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.

Personnel Security Process Overview

This process overview is a product of the DHS Acquisition Innovation Roundtable, which brought together industry and government representatives to discuss knowledge gaps in the security process.

On-Boarding

<table>
<thead>
<tr>
<th>Employer</th>
<th>Candidate</th>
<th>HR/FSO</th>
<th>COR</th>
<th>PSD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit qualified candidates</td>
<td>Accept contingent offer of employment</td>
<td>Provide pre-screening documentation to HR/FSO</td>
<td>Pre-screen candidate, submit completed 11000.25 to COR</td>
<td>Receives 11000.25 submits to PSD</td>
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<td></td>
<td></td>
<td>Receives invitation to complete security packet</td>
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<td>Complete security packet, submit to PSD</td>
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<td>Receives notification of IOD, proceeds with receiving badge</td>
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</table>

Off-Boarding

<table>
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<tr>
<th>Employer</th>
<th>Employee</th>
<th>CO</th>
<th>PSD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive notification; employee GFE/Badge</td>
<td>Notify leaving contract</td>
<td>Receive exit forms; update records</td>
<td>Receive exit forms; update security records</td>
</tr>
<tr>
<td>Return GFE/Badge</td>
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</tbody>
</table>

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