

**REQUEST FOR CONTRACTOR  
ASSIGNMENT(S)**

Estimated burden per response to comply with this mandatory collection request: 10 minutes. The agency uses the information on this form to initiate a background investigation on NRC contractors. Send comments regarding burden estimate to the Information Services Branch (T-6 A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to [Infocollects.Resource.nrc.gov](mailto:Infocollects.Resource.nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0218), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

**Purpose of this form:**

This form is part of the Security Package and is used to: 1) process a new contractor to the NRC; 2) process a contractor requiring an access or clearance upgrade; or 3) adding an additional contract to an existing NRC Contractor.

Questions relating to this form, or the Contractor Access Program, should be directed to [PSB\\_ContractorResourceInbox@nrc.gov](mailto:PSB_ContractorResourceInbox@nrc.gov).

Questions related to badge issuance and access times should be directed to [Badge.Resource@nrc.gov](mailto:Badge.Resource@nrc.gov).

**Personal Contractor Information****Legal  
First  
Name:****Legal  
Middle  
Name:****Legal  
Last  
Name:****SSN:**  
(Enter 9  
numbers)**Date of Birth:**  
(MM/DD/YYYY)**City of Birth:****State of Birth:**  
(If applicable) **Select****Country:** **Select****Current Address:**  
(Number, street, city, state, and zip code)**Daytime  
Telephone Number:**  
(XXX) XXX-XXXX**E-mail  
Address:**

Citizenship: ☐ **U.S.  
Citizen** or ☐ **Foreign  
Country** - **Foreign Country  
of Citizenship:** **Select**  
(If applicable)

**I Authorize** the Personnel Security Branch (PSB) to process the contractor as stated in the document.

**COR's Signature****Contract Information****Reason For  
Submission:** **Select****Contract Expiration  
Date:** (MM/DD/YYYY)**Contract Company  
Name:****Contract Number:**  
(EWC, BPA, or Main)**COR's Name:****Alternate COR's  
Name:****Type of  
Access  
Needed:** **Select****Is this a Drug Testing  
Position? (See [NRC 188](#))** **Select**  
Select Yes or No**Type of Badge  
Access Needed?** **Select**  
(Select One)**Task Order Information (if applicable)****Task Order  
Number****Task Order  
Expiration Date****Type of Access  
Needed for this  
Task Order****Badge required for  
this Task Order?**  
Type Yes or No**Drug Testing Position?**  
(See [NRC 188](#))  
Type Yes or No**Select****Submit by E-mail**

## REQUEST FOR CONTRACTOR ASSIGNMENT(S) (Continued)

## PRIVACY ACT STATEMENT

## NRC FORM 850

## Request for Contractor Assignment(s)

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the Nuclear Regulatory Commission on NRC Form 850. This information is maintained in a system of records designated as NRC-39, described at 81 *Federal Register* 81348 (November 17, 2016), or the most recent *Federal Register* publication of the system of records notice for NRC-39, available at <https://www.nrc.gov/reading-rm/foia/privacy-systems.html> and in the NRC's Agencywide Documents Access and Management System (ADAMS).

**1. AUTHORITY:** 42 U.S.C. 2011 *et seq.*; 42 U.S.C. 2165, 2201(i), 2201a, and 2284; 42 U.S.C. 5801 *et seq.*; Executive Order (E.O.) 9397, as amended by E.O. 13478; E.O. 10450, as amended; E.O. 10865, as amended; E.O. 13467; E.O. 13526; E.O. 13587; 10 CFR Parts 10, 11, 14, 25, 50, 73, 95; OMB Circular No. A-130, Revised; 5 CFR parts 731, 732, and authorities cited therein.

**2. PRINCIPAL PURPOSE(S):** To obtain necessary building access authorization for NRC contractors, subcontractors, or other individuals who are not applicants for employment with NRC.

**3. ROUTINE USE(S):** Information in these records may be used by the Division of Facilities and Security and on a need-to-know basis by appropriate NRC officials, Hearing Examiners, Personnel Security Review Panel members, Office of Personnel Management, Central Intelligence Agency, and other Federal agencies: to determine clearance or access authorization eligibility; to determine eligibility for access to NRC buildings or access to Federal automated information systems or data; to certify clearance or access authorization; to maintain the NRC personnel security program; and to provide licensees information needed for unescorted access or access to safeguard information determinations. The information may also be disclosed on a need-to-know basis to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation or potential violation of law, regulation, or order; to an appropriate Federal, State, local and Foreign agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you; in the course of discovery, in presenting evidence to a court, magistrate, administrative tribunal, or grand jury or pursuant to an order from any of those, in alternative dispute resolution proceedings, or in the course of settlement negotiations; to a Congressional office to respond to their inquiry made at your request; to NRC-paid experts, consultants, and others under contract with the NRC; to appropriate persons and entities for purposes of response and remedial efforts in the event of a suspected or confirmed breach of data from this system of records; and to the National Archives and Records Administration, Office of Government Information Services (OGIS), to the extent necessary to allow OGIS to fulfill its responsibilities under the Freedom of Information Act (5 U.S.C. 552).

**4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosing this information is voluntary; however, if you do not provide the requested information, your access authorization or clearance request cannot be processed.

**5. SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Facilities and Security, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.