

NASHVILLE DISTRICT (LRN) SECURITY CONTRACT REQUIREMENTS

(CATEGORY B2)

NASHVILLE DISTRICT (LRN) SECURITY CONTRACT REQUIREMENTS U.S. CITIZEN CONTRACTOR - 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.** The Personnel Security Investigation Portal (PSIP) Information Form is available at <https://www.lrd.usace.army.mil/Submit-ArticleCS/Programs/Article/3667149/>. 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 - Guidance is available at the [above link](#).**

4. **New Favorable LN 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: <https://www.opm.gov/forms/standard-forms/>. 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 5 calendar days. If the form is 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 DCSA Applicant Knowledge Center: Open between 8:00 am and 5:00 p.m. EST, Monday through Friday. To contact the DCSA Applicant Knowledge Center: Phone: 878-274-5091; Email - DCSAAKC@mail.mil or refer to https://www.dcsa.mil/Portals/128/Documents/pv/mbi/e-QIP_Applicant_%20Brochure.pdf

5. **Declaration for Federal Employment (OF-306):** A [current OF-306](#) typed, signed and dated by the CSE must be uploaded in e-Qip with the SF-85 questionnaire.