



Web Contractor Security System (WCSS) Training

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Getting Started

- Complete form to request user id for WCSS

TVA RESTRICTED INFORMATION

**TVA WEB CONTRACTOR SECURITY SYSTEM REGISTRATION
FOR PROCUREMENT REPRESENTATIVE (GENERAL USER)**

WCSS User ID

I do not have a WCSS User ID and am requesting one be set up in the role of Procurement Representative (General User).

PROCUREMENT REPRESENTATIVE INFORMATION

TVA Procurement Representative _____ SSN _____

Telephone Number _____ Fax Number _____

E-mail Address _____ TVA Address _____

NOTE: The Procurement Representative identified above will request IDs for a Vendor Administrator for each contract they are responsible for where the supplier is required to access the system. Suppliers should be reminded that TVA will audit their company's usage of this system. Additionally, the Procurement Representative is responsible to keep WCSS User IDs, passwords, and PIN secure and to comply with TVA Business Practice 29 in protecting Restricted Personally Identifiable Information.

Mail the completed copy of this document to Personnel Security, WT 2D-K.

TVA RESTRICTED INFORMATION



Getting Started

For contracts involving work only at non-nuclear facilities, include clause SC112 from the T&C Generator in the contract.

NOTE TO CM/PA: This clause is applicable to all contracts for services to be performed at a TVA location except for the following: Project Labor Agreements (1851, PMMA, CPA) and Contractors Requiring Nuclear Plant Access.

SECURITY REQUIREMENTS - TVA FACILITY ACCESS FOR ONSITE CONTRACTORS

All contract employees are subject to TVA Personnel Security Policy requirements as a condition of employment. Contractor agrees to verify that their employees are eligible to work in the United States. All contractors working at TVA are required to have a valid social security number (SSN), which must be provided at the request of designated TVA representatives.

Contractors are required to check all of their employees and all employees of their subcontractors through TVA's Web-based Contractor Security System (WCSS) before permitting them to work on a TVA site. This action ensures their employees and subcontractors have current fingerprints on file, and prevents Contractor employees who have been denied access or who were terminated for cause from gaining access to a TVA worksite. If Contractor employees do not have a current fingerprint on file, they must be fingerprinted at a TVA designated location before going to work on a TVA site. For instructions on accessing WCSS, see TVA's Procurement Internet Site at <http://www.tva.gov/moreinfo/clauses.htm> under "TVA's Contractor Security System Requirements," or contact the TVA Contracting Officer or his designee.

Contractors are also required to report employees and subcontractor employees who are discharged for cause from a TVA assignment or have health and safety violations (positive drug tests tampering/refusal) to TVA Police Personnel Security so that restrictions can be entered. This must be done immediately at the time of termination utilizing WCSS.

Non-compliance with the above requirements by any contractor company may be considered grounds for adverse action including termination of the contract and/or non-consideration for future contracts.

Upon accepting a contractor for non-nuclear unescorted access, TVA may provide a site ID, photo ID card, and/or an access control card for the individual. All ID and access cards remain TVA property and each must be returned to TVA by the Contractor immediately when the contractor employee no longer requires access—no later than completion of work. Failure to return the cards will cause TVA to incur increased security vulnerability and administration expenses. Contractor therefore agrees, for each unreturned card, to reimburse TVA as liquidated damages in the amount of \$30 per photo ID and \$35 per access card. TVA may enter restrictions into the Contractor Security System for individuals whose cards are not returned.

Getting Started

For contracts involving work at both non-nuclear and nuclear facilities, include clause SC045 from the T&C Generator in the contract. (See full text on next slide)



Getting Started

SC 045 - FACILITY ACCESS AND CITIZENSHIP REQUIREMENTS FOR NUCLEAR CONTRACTORS

This clause applies to all Contractor employees and its subcontractor employees (covered persons), and Contractor shall be responsible for ensuring compliance by its subcontractors of any tier. Requirements hereunder apply to nuclear and non-nuclear locations as noted.

Citizenship Requirements

Contractor shall comply with requirements of the United States Citizenship and Immigration Services (USCIS) related to eligibility to work in the United States. This includes, but is not limited to, acquiring, verifying and maintaining appropriate documentation such as USCIS Form I-9. All covered persons are required to have a valid Social Security number which must be provided at the request of designated TVA representatives.

