through your TVA supervisor in order to gain access. Non-Craft staff augmented contractors will have a network ID automatically assigned.

Cybersecurity training is required within 14 days of your start date and must be successfully completed.

5. Drug and Alcohol Screening Regulation

Under Federal regulations you may be required, as part of a site requirements mandate, to satisfactorily complete Fitness for Duty testing for alcohol and drugs. Specifically, you will be required to complete a breathalyzer test and submit a urine sample for analysis. To ensure safe, reliable, and trustworthy performance from all personnel, there is ZERO tolerance with respect to drugs and alcohol. TVA policy also mandates a permanent hiring restriction if there is an attempt to subvert or adulterate a drug or alcohol test specimen or a refusal to provide a specimen. CBD products are not under FDA regulation. Therefore, the actual composition or quantities of active ingredients can vary. This means that products labeled THC-free can, in fact, contain varying levels of tetrahydrocannabinol, THC, which could result in a positive drug test.

6. Site Access/Safety Training

If you will be working on a TVA plant site, contract employees will be OSHA 10 or OSHA 30 General Industry or Construction trained. All safety training will be coordinated between the site representative and the contractor. Additional OSHA training may be required on-site.

You must successfully complete all required training prior to performing work for TVA, which includes but is not limited to:

- Safety Orientation
- HU Fundamental Tools
- Unescorted Site Access
- Cybersecurity Awareness
- Other training as necessary to perform assigned task

7. Fingerprint Verification

You must sign an authorization and waiver form to be processed in the system before getting your fingerprints taken. Your fingerprints will be sent to the FBI for screening and verification. Failure to list any legal action or arrest may result in denial of access (Ex. NERC Clearance).