



August 13, 2004

TO: All BWXT Y-12 Subcontractors

Subcontract Employment of Non U.S. Citizen

It is the policy of BWXT Y-12 that vendors and subcontractors may use only U.S. Citizens to perform work here at the Y-12 National Security Complex unless special security permission is obtained. BWXT Y-12 requires that your company maintain documentation evidence for each current employee and subcontractor employee that works at the Y-12 site. Vendors and subcontractors shall provide verification evidence to the subcontract administrator for their perspective subcontract. The vendor or subcontractor shall provide a picture ID and acceptable evidence of U.S. Citizenship to the subcontract administrator for verification prior to sending their employees on-site at Y-12.

Attached is the form, "Subcontract Request for Y-12 National Security Complex Access and Badge" that will be used to request that an employee/subcontractor be badged for access to the Y-12 National Security Complex. Please note that evidence of citizenship must also be presented to the badge issuer at the badge office. A list of acceptable evidence is listed here and on the request form:

- Birth Certificate
- Certificates of Naturalization (INS Form N-550 or N-570)
- Certificate of US Citizenship issued by immigration and naturalization (INS Form N-560 or N-561)
- Report of birth abroad of a citizen of the United States (Form FS-240)
- United States Passport

Current subcontractor must provide this information for any new personnel they want to bring on site. This evidence should be provided on any new subcontracts prior to award.

BWXT Y-12 will be performing periodic audits, of its vendors and subcontractors, to determine compliance with these requirements.

If you have any questions concerning the above, please contact your Subcontract Administrator.

Sincerely,

Robert L. Waters, Jr.
Manager, Procurement

RLW:seg

Attachment: As stated.