U.S. Department
of Transportation
Federal Aviation Administration

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CONTRACTOR STAFFING ACCESS QUESTIONNAIRE

Purpose: The purpose of this questionnaire is to identify the access needs of a potential contractor's employees so the FAA may determine the appropriate investigation requirements and badging needs for the contractor in the event of contract award.
INSTRUCTIONS: Please complete and return

1. What is the estimated number of employees (both full and part-time including subcontractor personnel)anticipated to support this contract throughout the life of the contract? If available, attach a list of personnel proposed to work on the contract.

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2. Please provide the following information for each labor category anticipated on this contract. Where the labor categories are specified in advance by the FAA, these labor categories must be used. Where the labor categories are not specified in advance, use contractor labor categories:

Labor Category 1

Position Title(s)				
Estimated number of employees in this category				
Will employees in this category require routine (defined as more than (1) day per week), access to an FAA facility for more than 180 days?	**Yes**	○	**No**	○
Will employees in this category require access to FAA computer systems or FAA networks (i.e., computer access, etc.)?	**Yes**	○	**No**	○
Will employees in the category require access to FAA Sensitive Unclassified Information (SUI) (e.g., building or land designs, drawings, research and development material, operations plans, etc.)?	**Yes**	○	**No**	○

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Labor Category 2

Position Title(s)				
Estimated number of employees in this category				
Will employees in this category require routine (defined as more than (1) day per week), access to an FAA facility for more than 180 days?	**Yes**	☐	**No**	☐
Will employees in this category require access to FAA computer systems or FAA networks (i.e., computer access, etc.)?	**Yes**	☐	**No**	☐
Will employees in the category require access to FAA Sensitive Unclassified Information (SUI) (e.g., building or land designs, drawings, research and development material, operations plans, etc.)?	**Yes**	☐	**No**	☐

Labor Category 3

Position Title(s)				
Estimated number of employees in this category				
Will employees in this category require routine (defined as more than (1) day per week), access to an FAA facility for more than 180 days?	**Yes**	☐	**No**	☐
Will employees in this category require access to FAA computer systems or FAA networks (i.e., computer access, etc.)?	**Yes**	☐	**No**	☐
Will employees in the category require access to FAA Sensitive Unclassified Information (SUI) (e.g., building or land designs, drawings, research and development material, operations plans, etc.)?	**Yes**	☐	**No**	☐