

Palisades In-processing Information

If you misrepresent and/or falsify information, your unescorted access will be permanently denied.

All paperwork shall be completed using black ink.

Due to the security procedures and the presence of radioactive materials at the facility, access to the plant requires screening and training beyond what is necessary at many other types of industrial installations. This pamphlet provides information about these requirements and the documents or information you will need to furnish upon arrival if you would like to work at Palisades.

VERIFICATION OF IDENTITY

Individuals will be required to provide current identification. This must be in the form of a valid government issued photo identification (e.g. driver's license, passport or military identification).

EMPLOYMENT

Provide all periods of employment/unemployment for the past three (3) years or since you last held unescorted access (with no gaps). Five (5) years of employment/unemployment will need to be provided for those who have any drug/alcohol related history within the scope of the background.

For all periods of employment, the individual must provide:

- **dates of employment**
- **names of employer**
- **employer's complete address, phone number, name of supervisor(if known)**
- **reason for leaving**

For all periods of unemployment, the individual must provide the name and daytime phone number of a contact that knows of and can verify the individual's activities during these periods of unemployment.

Contacts for verifying unemployment are, but not limited to spouse, co-workers, friends, relatives, etc. **State unemployment offices will not verify this information and therefore can not be used.**

CREDIT HISTORY

Credit history for the past seven (7) years will be reviewed. Individuals with:

- bankruptcy
- financial judgments
- tax liens or
- collection accounts

must provide paperwork showing status or payment plan

MILITARY

If you served in the military (as a primary job) within the last three (3) years, **you will need to provide a copy of your DD214** and be able to provide the following: Service Period; Name of Supervisor/Commander; Telephone Number of Supervisor; Last Command/Duty Station Address; Telephone Number of Last Duty Station and Type of Discharge.

EDUCATION IN LIEU OF EMPLOYMENT

If you were enrolled with education as your primary job – in an educational institution in lieu (instead of) of employment within the past five (5) years, you will be required to provide the following: Name of School; Address of School; Dates Attended; Telephone Number and Type of Degree.

PERSONAL REFERENCES

Three personal references must be provided with:

- names
- addresses
- daytime and evening and/or cell phone numbers

CRIMINAL HISTORY/LEGAL ACTION

Individuals will be required to disclose all legal actions that may have occurred since their eighteenth birthday or since they last held unescorted access. All legal action shall include any formal action taken by a law enforcement authority or court of law, including:

- being held,
- detained,
- taken into custody,
- charged,
- arrested,
- indicted,
- fined,
- forfeited bond,

- cited, or convicted

for a violation of any law, regulation or ordinance (e.g., felony, misdemeanor, traffic or military criminal history, etc.), or the mandated implementation of a plan for treatment or mitigation (to make less severe) in order to avoid a permanent record of an arrest or conviction in response to

- 1) the use, sale or possession of illegal drugs;
- 2) the abuse of legal drugs or alcohol; or
- 3) the refusal to take a drug or alcohol test.

Failure to report any legal action that is discovered and verified will result in denial of unescorted access to Palisades Power Plant.

Any individual with a current felony charge pending disposition or resolution or convicted of a felony offense within the previous five years will not be granted access authorization until the charge is satisfactorily resolved. Individuals shall provide appropriate documentation.

The denial will also continue as long as an individual is on active probation/parole as a result of the conviction.

Any individual that has any drug/alcohol related or other legal action, including DWI's and DUI's, previous denial of unescorted access for any reason at another licensee, or a record determined by Security Access Authorization to be suspect, will be subject to additional inquiry prior to being granted unescorted access. **Individuals may be sent for an assessment at their own expense.**

Therefore, this individual should arrive on site with the appropriate documentation (i.e. arresting papers, court disposition, evaluation by a certified addiction counselor and any treatment completion, including discharge summary).

FITNESS FOR DUTY (FFD) TESTING (Urinalysis & Breathalyzer)

Individuals requiring a Pre-Access Drug and Alcohol Screen (FFD Testing) must fully cooperate with the testing process. It is imperative that individuals be ready and able to promptly provide a urine sample when they

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report to the FFD testing facility to avoid unnecessary delays. Individuals will also be subject to random testing while on site. **Medical Marijuana is not accepted as a legal drug in this industry. Federal laws will overrule the State laws.**

FINGERPRINT VERIFICATION

Your fingerprints will be taken and sent to the FBI for verification of criminal history.

PSYCHOLOGICAL EVALUATION

Individuals that have not had unescorted access at a commercial nuclear plant within the past 365 days must take this written test. An interview with a clinical Psychologist may also be required.

TRAINING

Individuals will be required to pass Plant Access Training to obtain unescorted access into the plant.

FALSIFICATION

Individuals who falsify background information will be denied unescorted access.