



Department of the Interior - Interior Business Center Personnel Security Branch Forum

Presented by: Lynette Murray, Donessa Gaspar,
Jerome Morris, Zerrick Shanks, and Michael Fournier



[DOI.GOV/IBC](https://doi.gov/IBC)

Personnel Security Forum Agenda

Time	Agenda	Presenter	
10:00 – 10:05 am	Welcome/Introductions Management Team	Jerome	5 min
10:05 – 10:10 am	Introduction Credentialing and National Security Teams	Jerome	5 min
10:10 – 10:15 am	PSB History and Background	Lynette/Donessa	5 min
10:15 – 10:35 am	PSB New Business Model	Lynette/Donessa	20 min
10:35 – 10:45 am	PSB New Business Model Agency Requirements	Lynette/Donessa/Jerome	10 min
10:45 – 11:00 am	Agency Migration Plan	Jerome	15 min
11:00 – 11:05 am	Break		5 min
11:05 – 11:25 am	Personnel Security Intake Package (Required Documents)	Michael	20 min
11:25 – 11:35 am	Trusted Workforce Update	Zerrick	10 min
11:35 – 11:45 am	RAP Back	Zerrick	10 min
11:45 – 11:50 am	Break		5 min
11:50 – 12:00 pm	Introduction to DCSA Reps/Services and Responsibilities	DCSA Reps	10 min
12:00 – 12:15 pm	DCSA – G Invoicing & IAA's (confirmation of SOI/SON)	DCSA Reps	15 min
12:15 – 12:30 pm	OPM Audits/Trends (ODNI and SNAP Assessments)	Michael	15 min
12:30 – 12:50 pm	Questions		20 min
12:50 – 1:00 pm	Closing Comments	Lynette/Donessa	10 min

Welcome to the PSB Forum

Introductions from SDATD Staff

- Division Chief's – Ms. Lynette Murray and Ms. Donessa Gaspar
- Deputy Division Chief – Mr. Jerome Morris
- Chief PSB 1 – Mr. Zerrick Shanks
- Chief PSB 2 – Mr. Michael Fournier



PSB Credentialing Team



Oliverio "Oliver" Flores
Oliverio_Flores@ibc.doi.gov
303-980-3904



Alexandra "Alexis" Gatsiopoulos
Alexandra_Gatsiopoulos@ibc.doi.gov
303-716-4130



PSB National Security Team



Stephen "Craig" McKenney
stephen_mckenney@ibc.doi.gov
303-980-3918



Lori McConnell
lori_mcconnell@ibc.doi.gov
303-980-3922



Paige Hause
Paige_hause@icb.doi.gov
720-689-7271



PSB History & Background

- Personnel Security Program - 2010 – 2016
 - 10 Internal and External customers
- Personnel Security Program - 2016 – Present
 - 35 Internal and External customers
 - Path Forward





PSB History & Background Cont.

- OPM Audits
- SSP's Collaboration
- OPM Engagement
- Customer Impact
- New Path Forward
 - DOI Customers
 - External Customers
- Updated MOU and SLA

Why Change is Necessary

- Per 5 CFR 731.103, “OPM delegates to the heads of agencies authority for making suitability determinations and taking suitability actions.” The responsibilities with regard to the suitability delegation are further elaborated upon in the Suitability Processing Handbook wherein delegation (of suitability adjudication) is described in the glossary as “(t)he Office Personnel Management’s authorization for agency heads to adjudicate suitability cases involving applicants for, and appointees to covered positions (except in cases involving evidence of material, intentional false statement, or deception or fraud in examination or appointment or refusal to furnish testimony).” Through delegation from OPM, responsibility for suitability adjudication is divided between OPM and the appointing/employing agency. With limited exceptions, OPM delegates Heads of Agencies the authority to adjudicate the suitability of applicants for, and appointees to covered positions, including both civil service register applicants and those filing directly with the agency. Agency heads may redelegate this authority to components within the agency, but agency records must show any redelegation. Thus, OPM’s delegation does not permit agency heads to redelegate the authority outside of their agency.

