

CONTRACTOR BADGE REQUEST (CBR) APPLICATION

The CBR application provides a convenient means to initiate badge requests for cleared* and uncleared contractors and consultants in place of the hardcopy Contractor/Consultant Badge and Clearance Request Form (SF 4613-CEC) and Uncleared Contractor Badge Request Form (SF 2730-UBR), respectively.

Users must be authorized company representatives or Sandia Corporation staff who serve in a managing or assistance capacity to the contractor or consultant.

** This application does not replace the additional forms required for a cleared (Q or L) badge request (e.g., PERSEC 5633.33 [CAR form], DOE 5631.18). These forms must still be submitted. SRN users may 'upload' them in this application, while ECN users must do so by fax or email.*

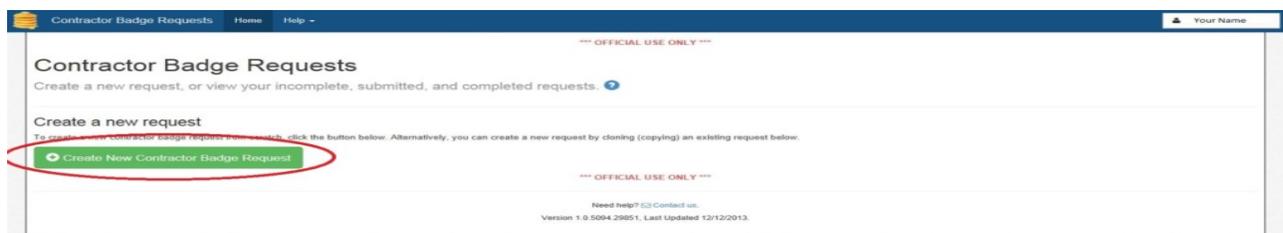
METHODS TO ACCESS THE CBR

1. Users **with** access to the Sandia Restricted Network (SRN)
GO TO: <https://sas.sandia.gov/ACES/CEC/UBR/Public/>

2. Users **without** SRN Access (e.g., most FSOs, company representatives)
 - a. Require an External Collaboration Network (ECN) Account. For instructions, refer to this [link](#) or the [SNL Contractor Toolcart](#).
 - b. With an ECN account, GO TO: <https://sis.sandia.gov/CEC/UBR/Public/>
 - c. At 'Windows Security' box (see below) ENTER:
 - i. ECN User name as
Username@dmz.sandia.gov
 - ii. ECN Password

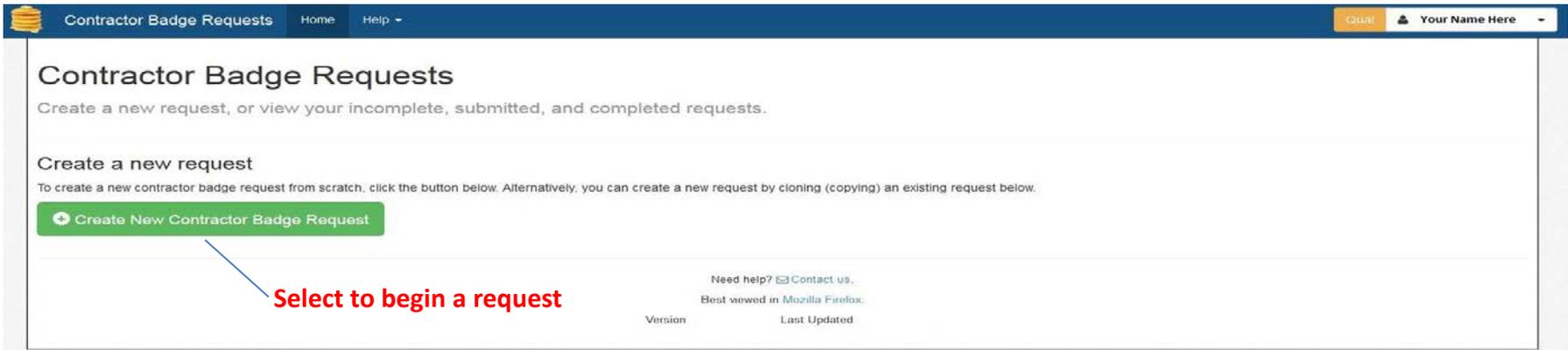


3. CBR application opens (see below). Select 'Home' from top menu if not already open. Choose 'Create New Contractor Badge Request' to begin. The Home screen will automatically populate as your requests are entered and processed.



