General Contractor Onboarding Process Map

**Contract Award to Submission of Candidate to DHS [10 DAYS]**
- Initial Paperwork Collection From Candidate [28 DAYS]
- Paperwork Received to Initial EOD Determination [21 DAYS]
- Initial EOD Determination to Final Determination [30 DAYS]
- Final Determination to Start Date [5 DAYS]

**Schedule or Request Previous Investigation**

- **Recruit and Pre-Screen Qualified Candidates**
- **Begin Security Process**
- **Complete Security Paperwork**
- **Submit Paperwork to Security Office**

**Conduct Fitness Determination**

- **Notify Individual to Begin Work**

**Clearance Required?**

- **Active Clearance?**
  - **Notify COR and Company POC**
  - **Stop Process**
  - **YES**
  - **NO**
  - **Documents Complete?**
    - **NO**
    - **YES**

**Fitness Granted?**

- **Notify COR and Company POC**
- **Stop Process**

**Approve Qualified Candidate?**

- **NO**
- **YES**

**Request Security Paperwork from Individual**

- **Submit Additional Paperwork (e.g., 11000-25) to Security Office**

**Documents Complete?**

- **NO**
- **YES**

**Reciprocity Granted?**

- **YES**
- **NO**

**Collect Additional Security Paperwork (if required)**

**Final Determination to Start Date [5 DAYS]**

- **Notify COR and Company POC**

**Note:** This is approximate. The contractor should work closely with the COR to establish a time frame for submittal to coincide with the contract transition if applicable.
Occupational Security

Adjudicative Process

Before an individual enters the adjudicative process, he or she must first be cleared by the relevant Contracting Officer (COR) to perform the duties of the federal position.

What Does DHS Review?

DHS conducts background investigations on individuals who are seeking to be federal employees or possess security clearances. These investigations are conducted to ensure that the individual is suitable for the position and that they do not pose a risk to national security or the agency.

What is a Background Investigation?

A background investigation is a process conducted by a federal agency to determine whether an individual is suitable for a federal position with access to sensitive information. The investigation includes a review of the individual’s criminal history, work history, education, and other relevant information.

Adjudicative Authority

The adjudicative authority is 5 CFR 731.202 SEAD 4/E.O. 12968 ICD 704.

Current Investigation Type

The current investigation type is Tier 1, Tier 2, Tier 4, Tier 3, or Tier 5.

Investigative Coverage

The investigative coverage is defined as follows:

Type Public Trust National Security

Purpose

To ensure that individuals are suitable for federal employment and that they do not pose a threat to national security.

What happens if the investigation is unsatisfactory?

If the investigation is unsatisfactory, the individual will not be cleared for federal employment. The decision will be based on the findings of the investigation and the adjudicative decision will be made.

Can I contact someone if I have further questions about this process?

Yes, you can contact your COR or your cognizant security office for further assistance. You can also contact the Office of the Chief Security Officer at 202-267-5320.

Additional Resources

For additional information, you can visit the Department of Homeland Security’s website at https://www.dhs.gov.
Text Version of Contractor Onboarding Process Map

Contract Award to Submission of Candidate to DHS (10 Days)¹
- PROCUREMENT – “Start Process”
- PROCUREMENT – “Contract Awarded” (Collaborative effort with COR and CONTRACT COMPANY)
- CONTRACT COMPANY – “Recruit and Pre-Screen Qualified Candidates”
- COR (decision block) – “Approve Qualified Candidate?”
  - YES – Proceed to “Begin Security Process” step
  - NO – Returned to CONTRACT COMPANY

Initial Paperwork Collection From Candidate (28 Days)
- CONTRACT COMPANY – “Request Security Paperwork from Individual”
- INDIVIDUAL – “Complete Security Paperwork” (Collaborate effort with CONTRACT COMPANY)
- CONTRACT COMPANY (decision block) – “Documents Complete?”
  - YES – Proceed to “Submit Paperwork to Security Office” step
  - NO – Returned to INDIVIDUAL
- CONTRACT COMPANY – “Submit Paperwork to Security Office”
  AND
- COR – “Submit Additional Paperwork (e.g., 11000-25) to Security Office”
- PERSONNEL SECURITY (decision block) – “Documents Complete?”
  - YES – Proceed to “Collect Additional Security Paperwork (if required)” step
  - NO – Returned to COR

Paperwork Received to Initial EOD Determination (21 Days)
- PERSONNEL SECURITY – “Collect Additional Security Paperwork (if required)” (Collaborative effort with INDIVIDUAL)
- PERSONNEL SECURITY (decision block) – “Clearance Required?”
  - YES – Proceed to “Active Clearance?” decision block
  - NO – Proceed to “Eligible for EOD?” decision block
- PERSONNEL SECURITY (decision block) – “Active Clearance?”
  - YES – Proceed to “Reciprocity Granted?” decision block
  - NO – “Notify COR” (Information shared with COR and CONTRACT COMPANY) – Stop Process
- PERSONNEL SECURITY (decision block) – “Reciprocity Granted?”
  - YES – Proceed to “Notify COR and Company POC” (Information shared with COR and CONTRACT COMPANY)
  - NO – Proceed to “Eligible for EOD?” decision block
- PERSONNEL SECURITY (decision block) – “Eligible for EOD?”
  - YES – Proceed to “Notify COR and Company POC” step (Information shared with COR and CONTRACT COMPANY)
  - NO – Proceed to “Schedule or Request Previous Investigation” step

¹ *Note: This is approximate. The contractor should work closely with the COR to establish a time frame for submittal to coincide with the contract transition in plan.
Initial EOD Determination to Final Determination (30 Days)
- CONTRACT COMPANY – “Notify Individual to Begin Work” if “Eligible for EOD?” decision was yes (Information shared with INDIVIDUAL)
  - INDIVIDUAL – “Begin Work”
  - INDIVIDUAL – Proceed to “Schedule or Request Previous Investigation” Step
- PERSONNEL SECURITY – “Schedule or Request Previous Investigation”
- PERSONNEL SECURITY – “Receive and Review Case Information”
- PERSONNEL SECURITY – “Conduct Fitness Determination”
- PERSONNEL SECURITY (decision block) – “Fitness Granted?”
  - YES – Proceed to “Notify COR and Company POC” (Information shared with COR and CONTACT COMPANY)
  - NO – Proceed to “Notify COR and Company POC” – Stop Process (Information shared with COR and CONTRACT COMPANY)

Final Determination to Start Date (9 Days)
- PERSONNEL SECURITY – “Notify COR and Company POC” if “Fitness Granted?” decision was yes (Information shared with COR and CONTRACT COMPANY)
- CONTRACT COMPANY – “Notify Individual to Begin Work (if EOD Originally Delayed)” (Information shared with INDIVIDUAL)
- INDIVIDUAL – “Begin Work” – Stop Process