PSB New Business Model for External Agencies

What's Required

- Agencies must establish their own SOI/SON
- Agency must get NP2 Portal and PIPS/CVS access
- Agency must upgrade the PD for the primary and alternate agency selected adjudicator(s) (T5 required)
- Agency designated POC must attend the Fundamentals of Suitability for Suitability and Fitness Course with OPM
- PSB will provide "AWS" to agencies with a **recommendation** for pre-employment and post-employment adjudication determination
- Agency must sign COI and complete adjudication action in CVS/PIPs
- Agency must establish an NBIS account
- Agency must sign the new MOU and SLA
- *Goal Target date for Agencies to have all the above completed 1 October 2024*



Suitability Training



Fundamentals of Suitability for
Suitability and Fitness Adjudicators

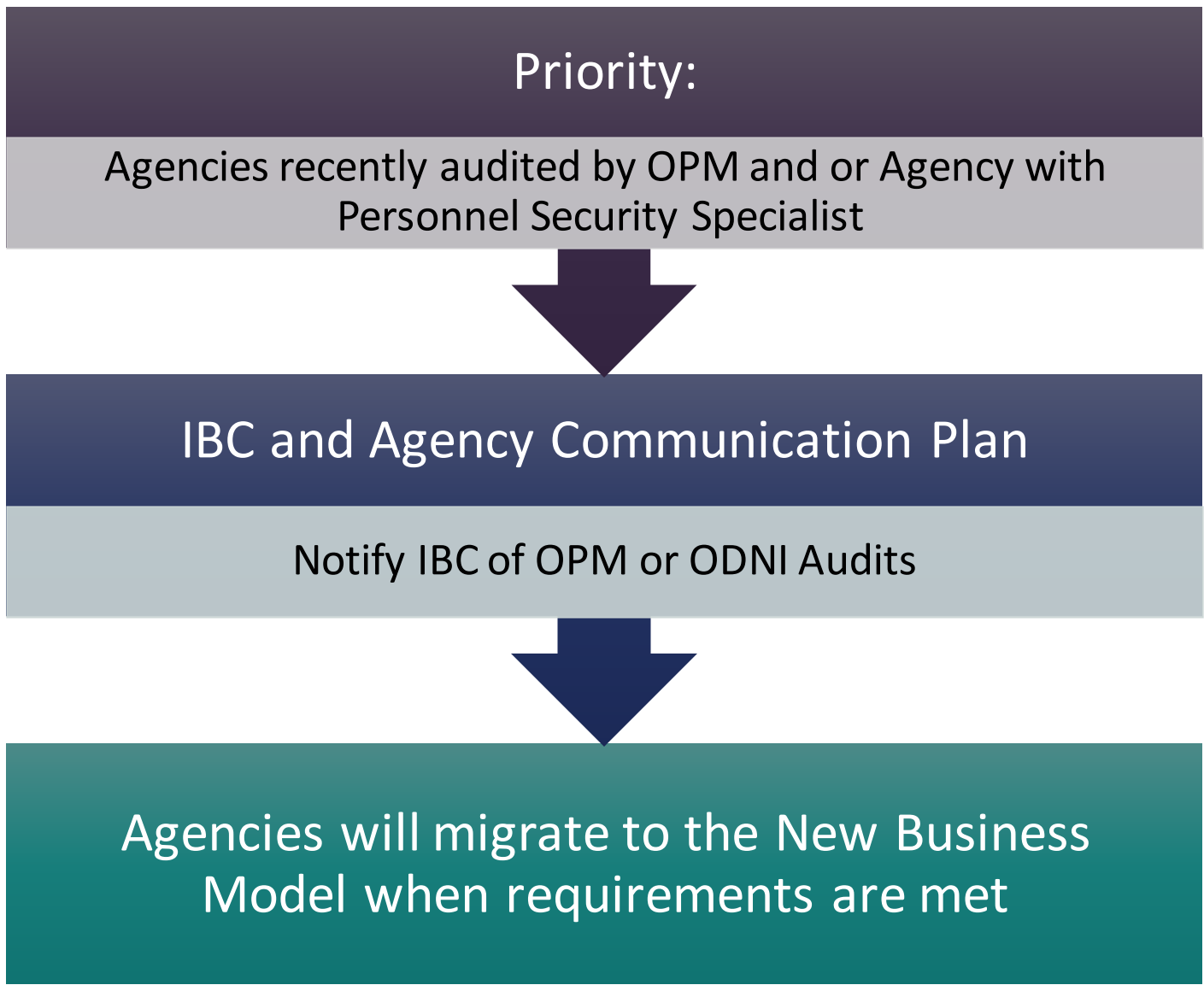
Prerequisites – Introduction to Suitability
In-person or virtual (5 days)