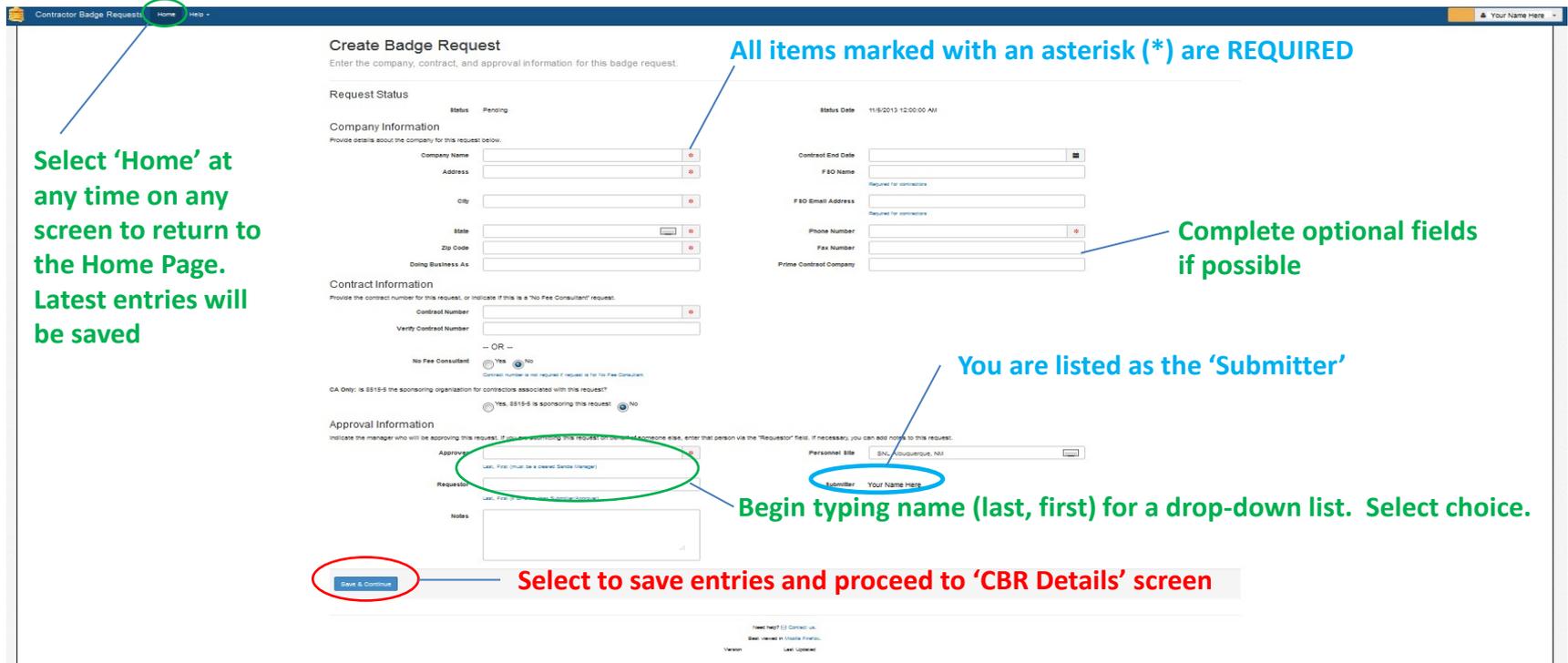
1

'Home' Screen (Initial view – more detail will show as requests are entered)



2

'Create Badge Request' Screen (Company details)



3 'CBR Details' Screen (Initial view with no individuals listed)

Contractor Badge Requests Home Help Queue Your Name Here

Successfully created request.

Contractor Badge Request Details (Contract #00112233 / CBR #72)

Review your request and add contractors before submitting the request.

Success/Error* Message

General Request Information

Reference Number unique to this request

Review that this information is correct (you can edit it by clicking "Edit Request Header" at the bottom of the page) before adding contractors.

Simulated Company Data

| | | | |
|-------------------|---------------------|------------------------|--------------------|
| Status | Pending (New) | Contract End Date | 12/31/2013 |
| Company Name | MASH Inc. | FSO Name | Benjamin P. Pierce |
| Address | 123 Main St. | FSO Email Address | bp@aboinc.com |
| State | NM | Phone Number | 555-555-5555 |
| City | Albuquerque | Fax Number | 555-555-5554 |
| Zip Code | 87110 | Prime Contract Company | |
| Doing Business As | | No Fee Consultant | No |
| Contract Number | 00112233 | Submitter | Your Name Here |
| Personnel Site | SA | Requestor | |
| Approver | Trujillo Joanne M. | | |
| Citizenship Hold | No | | |
| Notes | Add any notes here. | | |

Contractors

Add, edit, or remove contractors from this request.

| Name | Clearance Level | SNL ID | SSN | Date of Birth | Missing Data | Is Active |
|-----------------------|-----------------|--------|-----|---------------|--------------|-----------|
| No contractors found. | | | | | | |

Select to create a contractor record

Select as needed to edit General Request Information (company details) (Returns to Create Badge Request Screen)

Need help? [ES Contract.us](#)
Best viewed in Mozilla Firefox.
Version: Last Updated

* **Error Message Example** Any missing or incorrect entry will be specified and highlighted on the applicable screen. Correct and re-save to proceed.

- The Phone Number field is required.

'Create Contractor Record' screen (Initial view with no individuals listed)

Contractor Badge Requests Home Help - Your Name Here.

Create Contractor Record

Select a contractor to link to this request by providing the requested information.

