

# **Contractor Badging - Guidance to Contractor**

## **1. General**

- A. Badges must be worn at all times while on VA property.
- B. A permanent badge will be issued within two to seven days of bringing the badging paperwork to the badging office. Temporary badging will be issued in the interim.
- C. Schedule your employee's appointments with the COR, both for the temporary and permanent visit. If your paperwork is ready, then one visit will normally suffice.
- D. Communicate with your COR regarding any preference the COR may have for days/times for processing badging. One or two applicants may be allowed without much notice. Three or more will require close coordination as the badging office requires specific appointments.

## **2. Temporary Badge**

- A. The first day on the site, and every day thereafter, every contractor employee is required to visibly wear a badge.
- B. Contractor employees may be issued a temporary badge while waiting for their permanent badge. This temporary badge may be issued either by the police or by the COR. A police badge is a one day stick-on and is a secondary method for construction contractors; repeated visits to the Police are not permitted. The primary method is to obtain the temporary badge from the COR. The COR issued badge is a pin-on and is not-to-exceed seven calendar days. The seven days will not be extended.
- C. Normally, the application for permanent badging should occur the first day on-site.
- D. Normally, either the Superintendent or Project Manager should escort the employee for the visit with the COR for both the temporary badging and the permanent badging visit.
- E. Please return the plastic sleeve to the COR when the temporary badge is no longer needed.

## **3. Permanent Badge General**

- A. Contractor employees expected to be on-site more than seven days will need to apply for permanent badging within the first couple days of their presence. The seven days will not be extended.
- B. Most contractor employees are expected to be on-site for less than a year. Their badging process is simpler than those employees expected to be on-site for more than a year. For those over a year, the COR will direct you to a different person for permanent badge processing.
- C. A contractor employee is badged for a specific duration associated with one project on hospital grounds. During that time their services may be shared with another project if that scenario is present.
- D. To obtain a permanent badge, contractor employees are "sponsored" by the COR. You will see the word "Sponsor" several times on Form 0711 (described below); the COR will be your sponsor.
- E. The following six items are required to obtain a permanent badge. The prime contractor (normally either Superintendent or Project Manager) is to ensure all six items are complete and presented to the COR at the time of application. Items one thru three are presented first to the COR for review, then the applicant takes them up to the badging office. Items four through six are only presented to the COR.
  - (1) Completed "Form 0711, Request for Personal Identity Verification Card"
  - (2) Completed "Required Information for Fingerprinting".
  - (3) One form of identification.
  - (4) Current OSHA Card
  - (5) Rules of the Facility for Construction Contractors.

- (6) VA Privacy Training.
- F. The COR will validate the six items, complete and sign the Form 0711, then send the applicant to the badging office with items one through three in hand.
- G. It is critical you turn in the permanent badge when it either has expired or is no longer needed. Turn in directly to the badging office.
- H. Details follow.

#### **4. Permanent Badge Details**

- A. "Form 0711, Request for Personal Identity Verification Card"
  - (1) Legibility is critical. The badging office will reject any forms which are not legible.
  - (2) Requires input by both the applicant and the COR.
  - (3) Section I - Applicant completes all fields except fields 2 and 6 which can be left blank. Ensure field 7, "Home Address", is current.
  - (4) Section IIA - Applicant completes fields 3 and 5. Field 3: Title for applicant (elec, plumber, laborer, etc). Field 5: Primary phone number for the applicant's company.
  - (5) Be sure the applicant signs the form.
- B. "Required Information for Fingerprinting"
  - (1) Legibility is critical. The badging office will reject any forms which are not legible.
  - (2) Applicant fills down to the horizontal double bar.
- C. Identification
  - (1) One of the following forms of identification is to be presented to the COR and to Badging Office personnel:
    - (a) Driver's License
    - (b) Nevada Identification Card (also issued by DMV).
    - (c) Passport
    - (d) An ID card with photo from any US government agency will normally suffice.
- D. Current OSHA Card
  - (1) Present to the COR, no copy needed.
  - (2) 30 hour card for superintendent and safety officer, 10 hour card for all others.
- E. Rules of the Facility for Construction Contractors
  - (1) Applicant reviews document, signs, and dates.
  - (2) Staple to the VA Privacy Training; Rules on top.
  - (3) Provide to COR.
- F. VA Privacy Training
  - (1) Applicant reviews document, signs, and dates.
  - (2) Staple to the VA Privacy Training; Privacy on bottom.
  - (3) Provide to COR.