Screening Employment Candidates Through WCSS - All TVA Facilities

Contractor is required to check all covered persons through TVA's Web-based Contractor Security System (WCSS) before permitting them to work on a TVA site. For instructions on accessing WCSS, see TVA's TVA's Supplier Portal at <https://supplier.tva.gov/> under "Web Contractor Security System (WCSS) Instructions," or contact the TVA Contracting Officer.

ID Card Liquidated Damages - Non-Nuclear Facilities

TVA may provide a site ID, photo ID card, and/or an access control card for the individual. All ID and access cards remain TVA property and each must be returned to TVA by Contractor immediately when Contractor employee or employee of subcontractor no longer requires access—no later than completion of work. Failure to return the cards will cause TVA to incur increased security vulnerability and administration expenses. Contractor therefore agrees, for each unreturned card, to reimburse TVA as liquidated damages in the amount of \$30 per photo ID and \$35 per access card. TVA may enter restrictions into the WCSS for individuals whose cards are not returned.

Fingerprinting - All TVA Facilities

When and as requested by TVA, personnel may be subject to fingerprinting by TVA.

Additional Requirements for Access to Nuclear Plant Protected Area

Access control will be required for all personnel performing work within the TVA Nuclear Power Plant Protected Area. TVA normally provides escorted access for short-term access requirements, and requires contractors with long-term access needs to comply with the following requirements for unescorted access.

The requirements for unescorted access generally consist of a background investigation, psychological screening (to include a clinical interview with a licensed psychologist, if applicable), fingerprinting, drug/alcohol testing, and successful completion of Plant Access and Fitness for Duty training. These services will be provided by TVA, at TVA expense, unless otherwise specifically addressed herein. Contractor agrees to include the requirements of this provision in any subcontract(s) related to the performance of this contract, regardless of tier.

!!!NOTE TO CM/PA: DELETE THE FOLLOWING PARAGRAPH EXCEPT For Contractors with TVA-approved access authorization and/or Fitness for Duty programs

Contractors with approved access authorization and/or Fitness for Duty programs shall utilize the program to complete the requirements for background investigations and psychological screening for its employees and subcontract employees in accordance with 10 CFR 73.56; Nuclear Regulatory Commission (NRC) Order for Compensatory Measures Related to Access Authorization, EA-02-261, dated January 7, 2003 (and any subsequent revisions); and latest revision of Nuclear Energy Institute (NEI) 03-01, Nuclear Plant Access Authorization Program. Contractor bears full responsibility for performing these services in a timely manner to support the schedule requirements of this contract, and shall not be eligible for schedule and/or cost adjustments due to its failure to perform such in a timely manner. Contractors with approved access authorization and/or Fitness for Duty programs shall maintain all records associated with the granting of unescorted nuclear plant access and may not destroy any record without the prior approval of TVA's Nuclear Security.

!!!NOTE TO CM/PA: DELETE THE FOLLOWING PARAGRAPH EXCEPT in those specific situations, such as Fixed Price or schedule-critical contracts, which require the inclusion of timeframes for the performance of TVA-provided services described in this clause. This language MUST be coordinated with TVA Corporate Nuclear Security prior to any discussions with potential contractors and/or inclusion in a contract. In those cases, consider including the following, modified to fit the particular circumstance.

The time periods described herein must be taken into consideration when Contractor is performing services under this contract. Contractor shall be entitled to receive no price adjustments or be paid no additional compensation for the costs associated with obtaining the access described in this Condition unless the maximum time periods described are exceeded and Contractor's costs are increased as a result. Similarly, the performance period will not be extended unless the maximum time periods described are exceeded and Contractor's time for performance is lengthened as a result.



Getting Started

- Have the vendor complete form 20159 and return to contract manager/ procurement agent.



SENSITIVE INFORMATION

U.S. TVA Police TVA Web Contractor Security System Registration Form

Note: The Vendor Administrator is to submit a completed copy of this document to their TVA Contract Manager.

This form is used to identify the Vendor Administrator for your company and register your company to obtain a Web Contractor Security System (WCSS) User ID and Password for accessing TVA's WCSS.

- I do not have a WCSS User ID and am requesting one be set up in the role of Vendor Administrator for my company. My company has an active Vendor Code from a previous contract. My four digit Vendor Code is [redacted].
- I do not have a WCSS User ID and am requesting one be set up in the role of Vendor Administrator for my company. My company does not have an active Vendor Code.

