WELCOME

STEP-BY-STEP HOW TO GUIDE FOR COMPLETING A TVA ELECTRONIC PERSONAL HISTORY QUESTIONNAIRE

LETS GET STARTED
<table>
<thead>
<tr>
<th></th>
<th>WHAT INFORMATION DOES THE PHQ ASK FOR?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(YOU MAY NOT BE REQUIRED TO COMPLETE INFORMATION FOR ALL STEPS LISTED)</td>
</tr>
<tr>
<td>1.</td>
<td>Know the work site and company and Local Union you are going to work for</td>
</tr>
<tr>
<td>2.</td>
<td>Personal Information including Citizenship and Drivers License details</td>
</tr>
<tr>
<td>1.</td>
<td>Residence History (street, city and state) up to seven years back</td>
</tr>
<tr>
<td>2.</td>
<td>Foreign Travel (date and port of departure, date of return, purpose)</td>
</tr>
<tr>
<td>3.</td>
<td>Personal References (you will need to list three including good contact information – such as day and night or cell phone)</td>
</tr>
<tr>
<td>4.</td>
<td>Badge activities (last time and location that you were nuclear badged and type of termination of the badge)</td>
</tr>
<tr>
<td>5.</td>
<td>Credit History (some applicants will need to list a source of established credit such as your bank, credit card or utility account with location and telephone number)</td>
</tr>
<tr>
<td>6.</td>
<td>Personal References (you will need to list three including good contact information – such as day and nights numbers and cell phone numbers)</td>
</tr>
<tr>
<td>7.</td>
<td>Credit History (some applicants will need to list a source of established credit such as your bank, credit card or utility account with location and telephone number)</td>
</tr>
<tr>
<td>8.</td>
<td>Education Information (may require official, sealed transcripts)</td>
</tr>
<tr>
<td>9.</td>
<td>Military Information (may require original DD214 Member 4 Form)</td>
</tr>
<tr>
<td>10.</td>
<td>Employment History (up to five years back)</td>
</tr>
<tr>
<td>11.</td>
<td>Alcohol and Drug Questionnaire</td>
</tr>
<tr>
<td>12.</td>
<td>Criminal History including offense with month and year of each occurrence (may require additional paperwork)</td>
</tr>
</tbody>
</table>
Starting Procedure

This website can be used by any perspective Tennessee Valley Authority applicant to fill out his/her personal history questionnaire (PHQ) in anticipation of their arrival for in-processing in order to gain unescorted access at a TVA nuclear facility.

1. From the World Wide Web (internet screen), in address bar, type in the following link

   https://conhire.tva.com/

   The below image will appear on the screen

   ![TVA Logo]

   privacy

   Please fill out the [Non-R30 Personal History Questionnaire](https://conhire.tva.com/) online.

2. Click on the blue link that reads “Non-R30 Personal History Questionnaire”.
3. Read and complete all requested information on the Personal History Questionnaire pertaining to you.
4. Read and understand the electronic signature agreement before you submit.
5. Upon agreement click on the submit button.
6. An option will appear to print a confirmation number.
7. Print the confirmation page for your records.
Enter your TVA Location

Choose the work site that you will be reporting to
Add your personal information as requested

TRADES AND LABOR PERSONNEL
If you do not know your assigned work site, contact your local business agent
ENTER YOUR EMPLOYER AND BADGING HISTORY INFORMATION

**Employer:**

**Today's Date:**
12/7/2012

If you have never held unescorted access, or your last access was over 3 years ago; or if your last unescorted access was denied or terminated unfavorably, check here:

If your last unescorted access ended over 365 days ago, but less than 3 yrs, check here:

If your last unescorted access ended over 30 days ago, but less than 365 days, check here:

Date you last held access:

Plant where you last held access:

EMPLOYER is the company you are being badged with at TVA
SELECT the correct FILE TYPE option depending on your last badge date
BADGE HISTORY if you have held Nuclear Access, you will also enter the DATE and SITE of the last place you were at.
In the following section, there is a gray box. Inside the gray box is a link. Place your mouse anywhere on the link and left click. This will allow instructions for completing the PHQ to appear.