Registration:

<https://www.opm.gov/suitability/suitability-executive-agent/suitability-training/#url=Overview>

Agency Migration Plan





5 MINUTE BREAK



IBC PERSONNEL SECURITY INTAKE PACKAGE (Required Documents)

IBC PERSONNEL SECURITY INTAKE PACKAGE

(Required Documents)

Send Intake Packages to: IBC_PSB_INTAKE@ibc.doi.gov

- ✓ Personnel Security Package Cover Sheet
 - ✓ Completely filled out
- ✓ OF-8/Position Description (Federal only)
- ✓ Position Designation Record (PDR) - Created from the PDT (<https://pdt.nbis.mil>)
 - ✓ Position Title and Sensitivity/Risk on the PDR must match that shown on Cover Sheet
- ✓ Fingerprint Privacy Act Release
- ✓ Fair Credit Reporting Release
- ✓ OF 306 – Declaration for Federal Employment
 - ✓ Current version is dated August 2023
- ✓ Subject provided resume
- ✓ AWTS Entry (For DOI Contractors Only)



IBC PERSONNEL SECURITY INTAKE PACKAGE



PERSONNEL SECURITY PACKAGE COVER PAGE



To be completed by the servicing HR Team/COR. Please complete all sections.

Section 1: Appointee Information			
Legal First Name:	Legal Middle Name:	Legal Last Name:	Suffix:
Social Security Number:	Date of Birth:	Citizenship: <small>Select One</small>	If "Other," please specify:
Place of Birth:	City State (if USA) or Country		
Email Address:	Phone Number:		
Home Address:	Street		
	City	State	Zip Code
Section 2: Appointment Information			
Appointment Type:	<input type="radio"/> Federal <input type="radio"/> Contractor <input type="radio"/> Other: _____ (e.g., Intern)		
Duration:	<input type="radio"/> Permanent <input type="radio"/> Term <input type="radio"/> Less than 180 days		
<input type="radio"/> Senate Confirmed - Political Appointee - Should have adjudicated investigation. HR will obtain POC(s) and include with checklist to assist PSB with reciprocity.			
<input type="radio"/> Other Political Appointee (Non-Senate Confirmed: i.e., Agency appointed SES) - Process similar to Federal Permanent position.			
Position Title:	_____		
Agency: <small>Select Your Agency</small>	Org Code (DOI ONLY): _____		
Duty Location:	Street		
	City	State	Zip Code
Remote Worker:	<input type="radio"/> Yes* <input type="radio"/> No *If "Yes" - verify City and State are correct in Section 1 above.		
Position Sensitivity - OPM PDT tool must be used :	<small>Select PDR Recommendation</small> _____		
Security Clearance - Must provide PDR with justification if clearance required:	<small>Select One</small> _____		
Supervisor/GTL Name:	Email Address: _____		
Phone Number:	_____		
Servicing HR Specialist/COR Name:	Email Address: _____		
Servicing HR Assistant Name:	Email Address: _____		
Hiring Official Name:	Email Address: _____		
Section 3: System Access & Credential			
System Access Required:	<input type="radio"/> Yes <input type="radio"/> No Credential Required: <input type="radio"/> Yes <input type="radio"/> No		
Suggested Credential Ship to:	City State		
Section 4: Contract Information (DOI Contractors ONLY)			
Vendor Name	Contract Number	Period of Performance	
_____	_____	_____	
Section 5: Verification & Comments			
Verify all documents are included/system actions taken prior to submission:			
<input type="checkbox"/> Resume/Application	<input type="checkbox"/> FBI Fingerprint Release	<input type="checkbox"/> OF-306	
<input type="checkbox"/> Fair Credit Report Release	<input type="checkbox"/> OF8/PD (Required for Federal only)	<input type="checkbox"/> PDR	
AWTS (DOI Contractors only):	<input type="checkbox"/> Record Already Exists and Updated <input type="checkbox"/> New Record Entered		
Additional Comments:	_____		

Note: By Submitting this package you are verifying the I-9 or eVerify for this applicant has been completed or will be completed upon entry-on-duty and that this request is compliant with the Fair Chance Act (5 CFR 920).			