Vendor Administrator Name: [redacted]		Social Security Number: [redacted]
Company Name: [redacted]	Company Address: [redacted]	
TVA Address (if applicable): [redacted]		
Telephone Number: [redacted]	Fax Number: [redacted]	Email Address: [redacted]
TVA Contract Manager: [redacted]	Contract Number: [redacted]	

Certification

As the above-designated Contractor Representative, I certify that I understand the requirement for my company and all it's subcontractors to comply with TVA's Web Contractor Security System (WCSS) and fingerprinting requirements. I understand that I am responsible for keeping WCSS User IDs and passwords secure. I am also responsible for identifying any Vendor Representatives for my company who have an official need to access the system. I understand that this also includes the responsibility for instructing these representatives of my company on their responsibilities for securing their User IDs and passwords as well as using the system for official purposes only. I will notify TVA when there is no longer an official need for a Vendor Representative of my company, including myself, to access the WCSS system. I further understand that TVA will audit the contractor's compliance with usage of this system.

Signature of Vendor Administrator

Date

Privacy Act Statement

Subsection (e) (3) of 5 U.S.C. ss 552a (Section 3 of the Privacy Act) requires that TVA inform you of its authority to request information and the uses which TVA may make of the information requested. That subsection further requires TVA to inform you of the effects of not providing any or all of the requested information.

TVA's authority to request the information you provide is derived from the TVA Act (16 U.S.C. 831-831dd. Information provided on this form will be used to determine your eligibility to be granted access to TVA's Web Contractor Security System.

Furnishing the requested information is voluntary; however, failure to provide all or part of the information will result in your inability to obtain a User ID to access to TVA's Web Contractor Security System.

Information provided on this form may also be used in response to a congressional inquiry; in the event of a dispute, to respond to subpoenas or other appropriate requests; to federal, state or local agencies with oversight responsibilities, or to law enforcement agencies in the exercise of their duties.

Contractor Security System

INTRODUCTION

The use of this application is for official purposes only by authorized individuals.

TVA's Web Contractor Security System (WCSS) was developed to replace the existing Integrated Voice Response (IVR) Contractor Security System. Suppliers are required to ensure all contractors reporting to work at a TVA facility meet TVA's suitability requirements. WCSS will allow authorized partner representatives to verify suitability by:

- checking for restrictions which preclude contractors or sub-contractors from working on TVA property in accordance with the TVA contract
- reporting all contractors who quit, are discharged for cause, test positive/refusal/tampering of a drug test in accordance with the TVA contract so restrictions can be issued.
- identifying those contractors that need to be fingerprinted.

This computer application is owned by the Tennessee Valley Authority (TVA), an agency of the United States. Computing resource users are individually responsible for the use of all resources assigned to them. Please be aware that information placed or sent over this system may be monitored. Use of this computer application, authorized or unauthorized, constitutes your consent to monitoring of this system. This computer application is provided to authorized users for authorized purposes only. The information contained within this system is the property of the TVA. Due to the sensitive nature of some information in this system, its contents are not to be further distributed for purposes other than TVA business without prior approval of TVA.

By clicking Continue below, I accept these terms.

Continue

Step 1: Enter wcss.tva.com into your Internet Explorer to launch the application.

Step 2: Click the Continue button at the bottom of the screen.

Welcome To WCSS! Please Identify Yourself:

1) User ID:

2) Password:

3) Click Login Or Press The Enter Key:

4) [Return To Previous Page](#)

Helpful Hints:

- 1) DO NOT use web browser's **BACK** or **RELOAD** buttons. Use buttons provided at top or bottom of page.
- 2) To **EXIT** always use the **Logoff** link located on each screen and then **EXIT** your browser.
- 3) Best Viewed using **Internet Explorer 5.5 or higher**.

Step 3: Enter your User ID and password and click login.

Main Menu

Check For Restrictions/Request WCSS User ID

Active Vendor Administrator List

Logoff

Production Version 3.5.2 - October 3, 2008

Step 4: To check to see if a Vendor Administrator already exists for the company, click on the Active Vendor Administrator List.

Return

Step 4b: Check to see if the Vendor Administrator already exists. Click return to go back to the previous screen.

