

DHS Headquarters Personnel Security AIR Overview



Department of Homeland Security
Office of the Chief Procurement Officer

Agenda

DHS Personnel Security Acquisition Innovation
Roundtable (AIR) Overview

Glossary of Terms Highlights

Key Topics

High-level Headquarters Personnel Security
Flowchart

Question and Answer

DHS Personnel Security AIR Overview

DHS Acquisition Innovations in Motion (AIiM) is a product of the Unity of Effort Initiative signed by Secretary Jeh Johnson.

AIiM includes a series of initiatives, industry engagements, and conversations focused on reciprocal learning between DHS and private industry.

DHS established a Personnel Security Acquisition Innovation Roundtable (AIR) to raise awareness about DHS security processes, better understand how industry adjusts to these processes, and identify knowledge gaps and areas for further exploration


- The AIR included a diverse group of industry representatives and participants from the DHS Office of the Chief Security Officer, DHS component security offices, and the DHS Office of the Chief Procurement Officer to obtain candid perspectives from key stakeholders.
- This webinar is a result of valuable dialogue aimed at supporting industry's request for DHS to promote greater transparency and collaboration during the security process.

Glossary of Terms

Suitability vs Fitness

Position Risk Level vs National Security Positions

Other examples


Department of Homeland Security
Office of the Chief Procurement Officer

GLOSSARY OF TERMS

STAKEHOLDERS

Chief Security Officer (CSO)
The CSO has Department-wide responsibility for the supervision, oversight and direction of the Department's Security Programs for personnel, information technology and communications systems, facilities, property, equipment, information and other material resources. The CSO establishes unified policies and business practices across the Department to ensure the efficient and effective use of resources in performing the actions needed to achieve functional excellence in the Security Program.

Personnel Security Division (PSD)
The PSD is responsible for evaluating and reporting the effectiveness of the DHS Personnel Security Program; determining individuals' suitability, fitness, eligibility to occupy a national security position or eligibility for access to classified information; and notifying the appropriate program office of the suitability, fitness, or eligibility adjudicative decision.

Chief Procurement Officer (CPO)
The CPO is responsible for ensuring that contracting officials and program officials consider whether personnel security or clearance requirements are applicable and insert appropriate agency or federal security program requirements in DHS solicitations, contracts, agreements, or other transactions. ¹

Contracting Officer's Representative (COR)
The CORs are appointed by the Contracting Officer (CO) in writing to perform specific functions in managing a contract. The COR provides technical direction to the contractor employee within the confines of the agreement. The CO and the COR work together to ensure the contract requirements are clearly communicated to the contractor employee. The COR is the primary liaison between PSD and industry representative and is responsible for submitting the DHS form 11000.25¹ (Contract Suitability/Security Screening Request Form) and applicable security packages for contractor applicants to PSD.

Facility Security Officer (FSO) / Industry Security Professional (ISP)
An individual who has a "need to know" as it pertains to security matters for a contract. The FSO/ISP serves as a security subject matter expert for industry as well as a liaison between the contractor employee or individual, and COR for security matters.

TERMS

Adjudication
An examination of an individual's character and conduct over a sufficient period of time to make a determination of fitness to work on a DHS contract and/or eligibility for access to Sensitive Compartmented Information (SCI) and/or Special Access Programs (SAP), materials, or areas.

Adjudicator
A personnel security specialist who performs adjudications (see above).

Background Investigation
A generic term used to describe the various types of investigations into an individual's background that are used to determine an individual's fitness to work on a DHS contract and/or eligibility for access to SCI, SAP, materials, or areas. Investigations are conducted using a variety of methods including the completion of standard form questionnaires, electronic inquiries, written or telephonic inquiries, or through personal contact with individuals.

¹ Current (04-09) version under revision

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Information gathered as of July 2016

Personnel Security Key Topics

Roles and Responsibilities related to “clearances”

Reciprocity (types and challenges)

Timeliness and factors

Communication

DHS Personnel Security Flowchart



DHS Headquarters Personnel Security Process Overview

Homeland Security Acquisition Innovation Roundtable

This process overview is a product of the DHS Acquisition Innovations in Motion (AIM) Acquisition Innovative Roundtable, which brought together industry and government representatives to discuss knowledge gaps in the security process.

Prior to the Contract Award

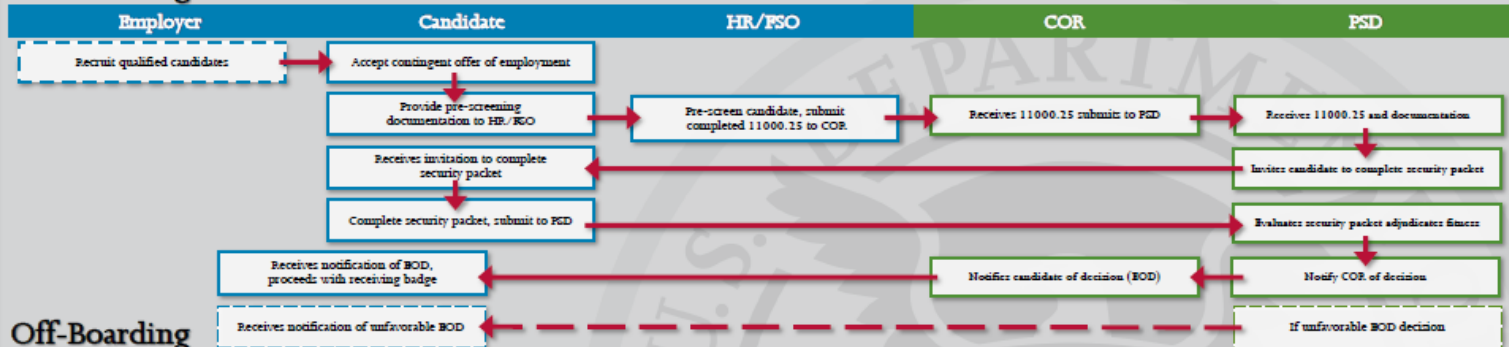
Homeland Security releases an RFP/RFQ: SOW defines the position and risk level

Industry Responds to RFP/RFQ: A staffing plan is developed based on the SOW released in the RFP/RFQ. Industry extends employment offer contingent on award of contract and fitness.

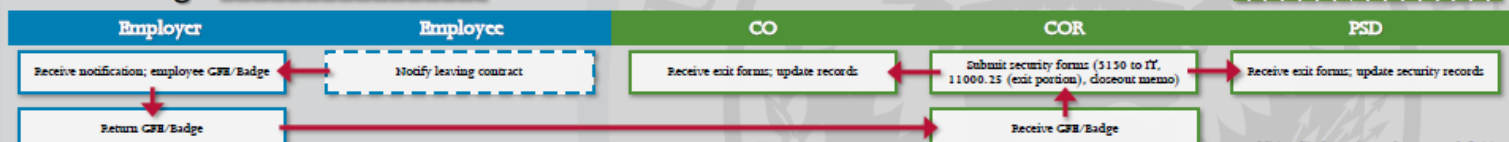
Contract Awarded

A Contracting Officer (CO) holds a kick-off meeting to start the contract. This includes a representative from the employer, possible key personnel, the COR and program manager from the government and industry side. During this meeting, a staffing plan will be discussed and reviewed with designated levels of fitness required. Security documentation, including the security screening request form: DHS Form 11000.25, begins the security process.

On-Boarding



Off-Boarding



For additional information and acronym definitions, please see the DHS Security AIB Glossary of Terms.

Question & Answer

This time is to ask general questions related to the security process at DHS Headquarters.

If you have additional questions, please email DHSindustryliasion@hq.dhs.gov