

Attachment 1  
Exelon In-Processing Checklist

Listed below are items that individuals In-Processing at one of our Nuclear Facilities shall arrive with on their hire day.

**The following are items that are required:**

- ❖ **State or Government Issued Picture ID (If picture is on a valid, e.g., not expired, etc. Drivers License that will be sufficient)**
- ❖ **Social Security Card/Work Visa #/Naturalization Certification #**
- ❖ **Location and date of last Unescorted Access to any nuclear station in the US**
- ❖ **Education Institutions, city & state addresses, dates attended (information should include high school)**
- ❖ **Four personal references (must be available for contact)**
  - Names, addresses & telephone numbers (day/evening)  
(References cannot be related to the individual or residing in their home)
- ❖ **Employment History (3 years or since last unescorted access)**
  - Company names, address & telephone numbers
  - Dates employed (from & to) (**Must include Month/Day/Year**)
- ❖ **Unemployment Periods**
  - Dates Unemployed (From & To) (**Must include Month/Day/Year**)
  - Must be verified by a personal reference (**can be related**) with a telephone number
- ❖ **Credit History**
  - Must list 1 creditor (VISA, Master Charge, etc.) and explain any credit difficulties. Foreign Nationals must bring in a credit report from Country of Origin.
- ❖ **Residences for Last 5 Years or since last unescorted access**
- ❖ **Arrest Documentation**
  - **All Arrests, since your 18<sup>th</sup> birthday, need to be reported (you may omit speeding tickets or parking offenses).**
    - You Must Bring the Arresting papers & Final Court disposition for any arrest occurring within the last 5 years.
    - If it is a single **DUI Arrest** within 365 days, you must bring copies of the Arresting papers, the court Disposition, the Evaluation by a Certified Addiction Counselor and any treatment requirements.
    - Any **PENDING DUI Arrests must** have a current Evaluation by a Certified Addiction Counselor.
    - You may be required to provide documentation for any arrest.

## ❖ **Fitness for Duty**

### ➤ **All persons must successfully pass a Pre-Access Drug & Alcohol Test**

All persons applying for Unescorted Access **MUST** indicate:

- ◆ If you have ever been denied unescorted access to any nuclear power plant.
- ◆ If you have ever been removed from or made ineligible for unescorted access to any nuclear facility, Technical Support Center (TSC) or Emergency Operations Facility (EOF) for a violation of a Fitness for Duty Program.
- ◆ If you have violated an employer's drug and alcohol testing program.
- ◆ If you have subverted or attempted to subvert a drug or alcohol testing program or refused to take a drug or alcohol test.
- ◆ If you have used, sold or possessed illegal drugs or abused illegal drugs.
- ◆ If you have had legal or employment action taken for alcohol or drug use.
- ◆ If you have been subjected to a plan for substance abuse treatment (except for self-referral)
- ◆ If you have tested positive for illegal drugs or use of alcohol that resulted in on duty impairment, or pre-employment testing.