



# 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

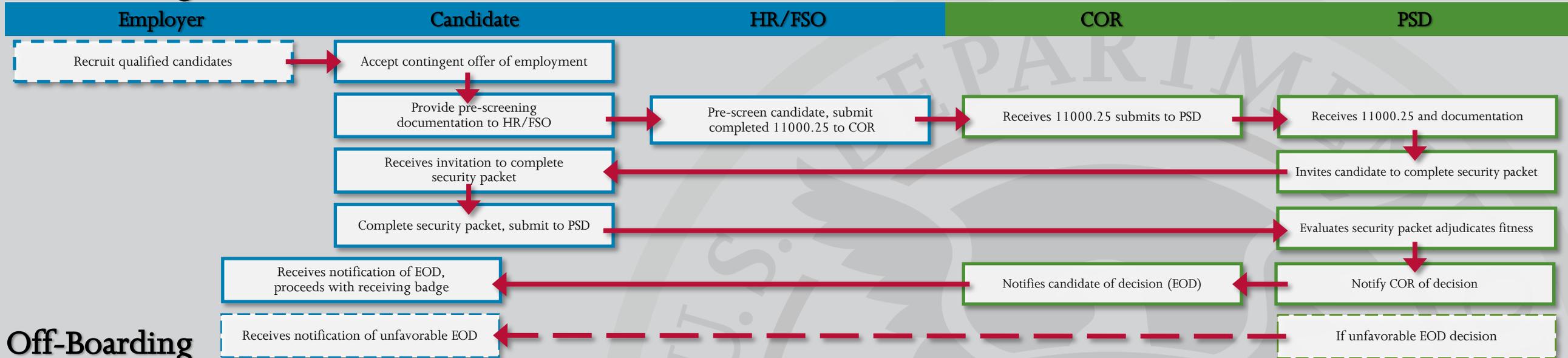
**Homeland Security releases an RFP/RFQ:**  
SOW defines the position risk level

**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.

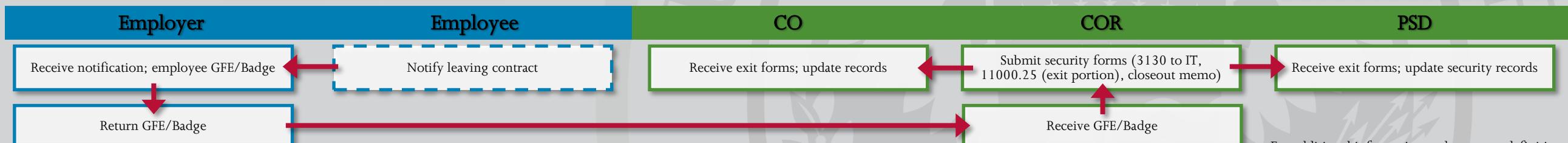
### Contract Awarded

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