

**(CATEGORY B2)**  
**Nashville District (LRN) Security Contract Requirements**  
**U.S. Citizen Contractors - Access Required to LRN Critical Infrastructure, Government**  
**Information Systems, or Government Funds**  
**Extension Beyond Six (6) Months**

**NOTE - Must be Submitted to the Contracting Officer's Representative (COR) at Least 30 Days Prior to the Six-Month Expiration. An extension is not allowed without favorable approval of the package.**

**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, the following is required:

1. **PSIP Information Form (not Yahoo compatible).** The Personnel Security Investigation Portal (PSIP) Information Form is available at <http://www.lrn.usace.army.mil/BusinessWithUs/Contracting/Contract Security Requirements/Contractor PSIP Information Form>. The COR will forward the form to the Nashville District Security Management Office (LRN-SM) to request access to PSIP for use by the Contractor or Subcontractor employee (hereinafter 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 investigation form electronically after receiving an email with instructions.

3. **Fingerprints Required** – Detailed fingerprint guidance is available at <http://www.lrn.usace.army.mil/BusinessWithUs/Contracting/Contract SecurityRequirements/Fingerprint Process and Instructions>

4. **New Favorable LN/JX Check (i.e. the Standard Limited Criminal Check)**

**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)). The questionnaire the CSE will submit electronically is based on the SF-85 and the CSE will only have a limited time to complete all requirements once the request has been submitted in PSIP.

**Use 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 all required documents to include fingerprints within five (5) calendar days. A sample email is available at <http://www.lrn.usace.army.mil/BusinessWithUs/Contracting/Contract Security Requirements/PSIP Center of Excellence Sample Email>. If all requirements are not completed within the initial 5 days, a status update will be provided allowing 7 more days, and the investigation will be terminated on day 12 if not complete. Corrections will be given 5 days to resolve. If not resolved, the system will notify termination via email on day 17 with actual termination on day 18. If terminated on day 18, the process must start over from the

beginning. ALL questions or requests for assistance regarding e-Qip should be made to the PSI-CoE Customer Support Center: Open between 6:00 am and 12:00 a.m. EST Monday through Thursday and Friday 6:00 a.m.-10:00 p.m. EST. To contact PSI-CoE Customer Support Center: Phone – (410) 278-4194; Email - [usarmy.apg.inscom.mbx/psip-requesters@mail.mil](mailto:usarmy.apg.inscom.mbx/psip-requesters@mail.mil)

5. **Declaration for Federal Employment (OF-306):** A new current OF-306 typed, signed and dated by the CSE must be uploaded in e-Qip with the SF-85 questionnaire. 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 approval to work on LRN contracts being terminated.