Common Errors with Security Packets

- All fields not completed IN FULL on the coversheet
- No PDR from the PDT tool
- Position Title on coversheet does not match PDR Position Title
- Sensitivity/Risk on coversheet does not match PDR Sensitivity/Risk
- Permanent, Term, < 180-day appointment not marked (must be marked for contractors and Feds)
- Coversheet does not contain Org Code for DOI agencies
- Ship to address for PIV Cards not accurate (significant affect on applicant for first day)
- OF306 incomplete - If answered “Yes” to any of the questions you are required to provide a detailed explanation in the remarks section.
- When package (intake email) is returned to the requestor for corrections, the requestor only sends back the document being corrected without the other required documents. The entire package is needed, or recovery of the prior documents adds additional time to processing the assignment to the Intake staff.
- HR Status requests should be sent to Intake box vs staff
- When applicant’s do not have a middle name, it is necessary to indicate NMN or No Middle Name in section 1 for their full name.



TRUSTED WORKFORCE UPDATE

Continuous Evaluation (CE) Continued

- Continuous Evaluation is defined as a personnel security investigative process to review the background of a covered individual who has been determined to be eligible for access to classified information or to hold a sensitive position at any time during the period of eligibility.
- CE leverages a set of automated records checks and business rules, to assist in the ongoing assessment of an individual's continued eligibility. The automated records checks will include checks of commercial databases, U.S. Government databases, and other information lawfully available to security officials at any time during the period of eligibility.
- Any information gathered by CE will be forwarded to the sponsoring agency (Department of Interior) for analysis of adjudicative relevance and a determination if the information meets thresholds for further investigation and/or adjudication.



Trusted Workforce 2.0

This process aims to replace the reinvestigation methods that were previously used. As it is important to capture any issues promptly and in real time vs 5 years later when a reinvestigation is due. By then it could be out of scope/non-actionable due to the suitability guidelines and 13 adjudication guidelines.

Q. What is the Cost to the agencies?

A. For personnel who are in a public trust position, it will cost an agency \$36.00 per person annually but can go up to \$90.00 depending on coverage for National Security population. This is different from RAP Back that has no cost.

The deadline to enroll personnel into TW for National Security population was in FY22.

- All national security population has been enrolled

There is a proposed initiative to enroll in a phased scaling approach starting Early FY2025 with a goal of full-scale enrollment by the end of FY25.

Enrollment milestones: will be shifted out and updated in next version of implementation strategy (June 2024).



Federal Personnel Vetting Outcomes

The Guidelines identify six outcomes associated with successful personnel vetting:

- A trusted workforce based on an evaluation of conduct, integrity, judgment, loyalty, and reliability
- Efficient, effective, and timely trust determinations in compliance with applicable law
- Greater alignment and integration across all personnel vetting domains and complementary mission partners
- Enhanced risk management framework
- Transparency and effective two-way communication between the individual and the Government for a shared sense of responsibility and trust
- Improved workforce mobility



National Security or Suitability Team CE/CV Concerns: What to do if someone reports issues that could be of National Security Concerns

- If someone from your organization and agency has first-hand knowledge of someone with National Security or Suitability Concerns report these to your agency POC or IBC Security POC.
- Issues that should be reported are as follows:
 - Foreign allegiance
 - Foreign preference
 - Any Foreign relative who has ties to terrorism, warlord, military intelligence, or foreign office.
- When reporting any of these please be as detailed as possible for the IBC security team to be able to act and start proper checks.



RAP BACK

What is Rap Back?

It is:

- A continuous vetting product that is ran by the Defense Counterintelligence and Security Agency “DCSA”.
- Part of the process to replace Periodic Reinvestigation and CE. It allows automated records checks, time or event-driven investigative activity and agency-specified information.
- The FBI’s Next Generation Identification(NGI) Rap Back Program that provided real time notification of changes in criminal history and civil records.

