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**

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#### STAKEHOLDERS

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<tr>
<th>Position</th>
<th>Description</th>
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<tbody>
<tr>
<td>Chief Security Office (CSO)</td>
<td>The CSO has department-wide responsibility for the supervision, review, and direction of the Department's Security Program.</td>
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<tr>
<td>National Security Program (NSP)</td>
<td>The NSP is responsible for evaluating and reporting the effectiveness of the DHS National Security Program. (see above)</td>
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<tr>
<td>Chief Procurement Officer (CPO)</td>
<td>The CPO is responsible for ensuring that contracting officials and program officials consider whether personal security clearance requirements are applicable and, if so, what clearance level is necessary.</td>
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<tr>
<td>Contracting Officer’s Representative (COR)</td>
<td>The COR, as appointed by the Contracting Officer (CO), is responsible for performing specific functions in managing a contract. The COR’s role depends on the needs of the CO and the COR’s work to ensure that the contract requirements are clearly communicated to the contractor.</td>
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<tr>
<td>Facility Security Office (FSO)</td>
<td>An individual who has a “need to know” in a position to receive control information. The FSO serves as a security subject matter expert for security issues and recommendations.</td>
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#### TERMS

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<tr>
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<tr>
<td>Administration</td>
<td>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 Program (SAP) materials, or any other type of information (see below).</td>
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<tr>
<td>Adjudication</td>
<td>The process of making decisions based on the results of an individual’s background investigation (see below).</td>
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<tr>
<td>Background Investigation</td>
<td>The process of gathering and analyzing information to determine whether an individual is suitable for a position or is eligible for access to sensitive compartmented information (SCI) and/or Special Access Program (SAP) or any other type of information (see below).</td>
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*Current ONI version as of Oct 2013*
Personnel Security Key Topics

Roles and Responsibilities related to “clearances”

Reciprocity (types and challenges)

Timeliness and factors

Communication
DHS Personnel Security Flowchart

Prior to the Contract Award

Homeland Security
Industry Responds to RFQ/BPQ
2009 defines the position risk level

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 managers from the government and industry side. During this meeting, a staffing plan will be discussed and reviewed with designated levels of access required for security documentation, including the security screening request form. DCS Form 11000.25, begins the security process.

On-Boarding

Employer

- Candidate accepts contingent offer of employment
- Provide pre-screening documentation to HR/PSO
- Invite to complete security packet
- Complete security packet, submit to PSD

HR/PSO

- Pre-screen candidate, submit completed 11000.11 to COR
- Receive 11000.25 and documentation
- Invite candidate to complete security packet
- Receive 11000.15 and documentation

COR

- Receive notification of BID, proceed with receiving badge
- Receive notification of unfavorable BID

PSD

Off-Boarding

Employer

- Receive notification; employee needs badge
- Notify hiring manager

Employee

- Identify hiring contact
- Receive exit form; update records
- Receive exit form; update security records

CO

- Receive exit form; update records
- Initial security form (1130 to HR, 11000.25 (exit person), closest manager)

COR

- Receive exit form; update security records

PSD
Question & Answer

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

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