

INSTRUCTIONS

AFFILIATE TYPE determines responsibility for completing this form. All contractor personnel must have the form completed and signed by the Contracting Company Security Officer. All resident government employees must have the form completed and signed by the cognizant government representative.

When the individual no longer requires access to JPL, the cognizant individual or organization must complete "Separation Clearance - Affiliate Personnel" (JPL 2078-S) and submit the form with the JPL badge to the Security Offices at the time of Separation. Terminations cannot be processed without receipt of JPL 2078-S, "Separation Clearance – Affiliate Personnel" and JPL badge.

The following describes the required entries for each block:

AFFILIATE PERSON No.: Completed by Security and Protective Services.

AFFILIATE TYPE: Check the appropriate block. This block will affect organizational headcount and badge type. You may choose only one Affiliate Type.

Resident Affiliate indicates that the individual has a workplace located at the JPL facility, works there for a minimum of 5 work days a week, and will have JPL workspace and/or property assigned to them.

Please choose only one of the following job classifications for this Affiliate Type:

- Support-Effort Contractor
- Task-Effort Contractor
- Floater, Short-Term, Frequent Assignments

Resident Non-Accountable Affiliate indicates that the individual has a workplace located at the JPL facility and works there for a minimum of 5 work days a week, but does not have JPL workspace and/or property assigned to them.

Please choose only one of the following job classifications for this Affiliate Type:

- Campus (Faculty, Staff, Student)
- Credit Union
- Educational Affairs Program
- Government Employee
- On Site Services
- IPAC
- Resident Government Employee
- Visiting Independent Advisor

Non-Resident Frequent Long Term Access/External Access Affiliate indicates that the individual works with JPL a minimum of 3 work days a week or 180 consecutive work days a year and has no JPL workspace and/or property assigned to them.

Please choose only one of the following job classifications for this Affiliate Type:

- Campus (Faculty, Staff)
- Consultant (Fee Paid)
- Credit Union
- External Audit
- External User/Remote Access Only
- Government Contractor
- Government Partner
- IPAC
- On Lab Interviews
- Service Contractor
- Special
- Student Intern Program
- TSEP
- Task Effort
- Visiting Independent Advisor

INSTRUCTIONS (Continued)

AFFILIATE DATA

AFFILIATE NAME, Telephone, Address, City, State, Zip Code, Social Security No., Date of Birth, Business email: Information for the individual being badged.

List Other Names Used: Aliases, maiden names, nicknames.

Place of Birth: City, state, and country of birth.

U.S. Citizenship?: Check one. All Affiliates, regardless of place of birth, must provide proof of citizenship. US citizens must provide either a valid US passport or birth certificate. Permanent residents must present their Resident Alien Card and Foreign Nationals must present their Passport/Visa at the time of badging. Those requesting Remote/External Computer Access born outside of the United States must include a copy of their birth certificate, passport, or permanent resident "green" card.

Alien Registration No. or Visa Type: Permanent residents must indicate their A#, Foreign Nationals their Visa Type (i.e., J-1, H-1).

- **Every Affiliate must provide Proof of Citizenship regardless of where said Affiliate was born. (Birth Certificate/Abroad, Passport, Permanent Resident "Green Card" or Visa.)**

CLEARANCE, DATE, AND ISSUING AGENCY: Contractor employees only. Only required when the security clearance information is necessary for the work performed at JPL.

EMERGENCY CONTACT NAME, Telephone, Address, City, State, Zip Code: Information for an individual who can be contacted in case of an emergency for the individual being badged.

REPRESENTING (Company Facility/Agency Name or Self), Telephone, Address, City, State, Zip Code: Information regarding the company or agency being represented by the individual being badged. If **Self**, no additional information required.

SUBCONTRACT NO.: Contractor employees only. JPL's Subcontract number for the work being done.

END DATE: End date for the subcontract number listed.

DURATION OF ACCESS: Start and end dates for the individual's access requirement.

JPL POINT OF CONTACT, Name, Employee No., Section, Mail Stop, Extension, email: Information for the JPL Employee supervising or hosting the individual being badged. *Note: The individual and JPL Point of Contact must be located in the same Section.*

COMPANY AUTHORIZATION

Current Date, Authorized By: To be signed and dated by the representing company's contract Negotiator prior to section authorization. Please void if no contract negotiator is involved.

SECTION AUTHORIZATION

Current Date, Authorized By: Completed and signed by the Business Administration Manager or Section Manager prior to, or on, the actual start date but prior to badging.

-- This request requires a minimum of 48 hours to review and process. --