

## **BACKGROUND INVESTIGATION REQUIREMENT**

1. The area the work is being performed in is considered a Federal facility and as such, all contractor personnel are subject to the requirements outlined under Homeland Security Presidential Directive 12 (HSPD-12). All contractor and subcontractor personnel performing work on site or accessing VA information systems shall complete the identity proofing required, above, and shall be the subject of a background investigation. The process is administered by the VA Security and Investigation Center, and completed by the Office of Personnel Management. All terms and conditions of the background process must be completed, prior to accessing the facility and/or information systems. Failure to comply with the Contractor personnel security requirements may result in termination of the contract for default. See instructions for completing background investigation below. VA Contractor Badges will be issued and displayed at all times.
2. All contractors and sub-contractors that require only short term access, or have limited intermittent access, will be subject to an FBI Criminal History Check and/or Identity Verification. Contact the contracting officer with questions. You must provide 2 forms of Issued ID Cards during this process.
3. The background consists of fingerprints at the local station, an Office of Personnel Management database for you to complete your personal information, and providing the required documentation as needed. If you have a clearance through an existing agency, this must still be verified, which will occur during the process.
4. The contracting officer will not authorize any deviation from the requirement, nor will there be any discriminatory practices.

## **BACKGROUND INVESTIGATION PROCESS INSTRUCTIONS**

1. These instructions are applicable to all contractor and subcontractor personnel working on site or accessing VA information systems.
2. The time it takes to complete the process is dependent on the timeliness, accuracy, and completeness of all required documents. **Remember, all documents are Federal forms and require full disclosure.**
3. All personnel shall complete and submit the VA Form 0711 (Section I) and OF-306 forms to the contracting officer. Please ensure that a valid email address is listed on the 0711 as most of the correspondence is paperless and done electronically.
4. Individuals must submit a set of fingerprints. Fingerprinting may be completed at the Human Resource Department of any VA Medical Center or at any other **federal** facility with fingerprinting capability. Please do **not** contact local, county or state police departments. **Two (2) forms of picture ID are required.** The results take a minimum of 48 hours to process or longer if there is a finding. The results are then received by the fingerprinting office and disseminated to the contracting officer.

5. Once cleared, individuals will receive an informational form to be completed. This must be sent **electronically** to the contracting officer. If there are unresolved issues, individuals may be contacted for further documentation.

**\*\*The form must contain both your information and your supervisor's, or an alternate point of contact's, information. Failing to return this form in a timely manner will cause further delay.**

6. Individuals will receive an electronic notification, via email, from the Security and Investigation Center (SIC) in Little Rock, AR. The notification will contain information regarding the e-qip process. **If you have not received an electronic notification from the SIC, any forms sent to them will be rejected.**

**\*\*Individuals will have only 7 days to log onto e-qip and complete the information. Failing to log in will result in the termination of the background investigation. E-Qip can be accessed at [www.opm.gov/e-qip](http://www.opm.gov/e-qip). **NOTE:** If a background check must be resubmitted **the contractor** will bear the cost to reprocess the request.**

7. Return these documents to the SIC, or the background request will be terminated and cause further delay. Individuals will receive an electronic notification within 10 days after the SIC receives their packet stating that the packet has been received and forwarded to the Office of Personnel Management for processing.

8. Once the background is cleared, the Contracting Officer will provide each individual with instructions on where to pick-up their badge. Once again, **please 2 forms of picture ID are required.**

**The process is time sensitive and can take up to 6 weeks if there are no issues or delays.**

## **CONTRACT RULES OF BEHAVIOR**

1. In accordance with VA Handbook 6500.6, Contract Security which incorporates Rules of Behavior (attached) for using VA, and other information systems and resources under the contract the contractors are required to complete training indicated in the solicitation. The contractor shall provide copies of training certificates and signed Contractor Rules of Behavior for each employee within five business days of reciprocation or receiving notice of initiated background investigation.