



DHS Headquarters Personnel Security Process Overview

Homeland Security Acquisition Innovation Roundtable

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

Prior to the Contract Award

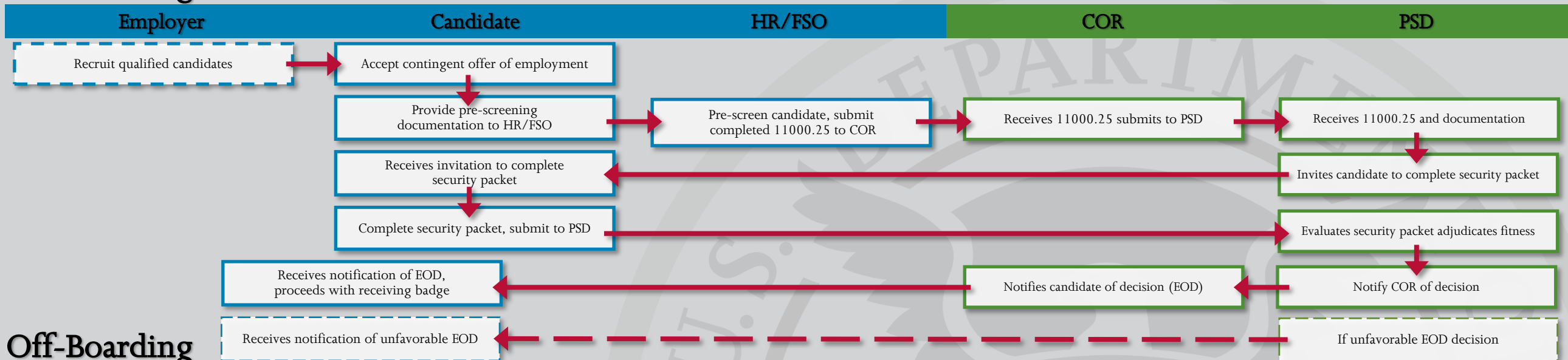
Homeland Security releases an RFP/RFQ:
SOW defines the position risk level

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.

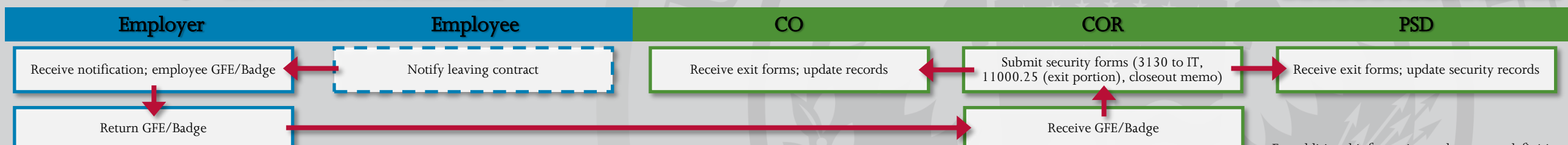
Contract Awarded

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



On-Boarding

1. Employer: Recruit qualified candidate
2. Candidate: Accept contingent offer of employment
3. Candidate: Provide pre-screening documentation to HR/FSO
4. HR / FSO: Pre-screen candidate, submit completed 11000.25 to COR
5. COR: Receives 11000.25 submits to PSD
6. PSD: Receives 11000.25 and documentation
7. PSD: Invites candidate to complete security packet
8. Candidate: Receives invitation to complete security packet
9. Candidate: Complete security packet, submit to PSD
10. PSD: Evaluates security packet adjudicates fitness
11. PSD: Notify COR of decision
 - a. COR: Notifies candidate of decision (EOD)
 - i. Candidate: Receives notification of EOD, proceeds with receiving badge
12. PSD: If unfavorable EOD decision
 - a. Candidate: Receives notification of unfavorable EOD

Off-Boarding

1. Employee: Notify leaving contract
2. Employer: Receive notification; employee GFE/Badge
3. Employer: Return GFE/Badge
4. COR: Receive GFE/Badge
5. COR: Submit security forms (3130 to IT, 11000.25 (exit portion), closeout memo)
 - a. CO: Receive exit forms; update records
 - b. PSD: Receive exit forms; update security records