

# SECURITY REQUIREMENTS FOR NEW HIRES

SY-AA-103-517  
Revision 8  
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## ATTACHMENT 1 Access Authorization Pre-Inprocessing Information Page 1 of 1

If You Plan on Working At an Exelon Nuclear Station and You Need Unescorted Access to the Protected and/or Vital Areas of the Plant.

### ACCESS AUTHORIZATION

#### PERSONAL HISTORY QUESTIONNAIRE (PHQ)

##### Items/Info You Need to Provide:

- Picture ID-non expired (Government/State Issued)
- Location and Date of Last Unescorted Access to Any Nuclear Station in the US
- Education Institutions, City & State Addresses With Dates Attended
- Names, Addresses & Telephone/, Cell Phone Numbers, Day/Evening, of **Four (Non-Relative) Personal References** That Are Available for Contact
- Union Affiliation to include union name, phone number and Local number
- If Served in active Military duty or discharged within the last three years and it was considered employment, provide a copy of your DD214.

- Company Names, Addresses, Telephone Numbers & dates employed to include month/day/year for **All Employers for the Past Three Years (an additional 2 years maybe required if FFD PI is identified in the past 5 yrs) of Employment History or since last UA which ever is less**

- **Unemployment Periods** Need to be Verified through a Personal Reference With a Telephone Number
- **Credit History** –If a Foreign National a financial statement from an entity (e.g., bank) within your country of record
- **Residences**– List Last Five Years
- **Legal Action Documentation** (see definition in procedure)

*Any Legal Action, since 18<sup>th</sup> birthday, needs to be reported, if inprocessing for the first time at a nuclear station or since your last unescorted access which ever is less.*

- You Must Bring the Legal Action Papers & Court Disposition.
- If It Is a **DUI Legal Action**, You may be required to Bring Copies of the Arresting Papers, the Court Disposition, the Evaluation by a Certified Addiction Counselor and Any Treatment Completion.

**You May Be Required to Provide Documentation for Any Legal Action.**

### FITNESS FOR DUTY

All Persons Applying for Unescorted Access Must Indicate:

- Have you ever been denied at any nuclear power plant for any reason?
- Have you ever been made ineligible for unescorted access to any nuclear facility, Technical Support Center (TSC) or Emergency Operations Facility (EOF) for a violation of a fitness for duty program?

**In the past 5 years have you...**

- Violated a licensee's or employer's Fitness For Duty policy OR are you currently in a Fitness For Duty Follow-up testing program or treatment plan?
- Subverted or attempted to subvert a drug or alcohol testing program or refused to take a drug or alcohol test?.
- Used, sold, or possessed illegal drugs or abused legal drugs or alcohol?
- Been subject to a law enforcement authority or court of law action for alcohol or drug use related an of the following 1) The use, sale or possession of illegal drugs; 2) The abuse of legal drugs or alcohol, 3) The refusal to take a drug or alcohol test?
- Been subjected to a plan for treating substance abuse? (Except For Self Referral).
- Tested positive for illegal drugs or use of alcohol that resulted in on duty impairment or pre-employment testing OR been subject to employment action taken for alcohol or drug abuse involving any of the following: 1) A change in job responsibilities or removal from a job; 2) Mandated implementation of a plan for substance abuse treatment in order to avoid a change in or removal from a job?

**All Persons Must Successfully Pass a Pre-Access Drug & Alcohol Test.**

### GENERAL INFORMATION

**Any deception, willful or intentional acts of omission or if You Intentionally Misrepresent and/or Falsify Information on the Personal History Questionnaire, Your Unescorted Access Will Be PERMANENTLY DENIED.**

### TEMPORARY HOLD

**Individuals on "Temporary Hold" Are Required to Contact Exelon Security Prior to Reporting To a Site.**

*Do Not Report to Inprocessing unless your Temporary Hold Has Been Resolved. Responding to Your Letter Placing You on Temp Hold Will Assure Prompt Inprocessing the Next Time You Request Unescorted Access.*