Contractor Information

Select a new contractor (or replace an existing one) by clicking "Search for Contractor" below. Once you have selected a contractor, provide additional information about the desired clearance level for the contractor.

Name: Not specified **Select to open 'Search for Contractor' box**

Email Address:

Key Management Personnel: Yes No

Clearance Level: * **All items marked with an asterisk (*) are REQUIRED**

Verify Clearance Level: *

Current Residence

Specify the current residence for the selected contractor.

Street Address: * City: *

State: * Zip Code: *

U.S. Citizenship Verification

Enter the first and last name of the individual that verified the U.S. citizenship of the selected contractor.

First Name: * Last Name: *

Contractor Training Requirements (check all that apply) ?

Use the checkboxes below to indicate which trainings the selected contractor has completed. Finally, indicate the individual who verified this information.

SEC-050 Initial Security Briefing
 ESH100
 ESH100G Contract-Specific safety plan

Enter the first and last name of the individual that verified these training requirements.

First Name: Last Name:

Relationship Expiration Date (if known)

Leave blank if the relationship date will be that of the contract request expiration date; you should only fill in this field if the contractor relationship date will end before the contract request date. Field will default to the contract request end date if not specifically short dated.

Relationship Expiration Date:

Select to save

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'Search for Contractor' Box

A - For individuals already entered into Enterprise Person (EP)

Search for Contractor

Search for a contractor by name, SNL ID, or social security number, then click the "Select Contractor" button to select the desired contractor.

SSN: SNL ID:

Name:

| SNL ID | Name | Org | Relationship | |
|--------|-------------------------|-------|--------------|--|
| 143713 | McKinley Jr., Joseph W. | 07321 | Employee | <input type="button" value="Select Contractor"/> |
| 148557 | McKinley Jr., Marvin M. | 02333 | Employee | <input type="button" value="Select Contractor"/> |
| 16550 | McKinley, Andrew L. | 05343 | Employee | <input type="button" value="Select Contractor"/> |
| 141348 | McKinley, Betty J. | 05544 | Employee | <input type="button" value="Select Contractor"/> |
| 214475 | McKinley, Chris Derouin | 08135 | Visitor | <input type="button" value="Select Contractor"/> |

Showing 1 to 5 of 39 entries

← Previous 1 2 3 4 5 Next →

Can't find the contractor you're looking for? You may need to

Data Fields (enter and delete as necessary)

Search results will narrow as "Name" becomes more specific

Select after completing at least one Data Field & select again as new or additional data is entered

Select to place individual on CBR

Search results will appear for individuals in Enterprise Person (EP)

Consider these options if desired individual is NOT shown

Manual Entry of Contractor

Use this form to manually enter a contractor whose information is not yet in Sandia's Enterprise Person system.

First Name * Middle Name

Last Name * Date of Birth *

SSN *

Manual Entry Box (use only if person is not in EP)

Contractor Badge Requests Home Help - Your Name Here

Contractor successfully reactivated.

Contractor Badge Request Details (Contract #00112233 / CBR #72)

Review your request and add contractors before submitting the request.

General Request Information

Review that this information is correct (you can edit it by clicking "Edit Request Header" at the bottom of the page) before adding contractors.

| | | | |
|-------------------|---------------------|------------------------|--------------------|
| Status | Pending (New) | Contract End Date | 12/31/2013 |
| Company Name | MASH Inc. | FSO Name | Benjamin F. Pierce |
| Address | 123 Main St. | FSO Email Address | bfp@abcinc.com |
| State | NM | Phone Number | 555-555-5555 |
| City | Albuquerque | Fax Number | 555-555-5554 |
| Zip Code | 87110 | Prime Contract Company | |
| Doing Business As | | No Fee Consultant | No |
| Contract Number | 00112233 | Submitter | Your Name Here |
| Personnel Site | SA | Requestor | |
| Approver | Trujillo, Julian R. | | |
| Citizenship Hold | No | | |
| Notes | Add any notes here. | | |

Contractors

Add, edit, or remove contractors from this request.

Enter any character combination to search table
(Useful for long/complex lists of individuals)

| Name | Clearance Level | SNL ID | SSN | Date of Birth | Missing Data | Is Active | Actions |
|-----------------|-----------------|--------|-----------|---------------|--------------|-----------|---------|
| Cosmo, McKinley | L | | ****-5551 | 1/1/1956 | None | Yes | Actions |
| Doe, Jane | Q | 18347 | ****5555 | 8/13/1899 | None | Yes | Actions |
| Johnson, Don | U | 13289 | | 4/3/1949 | None | Yes | Actions |

Showing 1 to 3 of 3 entries

[Add Contractor to Request](#) [Bulk Add Contractors](#)

[Edit Header Information](#) [Clone Request](#) [Submit Request](#)

This table will expand as persons are entered

Select to submit request
(be sure all data is accurate!)

Select to 'Clone' all/part or part of the request for a new or future submission

Select to view/edit data or inactivate/reactivate a specific individual

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SRN users of this application will also see an "Uploaded Attachments" option in this area to add /view additional forms required with a cleared badge request.