**PLEASE READ ALL INFORMATION CAREFULLY**
### Complete Badge and Union Information

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever applied for or been certified for Unescorted Access Authorization (UAA) or granted Unescorted Access (UA) at a Nuclear Power Plant?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>If Yes, last UAA/UA was terminated</td>
<td>Favorable/Unfavorable</td>
<td></td>
</tr>
<tr>
<td>at</td>
<td>on:</td>
<td></td>
</tr>
<tr>
<td>Have you ever applied for or been granted access to a NPP under construction?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>If Yes, last period of access was terminated</td>
<td>Favorable/Unfavorable</td>
<td></td>
</tr>
<tr>
<td>at</td>
<td>on:</td>
<td></td>
</tr>
<tr>
<td>Have you ever applied for or been granted access to Safeguards Information at a NPP or NPP under construction?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>If Yes, last period of Safeguards Access was terminated</td>
<td>Favorable/Unfavorable</td>
<td></td>
</tr>
<tr>
<td>at</td>
<td>on:</td>
<td></td>
</tr>
</tbody>
</table>

### DEFINITIONS

- **UAA/UA** = Unescorted Access
- **NPP** = Nuclear Power Plant

**Safeguards Information** is documents that contain sensitive security information relating to a nuclear plant site. Safeguards documents must be checked in and out with a site security clerk.
NRC ESCALATED ENFORCEMENT ACTION

Have you ever been issued an NRC Escalated Enforcement Action?
○ Yes ○ No

If yes, please provide details.

Union Information:
Craft: 
Home/Local#: 
Phone: 
City: 
State: 

YOU ARE REQUIRED TO REPORT ANY LEGAL ACTIONS BETWEEN SIGNING THIS PHQ AND BEING GRANTED UNESCORTED ACCESS AUTHORIZATION/UNESCORTED ACCESS.

Expand the link above in blue (Click Here to expand) and read the information.

This will guide you on how to answer the questions that are relevant to you.
Fill out your personal information in this section. Some information has been auto-filled from above.

If you are NOT a U.S. Citizen, please provide Port of Entry and alternate identification source, and number.
ALL APPLICANTS MUST COMPLETE THIS INFORMATION
Personal Description

Please enter personal description and license information as requested
PERSONAL DATA - RESIDENCES

If you have NOT held Unescorted Access at a nuclear plant within the last 3 years, list all residences where you have lived for more than 30 days in the past seven (7) years.

If you HAVE held Unescorted Access within the last 3 years, list all residences where you have lived for more than 30 days since you last held unescorted access.

Do you need to enter residence history?  
☐ I have lived in my current residence for less than 30 days  ☐ I need to enter residences

Residence Step 1: Fill out the following form.

From: ____________________________ To: ____________________________

Number and Street: ____________________________ City: ____________________________ State: ____________ Zip: ____________

Residence Step 2: Click "Add Residence".

FOR APPLICANTS WHO HAVE HELD ACCESS OVER 3 YEARS AGO OR NEVER
Although you have already stated your address on a previous page, this section is a MUST. List all residences where you have lived for more than 30 days within the past 7 years. In order for this page to be submitted correctly, you have to click the "Add Residence" tab for EACH entry. Otherwise your residence will not be entered and your PHQ will be incomplete.

FOR APPLICANTS BADGED WITHIN THE LAST THREE YEARS
Although you have already stated your address on a previous page, this section is a MUST. List all residences where you have lived for more than 30 days since you last held unescorted access. In order for this page to be submitted correctly, you have to click the "Add Residence" tab for EACH entry. Otherwise your residence will not be entered and your PHQ will be incomplete.
In this section, please select if you have ever been out of the country in any of the specified areas for the last 5 years or since your 18th birthday. If the answer is yes, respond to the following questions.

