

(CATEGORY A)
Nashville District (LRN) Security Contract Requirements
U.S. Citizen Contractors - No Access Required to LRN Critical Infrastructure,
Government Information Systems, or Government Funds

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 and Justice Exchange (LN/JX Check) conducted by LRN Security Management Office (LRN-SM). The Contractor or Contractor's designated representative (hereinafter Contractor) will submit the CSE's legible documents or photocopies to the COR for a LN/JX check 10 calendar days prior to the CSE needing 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. The Contractor must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-Verify system. 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 form 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. Failure to answer completely and truthfully could result in being denied approval to work on LRN contracts.

U.S. Citizen Born Outside the United States – In addition to requirements above, documentation shall be submitted which 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).

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 could not be made, the COR will notify the Contractor 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 at all times. An example of a CSE Contractor Tracker spreadsheet is available at <http://www.lrn.usace.army.mil/BusinessWithUs/Contracting/Contract Security Requirements/Example Contractor Tracker>. The Contractor and COR must protect all sensitive personal information such as social security numbers, birth dates, etc.