Active Vendor Administrator List				
Vendor	Administrator	Phone	City	State
5-P INDUSTRIAL CONTRACTORS LLC	DOBBINS, TIMOTHY R	732-584-1602	DICKSON	TN
A.J. BELL, INC.	GEORGE, VINA C	865-986-3316	LENOIR CITY	TN
ABB INC.	THURMAN, DAVID A	423-265-6909	CHATTANOOGA	TN
ACQUIP, INC	JOSEFSBERG, DAMIAN	305-538-7101	TAMPA	FL
ACRO SERVICE CORP	SCHLEICHER, TREVOR	734-591-1100	LIVONIA	MI
ADVANCED GROUNDING CONCEPTS	MELIOPOULOS, A P	404-325-0863	ATLANTA	GA
ADVANCED TURBINE SUPPORT, INC.	GINDER, RICK	352-332-4061	GAINESVILLE	FL
AGT SERVICES INC	GERAGHTY, KATHRYN L	518-843-1112	AMSTERDAM	NY
AIR SYSTEMS & EQUIPMENT	HAMMONDS, GENE	865-675-8165	KNOXVILLE	TN
ALABAMA ELECTRIC MOTOR SERVICE	MCKEE, JIM	256-383-1490	SHEFFIELD	AL
ALSTOM	HOLLAUF, ANDREA	804-763-7611	MIDLOTHIAN	VA
ALSTOM POWER, INC.	BELLA, ERIC J	256-389-7938	WINDSOR	CT

Step 5: To request an ID for a company that is not on the list, click the Check for Restrictions/ Request WCSS User ID button.



[Return](#) [Logoff](#)

DANTLEY HEITZMAN - TVA EMPLOYEES

No Restrictions

SSN	Result	Action
XXX-XX-6789	Needs to be Fingerprinted	Request WCSS User ID

[Return](#) [Logoff](#)

Step 9: Click the Request WCSS User ID button to the right of the Fingerprint result.

Note: If the vendor administrator will not be coming on a TVA site, fingerprints are not required. This may not apply to contractors at nuclear location who work outside the protected area.



Step 10: Enter Vendor Administrator's first and last name in the appropriate fields. (Middle initial is not mandatory.)

Step 11: Enter Vendor Administrator phone number in the Phone Number field.

Step 12: Enter Vendor Administrator fax number in the fax number field.

Request User ID

	Return	Submit	Logoff
First Name:	Joe		
Middle Initial:	L		
Last Name:	Smith		
Phone Number:	(423) 555 - 3567		
Fax Number:	(423) 555 - 5478		
Street Address:	123 S. Holston Ave		
City, State, Zip:	Chattanooga, TN 37854		
Email Address:	jlsmith@alstom.com		
TVA Address:			
Vendor Admin:	Joe L Smith		
To search, click vendor:	Vendor:		
Requestor:	DANTLEY W HEITZMAN		
Requesting Vendor:	TVA EMPLOYEES		
	Return	Submit	Logoff



Step 13: Enter Vendor Administrator's street address in the street address field.

Step 14: Enter a city, state, and zip.

Step 15: Enter Vendor Administrator's email address in the Email Address field

Request User ID

	Return	Submit	Logoff
First Name:	Joe		
Middle Initial:	L		
Last Name:	Smith		
Phone Number:	(423) 555 - 3567		
Fax Number:	(423) 555 - 5478		
Street Address:	123 S. Holston Ave		
City, State, Zip:	Chattanooga, TN 37854		
Email Address:	jlsmith@alstom.com		
TVA Address:			
Vendor Admin:	Joe L Smith		
To search, click vendor:	Vendor:		
Requestor:	DANTLEY W HEITZMAN		
Requesting Vendor:	TVA EMPLOYEES		
	Return	Submit	Logoff



Step 16: Enter Vendor Administrator's TVA address in the TVA address field. If they do not have a TVA address, leave blank.

Request User ID

	Return	Submit	Logoff
First Name:	Joe		
Middle Initial:	L		
Last Name:	Smith		
Phone Number:	(423) 555 - 3567		
Fax Number:	(423) 555 - 5478		
Street Address:	123 S. Holston Ave		
City, State, Zip:	Chattanooga, TN 37854		
Email Address:	jlsmith@alstom.com		
TVA Address:			
Vendor Admin:	Joe L Smith		
To search, click vendor.	Vendor:		
Requestor:	DANTLEY W HEITZMAN		
Requesting Vendor:	TVA EMPLOYEES		
	Return	Submit	Logoff