1. Enter Country Name
2. Enter Date Departed United States: From
3. Enter Date Returned to United States: To
4. Enter Port of Departure
5. Enter Purpose of Travel

**Click ADD TRAVEL**

**The ADD TRAVEL button must be clicked after each series of answers (1–4) is completed.**
**Personal Reference**

**PERSONAL REFERENCES**

*List three individuals* who are available for immediate contact and who can comment on your character and reputation. References cannot be related to you and cannot be living in your household. They may be friends, neighbors, or others with whom you have frequent personal and/or business relationships. *Provide home address (actual street address), not post office box numbers. List telephone numbers where each reference can be reached.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone Numbers Including Area Codes</th>
<th>Known Since</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Daytime</td>
<td>Evening</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(___) <em><strong>-</strong></em></td>
<td>(___) <em><strong>-</strong></em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(___) <em><strong>-</strong></em></td>
<td>(___) <em><strong>-</strong></em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(___) <em><strong>-</strong></em></td>
<td>(___) <em><strong>-</strong></em></td>
</tr>
</tbody>
</table>

**Closest relative not living with you:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
<th>Phone No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(___) <em><strong>-</strong></em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number and Street:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**You must provide three personal references**

When adding personal references, be sure that each reference

*is not related to you*

*address for the reference is listed*

*daytime and evening phone number is listed*

*years known box indicates the length of time you have known the reference*

**Closest relative that is not living with you**

Be sure to complete all boxes that pertain to this reference
In the past seven (7) years, have you had:

- A bankruptcy? .................................................. .................................................................  ○ Yes  ○ No
- A financial judgment against you? .................................................................  ○ Yes  ○ No
- A charge off? .................................................. .................................................................  ○ Yes  ○ No
- A tax lien? .................................................. .................................................................  ○ Yes  ○ No
- Other financial difficulties within the past seven (7) years? .................................................................  ○ Yes  ○ No

If you responded yes to any of the above, provide the reason or circumstances for these difficulties:

Note: If you have placed a security freeze on your credit file, the credit file must be unfrozen in order for the required credit check to be completed. Changing the status of your credit file is your responsibility.

Your credit will be checked through a national credit agency. If you do not have an established credit history, list a source of credit such as a bank or department store charge account or any personal sources of credit. (Examples: local gas station, company sales representative, etc.)

<table>
<thead>
<tr>
<th>Source:</th>
<th>Location: (City/State)</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>City</td>
<td>(__<em>) <em><strong>-</strong></em></em></td>
</tr>
</tbody>
</table>

Credit History

You must answer yes or no in the credit history section if applicable. If you answer yes to any of the questions, you must provide reason or circumstance in the box below the section.
**Click Add**

You will need to complete the education history segment AND provide (bring with you when reporting for in-processing) official high school or college transcripts *issued by the school in a sealed envelope*, if the following applies:

You have either been a full or part time student in the past five years

OR

You have either been a full or part time student since you last held nuclear unescorted access.
You will need to complete the military history segment AND provide (bring with you when reporting for in-processing) original DD214 Member 4 if the following applies:

YOU HAVE SERVED IN RESERVE OR ACTIVE DUTY IN THE PAST FIVE YEARS
OR
IF YOU HAVE SERVED IN RESERVE OR ACTIVE DUTY SINCE YOU LAST HELD UNESCORTED ACCESS
How far back do I have to go when inputting my employment/unemployment?

- I am New to Nuclear. **Go back 5 calendar years from today’s date.**
- I last held unescorted access more than 3 years ago. **Go back 5 years from today’s date.**
- I have held access within last three years. **Go back to your last date of unescorted access to today’s date.**

What are the employment type definitions?

- **Employment** is any period of work that you were actively on the payroll.
- **Self Employment** is any period of time that you were self-employed. This requires a reference to verify.
- **Unemployment** is any period that you were not actively employed or self-employed. This requires a reference to verify.

What are the requirements for a qualified reference?

- Any person that can verify your activities during the period listed.
- **Exception:** You cannot use your union hall to verify any types of employment and/or unemployment.

