



DHS Headquarters Personnel Security Process Overview

Homeland Security Acquisition Innovation Roundtable

This process overview is a product of the DHS Acquisition Innovations in Motion (AIM) Acquisition Innovative Roundtable, which brought together industry and government representatives to discuss knowledge gaps in the security process.

Prior to the Contract Award

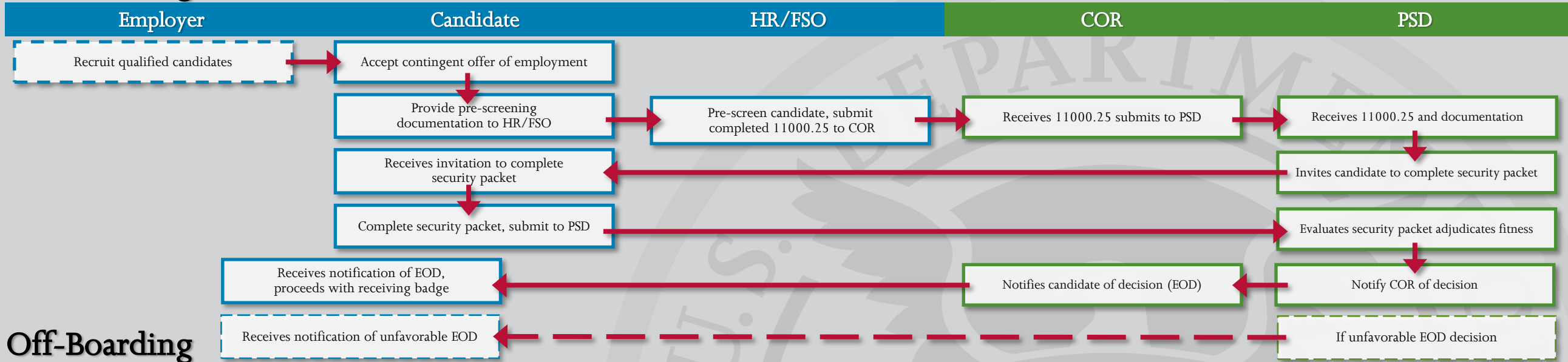
Homeland Security releases an RFP/RFQ:
SOW defines the position risk level

Industry Responds to RFP/RFQ:
A staffing plan is developed based on the SOW released in the RFP/RFQ. Industry extends employment offer contingent on award of contract and fitness.

Contract Awarded

A Contracting Officer (CO) holds a kick-off meeting to start the contract. This includes a representative from the employer, possible key personnel, the COR and program manager from the government and industry side. During this meeting, a staffing plan will be discussed and reviewed with designated levels of fitness required. Security documentation, including the security screening request form: DHS Form 11000.25, begins the security process.

On-Boarding



Off-Boarding