Additionally:

- All enrollees must read and sign the FBI Privacy Act Notice.
- IBC will revalidate client population with DCSA every 30 days.
- Rap Back allows for Dual Enrollment, which mean both agencies will receive the alert notifications.



What does it take to meet this requirement and what is the deadline?

Prerequisites for Rap Back are as follows:

1. Executed MOU with all clients
2. Provide DCSA with SOI structure
3. Provided group email address for notifications
4. IBC requested access to Continuous Evaluation Function in CVS

Requirements for Enrolling into Rap Back:

1. Classifiable fingerprints on file with DCSA
2. Enrollee has conditional offer of employment per 5 CFR, Part 731.103(d)
3. Notify applicant/employee of enrollment
4. Retention of a current Standard form releases (SF86, SF85, SF85P), signed by the subject
5. Notify applicant/employee of the present and future use of their fingerprints to monitor their criminal/civil activity
6. Enrollee was notified of the requirement to self-report 120 days prior to enrolling
7. Enrollee was presented with FBI Privacy Act Notices



Rap Back: Additional Information

The deadline to implement this program by Department of the Interior was set for September of FY22. At this time your PerSec team was able to get the MOU completed with DCSA CV Team. Our agency has been cleared to start enrolling personnel into Rap Back at this time.

Q. Is there a cost associated with Rap Back?

A. Rap Back is a free of charge service through DCSA and there is no cost associated with this program.

Important to know:

- How is IBC going to handle the notifications to the agency's population for the FBI Privacy Act Notification?
- Each agency POC will receive the FBI Privacy Act via email from Eric Donald. The agency POC will then forward the Act for signatures. Agency POC collects all forms back and sends them to IBC Security via email ibc_psb_trusted_workforce@ibc.doi.gov. At that time, Mr. Donald will place it in the employee's security file and upload the forms into the RAP Back System.





5 MINUTE BREAK



INTRO TO DCSA REPS

IBC and Clients DCSA Liaison



Nicole Orr
Agency Liaison
Customer and Stakeholder
Engagement
Defense Counterintelligence
and Security Agency
(DCSA)
Cell: (571)466-0962
Office: 878-274-4185
Nicole.L.orr2.civ@mail.mil

Joshua Coursen
Financial Management
Specialist
OCFO-Operations
Defense
Counterintelligence and
Security Agency
1137 Branchton Road
Boyers, PA 16018
878-274-5162
Joshua.C.Coursen.civ@mail.mil

Matthew Heiner
Financial
Management Specialist
OCFO-Operations
Defense Counterintelligence
and Security Agency
1137 Branchton Road
Boyers, PA 16018
Matthew.a.heiner.ctr@mail.mil



Services and Responsibilities

DCSA's Personnel Security mission consists of three distinct processes: Background Investigations, Adjudications and Continuous Vetting. As a result, DCSA has responsibility for the end-to-end personnel security process.

Background investigations are the first step in the personnel vetting process. As the primary Investigative Service Provider (ISP) for the Federal Government, DCSA conducts over two million background investigations per year on civilian and military applicants and Federal employees or employees of Government contractors and consultants to Federal programs.

Continuous Vetting involves regularly reviewing a cleared individual's background to ensure they continue to meet security clearance requirements and should continue to hold positions of trust. Continuous Vetting helps DCSA mitigate personnel security situations before they become larger problems.

As your Agency Liaison, I will provide you and IBC on-going advice and assistance throughout the entire process.



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY (DCSA) 7600's A/B AND/OR G-INVOICING

Defense Counterintelligence and Security Agency 7600's A/B and or G-Invoicing

G-Invoicing Background

Government Invoicing (G-Invoicing) is the long-term sustainable solution to improve the quality of Intragovernmental Transactions (IGT) Buy/Sell data in support of more accurate financial management by Federal Trading Partners. G-Invoicing will address current Buy/Sell accounting and reporting challenges by providing a common platform for brokering all IGT Buy/Sell activity, implementing a Federal IGT Buy/Sell Data Standard, and providing transparent access to a common data repository of brokered transactions.