What if my employer is no longer in business?

- There is a box to indicate this on the form. This requires you to list a person, with a valid phone number, that you worked with that can verify your employment.

Other Common Issues

- **GAPS.** You cannot have any gaps (days that are not listed as either employment, unemployment or self-employment) during the period you are required to go back to.
- **SHORT TERM JOBS.** Even jobs lasting one or two days need to be listed.
- **LEAVING OUT NEEDED INFORMATION.** Be sure to populate every box that is applicable about the employment entry.
- **UNEMPLOYMENT DEFINED.** Unemployment does not mean you were collecting unemployment compensation, it means that you were neither employed or self-employed during that period.
- **BE SURE TO CLICK ADD AFTER EVERY ENTRY.** The listed periods will only save if you click add after every period entered.
Unemployment

If you are self-employed fill out this section.

Employment

DON’T FORGET TO CLICK THE ADD BUTTON

WHEN YOU HAVE COMPLETED EACH PERIOD BE SURE TO CLICK

“ADD UNEMPLOYMENT HISTORY”

OR

“ADD EMPLOYMENT HISTORY”
Click to expand links and read all consent forms and statements.

| Acknowledgment Statement - Read all material | [Click Here to expand] |
| Authorization, Consent, and Acknowledgment - Read all material | [Click Here to expand] |
| Privacy Act Statement - Read all material | [Click Here to expand] |
| Fair Credit Reporting Act - Read all material | [Click Here to expand] |
| Personnel Access Data System (PADS) Consent - Read all material | [Click Here to expand] |
In this section are questions regarding your personal history. Please answer the questions accurately as they apply to you.

### SELF DISCLOSURE

The Nuclear Regulatory Commission requires that the company investigate your previous employment history and make inquiries of employers to determine whether or not there are any fitness for duty (FFD) concerns that must be explored and evaluated prior to granting UAAs.

Answer each question by checking either Yes or No as it pertains to you. For each Yes answer, include the specific type of issue, duration and resolution including but not limited to the reason for an unfavorable termination or denial of authorization. Details may include but are not limited to date, name and location of the employer or potential employer involved (to whom you applied for employment), nature of the violation, any hearing, penalty imposed or other disposition.

- **Initial**—Within the last five (5) years, or since your 18th BIRTHDAY (whichever is shorter), have you:
- **Update/Reinstatement**—Since your last UA/UA if favorably terminated within the past 3 years, have you:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. violated a licensee or employer’s fitness-for-duty policy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. been denied or had Unescorted Access Authorization terminated unfavorably at any place of employment or at any nuclear power plant for any reason including fitness for duty policy violation or been unfavorably terminated from any employment for a fitness-for-duty reason?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3. used, sold, or possessed illegal drugs?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4. abused legal drugs or alcohol?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5. ever subverted or attempted to subvert a drug or alcohol testing program?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. refused to take a drug or alcohol test?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7. been subject to a plan (except self-referral) for treating substance abuse?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8. been subject to a law enforcement authority or court of law action for alcohol or drug use related to any of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. The use, sale, or possession of illegal drugs?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>b. The abuse of legal drugs or alcohol?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>c. The refusal to take a drug or alcohol test?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
If you answered yes to any of the criminal history questions:
Complete the boxes provided with specific information on each occurrence including:
- Date of Offense
- Offense
- City/State
- Misdemeanor or Felony
- Disposition/Current Status

Then click the “ADD CRIMINAL HISTORY” button for each incident.
This is the last section of the PHQ.
- Please click and expand the links as listed, and read all material.
- When you are done reviewing your PHQ and agree with all terms, check the “I agree” box.
- Be sure to press the “Submit” button and print confirmation page for your records.
- If you do not get a confirmation page, there may be information left out that is required before it can be submitted.
- Please review the message box and all asterisk symbols in order to fill out all information requested.
- Once you are done reviewing, submit your document for completion.
Thank you for your cooperation.