Subcontractor Personal Identity Verification (PIV) Credential Process
For Homeland Security Presidential Directive 12 (HSPD-12) Badge

1) Procurement Representative awards Subcontract.*

2) After execution of Subcontract, the End User/Subcontract Technical Representative (STR)/End User Support Specialist (ESS) shall:
   a. Submit badge request via OSR 10-302 for an uncleared badge or OSR 10-302 and OSR 10-232 for a badge with clearance.
      - OSR 10-232 cannot be submitted without FOCI determination or verification being received on subcontract from DOE-SR.
   b. Request service provider enrollment in GET, if applicable
      - National Crime Information Center (NCIC) check is performed automatically for all service providers with GET enrollment requests
      - End User/ESS/STR is notified of GET enrollment once service provider is cleared with NCIC
   c. Provide the following to the Subcontractor for each service provider requiring on-site access for longer than 6 months (note: all below information is found in PDF titled “Coversheet & DOE F 206.4 [Fillable] with ID guide”):
      i. Completed PIV processing cover letter,
      ii. DOE F 206.4, Information Sheet for Sponsorship of HSPD-12 Credential,
      iii. Instructions for completing DOE F 206.4 for sponsorship of HSPD-12 credential, and
      iv. Acceptable forms of identification information page for HSPD-12 enrollment.

3) The service provider returns completed PIV processing cover letter and DOE F 206.4 (blocks 1 through 9) to hspd-12@srs.gov.
   - The Subcontractor ensures the return of completed PIV processing cover letter and DOE F 206.4 (blocks 1 through 9) to hspd-12@srs.gov by service provider within three days.

4) HSPD-12 sponsors monitor hspd-12@srs.gov mailbox for receipt of DOE F 206.4 from service provider and inputs information provided on DOE F 206.4 into US ACCESS system for enrollment.

5) After service provider’s records are created in US ACCESS system, appropriate clearance processors are assigned for the processing of a service provider’s PIV card.
   a. Clearance processor sends service provider (via email address provided on DOE F 206.4, block 8) the registration code for eQIP with detailed instructions.
   b. Clearance processor initiates one of the following two eQIP options:
      i. For uncleared applicant requests: SF85 and OF 306 (Declaration for Federal Employment)
ii. For cleared PIV: SF86 and DOE F 5631.18 OB Burden Disclosure Statement/Security Acknowledgement
   • It is critical for service providers to be mindful of time constraints and to respond to instructions with a sense of urgency.

6) Subcontractors shall ensure service providers are completing SF-85/OF 306 or SF-86/DOE F 5631.18 as quickly as possible.

7) Clearance processor continues to work with service providers to ensure accurate completion of SF85/OF 306 or SF86/DOE F 5631.18.

8) Clearance processor submits completed SF-85/OF 306 or SF-86/DOE F 5631.18 to DOE-SR or Albuquerque Service Center.

9) Service provider reports to Badge Office on their first report-to-work day (as instructed by STR/End User/ESS)
   a. Service provider completes appropriate drug and alcohol test as applicable to clearance level
   b. Service provider completes HSPD-12 enrollment (photo, fingerprinting, ID verification)
   c. Local Site-Specific Only (LSSO) badge is issued to service provider
      • LSSO badge will have a **two-week** expiration date if SF-85/OF 306 or SF-86/DOE 5631.18 have not been submitted by clearance processor to DOE-SR or Albuquerque Service Center.
      • If, at the LSSO two-week expiration date, the SF-85/OF 306 or SF-86/DOE 5631.18 have not been submitted by clearance processor to DOE-SR or Albuquerque Service Center, the service provider cannot work until such time and the expired LSSO has been updated.
      • LSSO badge will have a **six-month** expiration date if SF-85/OF 306 or SF-86/DOE 5631.18 has been submitted by clearance processor to DOE-SR or Albuquerque Service Center.

10) Badge office will contact service provider once PIV determination has been received to schedule HSPD-12 pickup.

11) If service provider is denied for HSPD-12, no alterative site badges may be issued to include LSSO and CIV.

*If security clearance is **required**, the subcontract cannot be awarded until FOCI determination or VOF has been received from DOE-SR.

Note: Personnel Security will offer assistance to applicants if the need is determined.