

Security and Suitability End-to-End Hiring Roadmap

ELEMENTS AND TASKS

Validate Need for new position against the Workforce, Staffing and Recruiting Plans.

Ownership: Managers

Maximum number of calendar days: (refer to Hiring Process Roadmap)

Confirm Accuracy/Reconcile Position Description

Ownership: Managers, Human Resources Office

Maximum number of calendar days: (refer to Hiring Process Roadmap)

Designate Position using OPM-provided Position Designation System which will automatically Determine Level of Investigation Commensurate with Position Designation

Ownership: Human Resources Office or Security Office with input from Managers

Maximum number of calendar days: 1

Best Practice: Managers provide input to the office designating the position.

- Designate the sensitivity level for the position, which triggers the investigative requirements for the position in relation to the national security assessment required by 5 CFR part 732.
- Designate the risk level for the position. Suitability investigative requirements pursuant to 5 C.F.R. part 731 vary according to the position's potential for adverse impact to the efficiency or integrity of the service.
- Designations must not be influenced by the cost of the investigation entailed.

Note: Ongoing initiatives of the Joint Reform Team may impact current investigative solutions.

Identify candidate and extend offer of employment

Ownership: Human Resources Office

Maximum number of days: (Refer to Hiring Roadmap)

- Offer may be conditional based on subsequent determinations that the person is suitable for Federal employment and that the person's appointment is clearly consistent with the interests of the national security at the sensitivity level designated.
- Offer may be conditional based upon a subsequent finding that the person is eligible to have access to classified information at the required level.

Review the candidate's Declaration for Federal Employment (required for new employees), Optional Form (OF) 306. Look for issues that might be considered a basis for finding an individual unsuitable for Federal employment. Agencies have the discretion to decide who will have the responsibility for reviewing the Declaration for Federal Employment; however, this important step should not cause

delays and may require increased communication between field locations, HR and Security offices (depending on agency structures).

Ownership: Human Resources Office or Security Office

Maximum number of calendar days: Refer to Hiring Process Roadmap

- If issues relating to material, intentional false statement or deception or fraud in examination or appointment appear to be present, refer to OPM.
- If issues relating to failure to testify as required pursuant to 5 C.F.R. § 5.4 appear to be present, refer to OPM.
- If suitability issues involving something other than those mentioned above, the agency should refer to OPM's suitability referral guidelines to determine whether the case should be referred to OPM, or adjudicated under the agency's delegated suitability authority.

If examination of the OF-306 is favorable, determine if there is a current investigation and/or adjudication that may satisfy investigative or adjudicative requirements under reciprocity rules and whether a valid Federal identity credential can be verified.

Ownership: Human Resources Office and Security Office

Maximum number of calendar days: 1 day, if there is a decision that can be reciprocally accepted. If the decision is not reciprocally accepted, the maximum number of days can extend to 6 months or more, as agencies respond to file requests from other agencies with varying response times.

- Security office will search Clearance Verification System (CVS) and OPM Security/Suitability Investigations Index (SII) for investigations.
- The planned enhancements to CVS include display of HSPD-12 credential information.

If no current investigation, Initiate Request for Investigation

Ownership: Security Office

Maximum number of calendar days: 10

- Agency ensures candidate has completed appropriate investigative questionnaire using the Electronic Questionnaire for Investigations Processing (e-QIP) and provided certification and releases. e-QIP is the most efficient means for submitting investigative requests.
- If OPM is the investigative service provider, agency completes Agency Use Block and indicates whether advance results of FBI National Criminal History Check (fingerprint check) or advance results of National Agency Check (NAC) are desired (for interim personal identification verification credential issuance, advance employment determination and/or interim clearance determination).
- Agency reviews the OF-306 and resumes to assess consistency with investigation request questionnaire; material, intentional false statement or deception in examination or appointment is reported to OPM FISC Suitability Adjudications Branch.

If OPM will be the investigative service provider, agency submits investigative request package in accordance with OPM guidance contained in publication INV-15 (formerly IS-15) "Requesting OPM Personnel Investigations." If new request for investigation has been initiated, agency may make an interim credentialing consistent with Governmentwide guidance. Interim clearance decisions and interim appointment decisions can also be made at this point.

Ownership: Security Office or Adjudicating Official

Maximum number of calendar days: 3 (if favorable results of NAC or Fingerprint check)

- Requires appropriate identity source documents from applicant and results of NAC or Fingerprint check.
- Agency will utilize “Final Credentialing Standards for Issuing Personal Identity Verification Cards under HSPD-12” released by OPM July 31, 2008 or any successor standards that may be issued in the future. These standards apply to Executive agencies under E.O. 13467. Where a credentialing determination is not automatic based on reciprocity, the agency may make either an interim credentialing determination or a single and final credentialing determination, as described in the Standards.

The employee may enter on duty if the agency desires, in advance of investigation completion and final adjudication, depending on position sensitivity and whether pre-appointment investigative requirements may be temporarily waived.

Ownership: Human Resources Office and Security Office

Maximum number of calendar days: (refer to Hiring Process Roadmap)

- Waiver of the pre-appointment investigative requirement for Sensitive positions is restricted as described in 5 CFR 732.202. Note: waivers may be granted for Critical-Sensitive positions or Noncritical-Sensitive positions. The pre-appointment investigative requirement may not be waived for appointment to positions designated Special-Sensitive.

OPM screens completed investigations for jurisdiction regarding issues that could result in debarment from Federal employment.

Ownership: OPM

Maximum number of calendar days: 1-21 days, depending on type of investigation

- If such indicators are present, OPM retains report of investigation, makes suitability adjudication and notifies agency of results.
- If unfavorable adjudication by OPM, OPM notifies agency and notifies individual of appeal rights to the Merit Systems Protection Board.

If investigation not retained for adjudication by OPM, then Adjudicate Investigation

Ownership: Agency Adjudicating Official

Maximum number of days for Clearance Adjudication - 90% within 30 days (FY08), 90% within 20 days (FY09 and beyond); Maximum number of days for suitability determination-only has not been stipulated but may be defined as reform initiatives align security and suitability processes.

- The “Credentialing, Suitability and Security Clearance Decision-Making Guide” released by OPM in January 2008 may assist in agency decision-making.
- The agency suitability and/or security adjudication provides the *de facto* final personal identification verification credentialing determination.

If favorable adjudication and employee has not yet entered on duty, Employee Enters on Duty

Ownership: Human Resources Office

Maximum number of days: (refer to Hiring Process Roadmap)