



**COR Training Handout
for
Security Package submission
to IBC Personnel Security
Branch (PSB)**

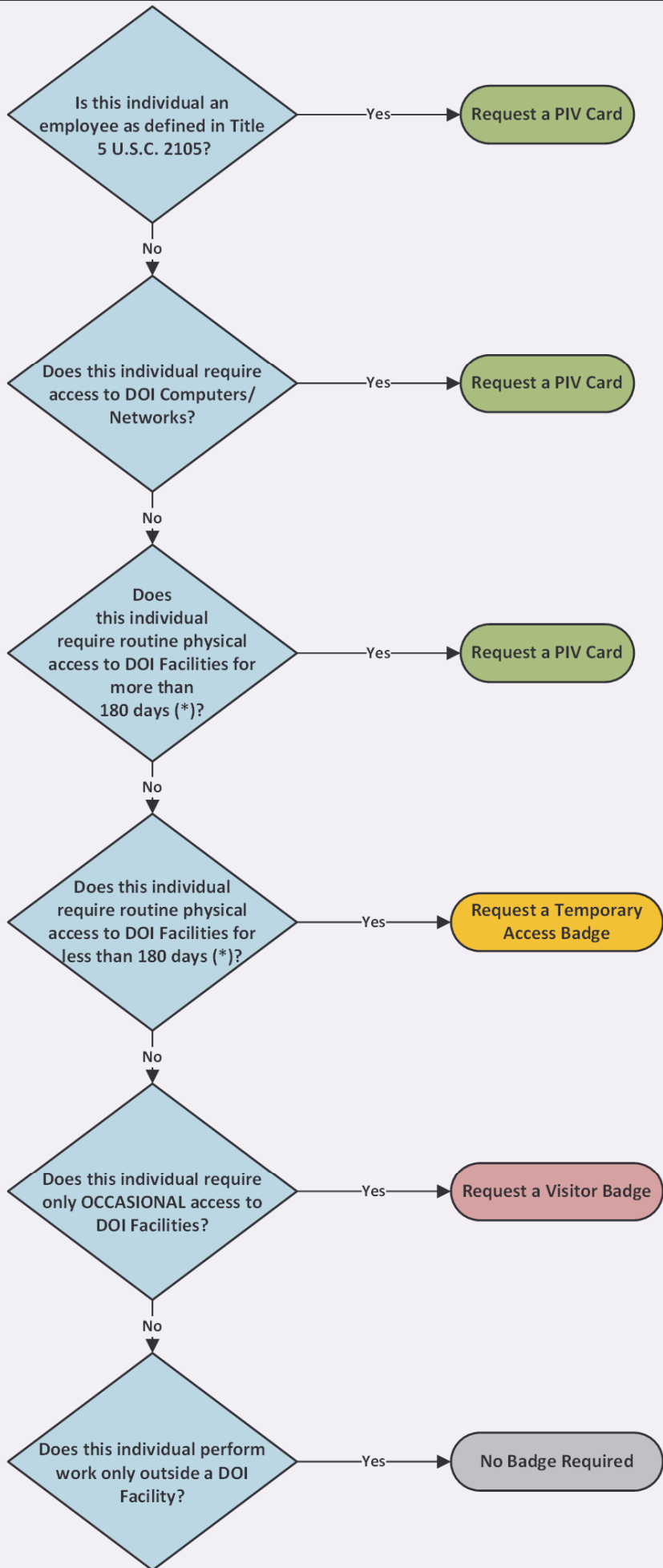
Contractor Security Package Check List

- Cover Page for New Contractors, completed fully by COR
 - NOTE: COR still needs to complete OPM Position Designation Tool to provide Position Sensitivity and Security Clearance information, based upon Statement of Work (SOW) or Position Description (PD) from awarded contract.
- COR completed entry of contractor information into Affiliate Workforce Tracking System (AWTS); rebranded eCStaffing system
- Building Access Form, as applicable for the organization
 - Denver Form
 - Main Interior (MIB) Form
 - ONRR - Contact ONRR Facilities Office
 - Other Locations (Follow procedures established for the duty location)

Helpful Links:

- OPM PD Tool- <https://www.opm.gov/suitability/suitability-executive-agent/position-designation-tool/>
- Affiliate Workforce Tracking System (AWTS) - <https://awts.ibc.doi.gov/ECS/security.cfm>

Department of the Interior – PIV Card Issuance Flowchart



***Note:** The 180 day period begins the first day of affiliation and ends 180 calendar days later regardless of the work schedule. If an individual's affiliation extends past the 180 day period, the individual must adhere to the PIV process, including a complete Tier 1 Background Investigation.