

# Contractor Badging - Guidance to the Contractor

Last update: 10 August 2017

## 1. General

- A. Badges must be worn at all times while on VA property whether temporary (day badge) or permanent.
- B. The Super/PM (Super) is to ensure all employees are wearing a badge - if employee is on-site and working, and has no badge, that employee should be sent off-site for the rest of the day. Unless extenuating circumstances, do not allow the employee to go down to the Police to get a day badge - they go home for the day! Contact your COR if you need Police escort. Ensure they know this ahead of time.
- C. A permanent badge will be issued normally within seven days of bringing acceptable badging paperwork to the badging office. Day badges will be issued in the interim.
- D. Types of badges
  - (1) Day badge. Issued daily by the Police not to exceed 15 days.
  - (2) Permanent badge. Issued for designated date range employee expects to be on-site. Date range not to exceed 365 days for the routine contractor badge. If over 365 days is anticipated, then a different badge is to be pursued requiring additional paperwork. This document only addresses the routine badge.
- E. There are six items required in the badging process, four documents and two other items.
- F. The first action for any type of badge is between the Super and the applicant to complete the documents. The next action is a scan and email by the Super to the COR group of several documents.
- G. Any emails related to badging are to be emailed to all the CORs so that in the case that the COR assigned to your project is not available, another COR may take action. COR email addresses as follows (recommend you create an email COR group of the following COR email addresses):
  - (1) Kevin Brun - kevin.brun@va.gov
  - (2) Patrick Cassady - clarence.cassady@va.gov
  - (3) Jon Emis - jonathon.emis@va.gov
  - (4) Phil Feiler - philip.feiler@va.gov
  - (5) Michael Grayson - michael.grayson@va.gov

## 2. Prior to applicant's first time working on station

- A. The Super hopefully already have the necessary documents (detailed lower down). These documents might have been provided as an attachment in the contract, or provided by the COR.
- B. The Super is to make the necessary hard copies and scans/emails to satisfy badging requirements indicated herein.
- C. Super gets the documents completed and signed by the applicant. (There are a total of six items: four documents requiring signature and two cards carried always by the applicant).
- D. Super reviews to confirm completeness and accuracy
- E. Super scans/emails three of the six items to the COR group.
- F. Super contacts COR, and based upon the badge action pursued:
  - (1) If request is only for a day badge, 24-hour advance notice appreciated.
  - (2) If for perm badge application, then Super schedules a badge meeting to include COR, Super, and applicants. The COR may elect to have a certain day/time designated for processing badging, especially if larger groups.
- G. Application for a day badge is different than for a permanent badge. After the COR has received and approved the required documents, a day badge goal is a visit to the Police. A

permanent badge requires a visit with the COR, then the badging office for fingerprinting, etc - a much longer process.

### **3. Day Badge**

- A. If only applying for a day badge, then four (of the six) items are required:
  - (1) Rules of the Facility for Construction Contractors.
  - (2) VA Privacy Training.
  - (3) Government ID Card (driver's license, passport, etc).
  - (4) Current OSHA Card.
- B. The Super provides the first two documents to the applicant to be reviewed and signed.
- C. The Super scans in the two signed documents and the OSHA card and sends an email to the COR group with those three items attached. Hard copy submission is not permitted.
  - (1) Only scan in the signed page of each document to keep scan file size down and be a little faster. Also, the OSHA card could be scanned on the same page as the Rules signed page (just don't hide the signature). All three items could be on one attachment.
  - (2) One email per applicant.
  - (3) The subj line of the email is to exactly follow this format: Last Name, First Name, Company Name, and the date of the email in format yymmdd, then "- Day Badge Application". So, it would look like, "Smith, Joe, 170714 - Day Badge Application". (This allows for an easy to find, sorted by last name, email in some email folder). The body of the email should include the name of the project and the date range the applicant is expected to be on-site. Example: "Project title is Renovate Bldg 1234. Joe is expected to be on-site 3 Mar 2023 - 30 Sep 2023."
- D. COR will review the email and, if approved, will forward to the Police with "Day badge is endorsed for subj contractor employee", with a copy to the Super. Once the Super has seen this return email, the applicant may go straight to the Police and get the day badge (Bldg 1D, 1<sup>st</sup> floor). The Police will require physical presentation of the applicant's government ID card.
- E. Once the email is approved, no more emails are required for that applicant. If the COR does not approve, the return email will only be sent to the Super with the required correction indicated for email resubmission.
- F. To repeat, the Police will issue no more than 15 day badges and will require sighting the applicant's government ID card each of those 15 visits. After 15 day badges, the employee is not permitted on-station unless they have a permanent badge. It takes up to a week to get a permanent badge.

