# CUI//PRVCY when filled in

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## U.S. DEPARTMENT OF ENERGY FEDERAL OR CONTRACTOR BUILDING ACCESS ONLY (BAO) TERMINATION

**Form Use:** To be filled out by Headquarters Security Officer (HSO) or Badging Office on behalf of the federal employee or contractor. Not to be used by federal employee or contractor.

#### Section 1: Federal/Contractor Biographical Information

1. Name (First, Middle Initial, Last)

2. Social Security Number (Last 4)

3. Date of Birth (MM/DD/YYYY)

#### **Section 2: Employment Information**

4. Employer

5. Termination Date (MM/DD/YYYY)

- 6. Reason for Badge Termination
- 7. Badge Returned

YES (Indicate Number)

NO (Indicate Number)

8. Headquarter Security Officer Digital Signature

### Section 3: Completed by Badge Office

9. Badging Specialist Name

10. Date *(MM/DD/YYYY)* 

## PRIVACY ACT STATEMENT

**AUTHORITY:** The Atomic Energy Act of 1954, as amended, (42 U.S.C. § 2011 et seq.), the Department of Energy Organization Act (42 U.S.C. § 7101) authorizes the collection of this information. The information provided through this form is covered by a DOE Privacy Act system of record, DOE-43, Personnel Security Files, which was last updated in volume 76 of the Federal Register, pages 66917-66920, published on December 11, 2011.

**PURPOSE:** DOE will use this information to track the termination of badges issued to the identified DOE employee or contractor. This information is necessary to maintain auditable records for physical facility access.

**ROUTINE USE(S):** This information will be used by and disclosed to DOE personnel, contractors, or another federal agency who will need the information to facilitate credentialed access to a federal government facility. DOE may disclose this information in courts or in administrative proceedings, to the tribunals, counsel, other parties, witnesses, and the public (in publicly available pleadings, filings, or discussion in open court) if the disclosure is relevant and necessary for the proceeding and compatible with the purpose for which the Department originally collected this information. This information may be provided to DOE employees or contractors who have a need for the information in the performance of their duties or to fulfill contact requirements, pursuant to the purpose established in DOE-43.

**DISCLOSURE:** Furnishing this information (including additional identifying data) is voluntary; however, failure to furnish the requested information may delay the Badging Office's in processing security off-boarding procedures for the identified individual.

#### OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Management, MA-90, GTN, Paperwork Reduction Project (1910-1800), U.S. Department of Energy, 1000 Independence Ave., SW, Washington, DC 20585-1290; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, DC 20503.