



Homeland
Security

May 22, 2024

ACTION

MEMORANDUM FOR COMPONENT CHIEF SECURITY OFFICERS

FROM:

Richard D. McComb
Chief Security Officer

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RICHARD D MCCOMB
Date: 2024.05.22
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SUBJECT:

Requirement for the Use of the Enterprise Security Forms System for Contractor Onboarding

Purpose: This memorandum announces the deployment of the Enterprise Security Forms System (eSFS) and directs its use by all Department of Homeland Security (DHS) Components for contractor onboarding. The Office of the Chief Security Officer (OCSO) wants to ensure consistent and accurate data is collected for required metrics reporting and compliance with the *Federal Personnel Vetting Performance Management Standards*, dated *September 14, 2022*, issued by the Security Executive Agent and Suitability and Credentialing Executive Agent.

Background: eSFS was developed to support Trusted Workforce 2.0 (TW 2.0) to promote efficiency and effectiveness through a more automated process. It also provides transparency between lines of businesses and holds stakeholders accountable to their assigned roles and responsibilities throughout the end-to-end hiring process of contractors. The creation of eSFS addresses recommendation 14 from the *Personnel Security Operations Review*, signed *February 26, 2019*, to create a centralized Department-level personnel security intake processing and customer service center within DHS. eSFS is a new enterprise system that enables secure, paperless onboarding, including forms processing and prescreening. Several personnel vetting processes and systems are used for onboarding, which includes collection of information on various forms, to conduct preliminary screening prior to entry on duty (EOD). However, none of these processes or systems provide automated status and transparency across various personnel security-related onboarding roles to include Contractor Facility Security Officer, Contractor Program Managers, Contracting Officer's Representative (COR), and personnel security divisions.

The data fields from the following DHS forms for contractor onboarding have been programmed for collection within eSFS:

- DHS Form 11000-25, *Contract Fitness/Security Screening Request Form*¹;
- DHS Form 11000-9, *Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act*;
- DHS Form 11000-6, *Department of Homeland Security Non-Disclosure Agreement*; and
- Optional Form 306, *Declaration for Federal Employment*.

¹ All DHS Components are required to use this form per the CSO Memorandum of December 12, 2017, *Ensuring Data Integrity of Access Lifecycle Management Data through an Office of the Chief Security Officer Initiative*.

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Context: eSFS replaces existing hard copy security forms establishing a standalone web-based application portal accessible via the internet. Contractor applicants, CORs, program manager representatives from DHS vendors, and personnel security specialists will access the portal through *Login.gov* or through use of their current DHS issued credential to complete their assigned role(s) in the system. Once completed, the collected data will pre-populate all required forms and automatically create and import the official record into the Integrated Security Management System (or successor system). eSFS records and timestamps each step of the process to provide a more granular view of timeliness metrics for collection of information from all system users, transfer-of-trust, rapid vetting decisions, and final EOD dates through a dashboard available for assigned users to review at any time. This new system provides transparency of the end-to-end onboarding processes.

Future applications and enhancements will include the federal employee population and its onboarding forms, automatic record creation, and other identified employee case types. eSFS will streamline operations by reducing errors, increase transfer-of-trust for contractors already vetted within DHS, and improve time-to-hire by identifying bottle-neck processes.

Implementation: Component Senior Implementation Officials are responsible for ensuring the use of eSFS to further enhance the implementation of TW 2.0. The eSFS design will improve workflow processes, timeliness, and promote efficiency and effectiveness. eSFS will be deployed in a phased approach with three to four Components implementing in stages, one week at a time. The team will reach out to each affected Component prior to deployment to provide information necessary for a smooth deployment. This information will include, but is not limited to, training guides or materials; explanation of the phased implementation or transition period and duration; and a reminder to update contract language if necessary.

OCSO requests that Components help identify points of contact within their personnel security and procurement offices and provide that information to J'son Tyson, Director of the OCSO Enterprise Security Operations and Support Directorate, Enterprise Security Services Division, at J'son.tyson@hq.dhs.gov. For questions about training please contact the VIEW Service Support Desk at VIEWSupport@hq.dhs.gov.

For all other questions or additional information, please contact persecpolicy@hq.dhs.gov.

Attachments:

1. Federal Personnel Vetting Performance Management Standards, September 14, 2022
2. Personnel Security Operations Review signed February 26, 2019
3. DHS "Ensuring Data Integrity of Access Lifecycle Management Data through an Office of the Chief Security Officer Initiative," December 12, 2017