

(CATEGORY B3)

U.S. Citizen Contractors - Access Required to LRN Critical Infrastructure, Government Information Systems, or Government Funds  
Greater Than Six (6) Months

**Standard Limited Criminal Check:** All Contractor and Subcontractor employees (hereinafter CSE) working under this contract or applicable task orders, regardless of type or length of contract will undergo a limited criminal check based on Lexis/Nexis (LN) conducted by the Nashville District Security Management Office (LRN-SM). The CSE submits legible documents or photocopies to the Contractor or the Contractor's designated representative (hereinafter, Contractor) who is responsible for submitting the required documents to the COR for a LN check, 10 days prior to CSE access to the project:

1. **LRN U.S. Citizen Security Access Form** – The form with guidance is available at <http://www.lrn.usace.army.mil/BusinessWithUs/Contracting/Contract Security Requirements/Security Access Form - US Citizens>
2. **Pre-Screen Candidates using E-Verify Program:** The Contractor must pre-screen candidates using the E-Verify program (<http://www.uscis.gov/e-verify>) website to meet the established employment eligibility requirements. Prior to enrollment the Contractor must ensure that the Candidate has two valid forms of Government issued identification information to ensure accuracy when entered in E-Verify. An initial list of verified/eligible candidates must be provided to the COR no later than three (3) business days after the initial contract award and a minimum of five (5) business days for new candidates thereafter.
3. **Photocopy of Two (2) IDs:** Acceptable documents are listed on the I-9, which can be found at the web address in #2 above.
4. **Declaration for Federal Employment (OF-306):** The form can be downloaded from: [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf). Failure to answer completely and truthfully could result in being denied approval to work on LRN contracts. In addition to requirements above U.S. Citizen Born Outside the United States must submit documentation that verifies the CSE is a U.S. Citizen: U.S. Passport (unexpired or expired), Certificate of U.S. Citizenship (INS Form N-560 or N-561), Certificate of Naturalization (INS Form N-550 or N-570), Consular Report of Birth Abroad (Form FS-240), or Certificate of Report of Birth (DS-1350).

**PURSUANT TO HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 12 (HSPD-12):** All access to critical infrastructure, government information systems, or government funds over six (6) months requires a favorable National Agency Check with Inquiries (NACI) (equivalent or higher) which must be submitted through the Personnel Security Investigation Portal (PSIP). To accomplish this, additional requirements are as follows:

1. **PSIP Information Form.** The Personnel Security Investigation Portal (PSIP) Information Form is available at: <https://www.lrn.usace.army.mil/Portals/49/docs/Security/Sec%20508%20Contractor%20PSIP%20Information%20Form%20JUN%202014.pdf> Information Form. The COR will forward the form to LRN-SM to request access to PSIP for use by the CSE, which takes approximately 48 hours for access to be granted.

**2. National Agency Check with Inquiries (NACI) Equivalent or Higher** - The CSE will complete the form electronically after receiving an email with instructions.

**3. Fingerprints Required** - Detailed fingerprint process and Instructions is available at: <https://www.lrn.usace.army.mil/Portals/49/docs/Security/Fingerprint%20Process%20and%20Instructions%20JUN2014.pdf>

**NOTE: The Following is Optional but Recommended:** Prior to the Contractor submitting the CSE's PSIP form to the COR, it is recommended (but not required) that the CSE downloads a copy of the Questionnaire for Non-Sensitive Positions (SF-85) from the OPM website: [http://www.opm.gov/forms/pdf\\_fill/sf85.pdf](http://www.opm.gov/forms/pdf_fill/sf85.pdf). Limited time will be provided by the electronic questionnaire portal, this preparation will assist you.

**Use of the Electronic Questionnaire Investigation Process (e-Qip):** Once the investigation is initiated in PSIP, the Personnel Security Investigation Center of Excellence (PSI-CoE) will send the CSE an email with a courtesy email to the Contractor with detailed instructions to complete and submit documents including fingerprints within five (5) calendar days. A sample email is available at: [https://www.lrn.usace.army.mil/Portals/49/docs/Security/\\_PSIP-Ctr%20of%20Excellence%20Sample%20Email%20JUN%202014.pdf](https://www.lrn.usace.army.mil/Portals/49/docs/Security/_PSIP-Ctr%20of%20Excellence%20Sample%20Email%20JUN%202014.pdf). Five-day requirement must be met, CoE will send a warning email and provided only 7 additional days. The investigation will be terminated on day 12 if not complete. CoE will provide only 5 days to resolve errors. If unresolved, the system will terminate the investigation on day 17. If terminated the entire process must start over. ALL questions or requests for assistance regarding e-Qip should be made to the PSI-CoE Customer Support Center. Follow their contact instructions provide in their email.

**4. Declaration for Federal Employment (OF-306):** The form can be downloaded from: [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf). Failure to answer completely and truthfully could result in disapproval to work on Nashville District contracts. The completed form must be uploaded in e-Qip with the e-Qip questionnaire. Approval/Disapproval: The COR will notify the Contractor when the CSE is permitted to access LRN sites. All LRN approvals with restrictions or disapprovals shall be considered final with no appeal rights for the Contractor or CSE under review. Approval: If the results are favorable, the COR will notify the Contractor in writing that the CSE is approved to begin work. Disapproval: If a favorable determination is not made, the COR will notify the Contractor that the CSE is not approved to work on the contract.

**Record Keeping:** The COR and the Contractor are responsible for ensuring ONLY approved CSEs are on-site. A helpful Tracker spreadsheet is available at: <https://www.lrn.usace.army.mil/Portals/49/docs/Security/Example%20Contractor%20Submission%20Tracker%20May%202019.xlsx>. The Contractor and COR must protect all sensitive personal information such as social security numbers, birth dates, etc. Email submissions must be password protected or otherwise encrypted.