### **4. Permanent Badge**

- A. Contractor employees expected to be on-site more than fifteen days will need to apply for permanent badging.
- B. To repeat, Police only issue fifteen days of day badges. Unless the employee has a permanent badge by then, the employee is not authorized to be on-site. It takes up to seven days to get a permanent badge from the time the applicant's fingerprints are taken at the badge office, and a couple days to schedule the appointment with the COR and badging office.
- C. A contractor employee is permanently 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 exists. (If they already have a permanent badge, they don't need to reapply.)
- D. To obtain a permanent badge, contractor employees are "sponsored" by the COR. You will see the word "Sponsor" several times on document 0711 (described below).
- E. Communicate with your COR regarding any preference the COR may have for days/times for processing badging. The badging office will accept up to three walk-ins a day (after COR meeting), any more than three requires 24-hour notice - let your COR know so they can schedule.

- F. After the applicant has completed the paperwork and the Super has reviewed, the next stop is with the COR. The email with the attached three items associated with the day badge should have previously been sent and approved. The Super should accompany the applicant to see the COR, or arrange for other escort. Plan to meet about 30 minutes prior to the scheduled appointment with the badge office.
- G. Two additional documents are required for permanent badge application. Avoid delay by ensuring accuracy. The two additional documents are:
  - (1) Completed "Document 0711, Request for Personal Identity Verification Card"
  - (2) Completed "Required Information for Fingerprinting".
- H. The badging office requires hard copy of these two documents.
- I. The COR will validate completeness of these two additional documents, then sign the Document 0711, then send the applicant to the badging office with the two documents and government ID card. The badging office is located in building 1A, 1<sup>st</sup> floor, room D1447; check-in with the receptionist.
- J. The badging office personnel will review the documents and take the applicant's fingerprints.
- K. The applicant may visit the badging office between the hours of 8a-3p any day of the work week to see if the permanent badge is ready for pickup. It normally takes 3-4 days but may take up to 7.
- L. When the badge is no longer needed, it is critical the permanent badge gets returned - either to the badge office or to the COR.

## 5. Details of the Six Items

- A. An email from the Super to the COR group containing attachments detailed in paragraphs B-D below is required prior to the 1<sup>st</sup> day the applicant intends to work on-site (24 hour notice should suffice). Item E is physically required at every badge meeting, whether day badge or permanent. Items F&G (hard copy) are required for permanent badging; they are not required to be submitted the first day - but it is encouraged.
- B. Rules of the Facility for Construction Contractors
  - (1) Applicant reviews document, signs, and dates.
  - (2) Super scans signature page and attaches to the COR group email.
- C. VA Privacy Training
  - (1) Applicant reviews document, signs, and dates.
  - (2) Super scans signature and attaches to the COR group email.
- D. Current OSHA Card
  - (1) Super scans and attaches to the COR group email. It may be on the same scan as the Rules document as long as the signature is not covered.
  - (2) 30 hour card required for superintendent and safety officer, 10 hour card for all others.
- E. Identification
  - (1) One of the following forms of government identification is to be physically presented at every badge meeting whether day badge or permanent:
    - (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.
- F. "Document 0711, Request for Personal Identity Verification Card"
  - (1) Legibility is critical. The badging office will reject any documents 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. Ensure the applicant signs in Field 8.
  - (4) Section IIA - Applicant completes fields 3 and 5.
    - (a) Field 3: Title for applicant (elec, plumber, laborer, etc).
    - (b) Field 5: Primary phone number for the applicant's company.

G. "Required Information for Fingerprinting"

- (1) Legibility is critical. The badging office will reject any documents which are not legible.
- (2) Applicant fills down to the horizontal double bar.