Request User ID

Return		Submit		Logoff	
First Name:	<input type="text" value="Joe"/>				
Middle Initial:	<input type="text" value="L"/>				
Last Name:	<input type="text" value="Smith"/>				
Phone Number:	<input 3"="" text"="" type="text" value="555</input></td> <td colspan="/> <input type="text" value="- 3567"/>				
Fax Number:	<input 3"="" text"="" type="text" value="555</input></td> <td colspan="/> <input type="text" value="- 5478"/>				
Street Address:	<input type="text" value="123 S. Holston Ave"/>				
City, State, Zip:	<input type="text" value="Chattanooga"/>	<input type="text" value="TN"/>	<input type="text" value="37854"/>		
Email Address:	<input type="text" value="jlsmith@alstom.com"/>				
TVA Address:	<input type="text"/>				
Vendor Admin:	<input type="text" value="Joe L Smith"/>				
To search, click vendor:	<input type="text" value="Vendor:"/>				
Requestor:	<input type="text" value="DANTLEY W HEITZMAN"/>				
Requesting Vendor:	<input type="text" value="TVA EMPLOYEES"/>				
Return		Submit		Logoff	

Step 17: Click the Vendor button next to the vendor field.



Step 18: If you know the Supplier's Vendor Code, type it in and click the Submit button. If you complete this step, skip steps 19-21 and proceed to step 22.

Search For A Vendor

Submit Return	
Vendor Name:	<input type="text" value="Alstom"/>
Vendor ID:	<input type="text"/>

Step 19: If you do not know the Supplier's Vendor Code, enter the Supplier's company name in the Vendor Name field. You may enter any portion of the company name.

Step 20: Click the Submit button.

Search For A Vendor

<input type="button" value="Submit"/> <input type="button" value="Return"/>	
Vendor Name:	<input type="text" value="Alstom"/>
Vendor ID:	<input type="text"/>



Step 21: Select the record by clicking the check box to the left of the Vendor name you wish to choose.

Note: If the vendor is not listed, you must send a copy of the vendor administration registration form to the Employee Service Center and request that they create a vendor code. Once you receive it, you can return to step 17 and proceed.

Step 22: Click the Submit button.

Vendor List				
To Select Vendor(s), Check The Box To The Left Of The Vendor ID And Click Submit.				
Select	Vendor ID	Description	Contact	Phone
<input type="checkbox"/>	4469	ALSTOM	Simoni,David F.	412/967-7192
<input type="checkbox"/>	4282	ALSTOM POWER, INC.	Hall,Ruth E.	303/730-4006
<input checked="" type="checkbox"/>	4316	ALSTOM POWER, INC.	Kaelin,Bruno	423/265-8590
<input type="checkbox"/>	4271	ALSTOM Power, Inc.	Richards,Jane W.	865/694-5212
<input type="checkbox"/>	4654	Alstom Power, Inc.	Hollauf,Andrea	804/763-7611
<input type="checkbox"/>	4673	Alstom-APComPower,Inc.	Bella,Eric	256/389-7938

Request User ID

Return		Submit		Logoff	
First Name:	<input type="text" value="Joe"/>				
Middle Initial:	<input type="text" value="L"/>				
Last Name:	<input type="text" value="Smith"/>				
Phone Number:	<input type="text" value="(423)"/>	<input type="text" value="555"/>	<input type="text" value="- 3567"/>		
Fax Number:	<input type="text" value="(423)"/>	<input type="text" value="555"/>	<input type="text" value="- 5478"/>		
Street Address:	<input type="text" value="123 S. Holston Ave"/>				
City, State, Zip:	<input type="text" value="Chattanooga"/>	<input type="text" value="TN"/>	<input type="text" value="37854"/>		
Email Address:	<input type="text" value="jlsmith@alstom.com"/>				
TVA Address:	<input type="text"/>				
Vendor Admin:	<input type="text" value="Joe L Smith"/>				
To search, click vendor.	Vendor:	<input type="text" value="ALSTOM POWER, INC."/>			
Requestor:	<input type="text" value="DANTLEY W HEITZMAN"/>				
Requesting Vendor:	<input type="text" value="TVA EMPLOYEES"/>				
Return		Submit		Logoff	

Step 23: Click the Submit button.

Note: If there is an existing Vendor Administrator for the chosen vendor, a pop-up box will be displayed stating a Vendor Administrator already exists for the chosen vendor. You have the option of sending an email to Personnel Security to have the existing Vendor Administrator deleted or to cancel the process and contact the existing Vendor Administrator. A vendor can only have one active Vendor Administrator.



Steps 24-27:

Click ok on the pop up box, click the return button, click the main menu button, and log off WCSS.

Finish and Log Off