

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 alternative 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.