Fiscal Service is providing this solution in accordance with 31 U.S.C. 3512(b) and 3513, which state the Secretary of the Treasury may develop an effective and coordinated system of accounting and financial reporting that integrates Treasury's accounting results and acts as the operating center for consolidating Treasury's results with those of other executive agencies. G-Invoicing adoption is required by all Federal Program Agencies (FPAs) by June 30, 2021.



Defense Counterintelligence and Security Agency

Paying the agency's part while getting started

- **Using G-Invoicing is free.** However, agencies must pay their internal costs for going through the process listed above.

Working with Treasury to set up G-Invoicing

- You don't need a formal agreement with Treasury for G-Invoicing.
- However, we will give you a System Enrollment Form to help both your agency and Fiscal Service by:
 - listing roles and responsibilities for the agency
 - identifying the primary points of contact at the agency (Agency Approver, Primary User Administrator)
 - capturing information to generate the agency's G-Invoicing accounts

Involving the right people

- Involve people from across the workforce who are part of the Buy/Sell process: agreements managers, acquisitions personnel, financial management/IPAC personnel.

Preparing even before we start

- Work on identifying the internal systems involved in your agency's reimbursable transactions. Gather documentation about your processes. Identify appropriate subject matter experts.

Working with your financial management or ERP vendors

- If you use financial management or ERP software, we encourage you to contact the vendor and discuss the mandated G-Invoicing initiative. The vendor may be involved with an FMSC subgroup.



Defense Counterintelligence and Security Agency

Enrolling in G-Invoicing

- Agencies that engage in Intragovernmental (IGT) Buy/Sell transactions must move to G-Invoicing.

Getting started with G-Invoicing

To start using G-Invoicing, an agency goes through this process:

1. Contact the Fiscal Service team at igt@fiscal.treasury.gov.
2. Set a timeline for implementing G-Invoicing.
3. Form project teams.
4. Map the agency's internal IGT Buy/Sell data and processes to the Federal Intragovernmental Data Standards and G-Invoicing processes.
5. Test G-Invoicing in a quality assurance (QA) environment.
6. Set and configure accounts in G-Invoicing.
7. Enter agreement data into G-Invoicing.

Getting help through the process

- We are here to help you through the process. Each agency gets a specific point of contact at Fiscal Service and at the Federal Reserve Bank of St. Louis to guide the agency through the process.
- If your agency has specific data requirements and elements or processes that do not seem to fit with G-Invoicing, identify them at Step 4: mapping data and processes. Highlight your unique issues to your G-Invoicing point of contact.



OPM/ODNI Audit Trends

OPM/ODNI Audit Trends

- Please describe the current process your office utilizes to designate covered positions.
- Please describe your progress regarding compliance with 5 CFR 1400, to include if all agency positions have been redesignated as required.
- Please describe the current process your office uses to refer cases to OPM per 5 CFR 731 for all cases with potential material, intentional false statement, or deception or fraud in the examination or appointment process.
- Please describe the current process that ensures HSPD-12 credentials are issued only after a favorably adjudicated fingerprint and the initiation of the appropriate background investigation.
- Please provide any policies or procedures that reflect the current training process to ensure adjudicative staff understand the suitability adjudication process and the responsibilities of the ISP and client's adjudicative staff.
- Please describe the current process your office utilizes to ensure all suitability adjudicative determinations are reported to OPM within 90 days, as require
- Please provide any updated policies or procedures that reference **...all of the above**



Any
Questions



Servicing Teams and Customer Breakdown

Personnel Security Branch 1	Personnel Security Branch 2
Zerrick Shanks- Branch Chief Zerrick_Shanks@ibc.doi.gov	Michael Fournier - Branch Chief Michael_Fournier@ibc.doi.gov
Chukwunonso Megbuniwe - Section 1 Supervisor, chukwunonso_megbuniwe@ibc.doi.gov	Ryan Felt - Section 1 Supervisor, Ryan_Felt@ibc.doi.gov
Eric Donald - Section 2 Supervisor Eric_Donald@ibc.doi.gov	Position Vacant - Section 2 Supervisor
17 Agencies	16 Agencies
African Development Foundation (ADF)	Access Board (USAB)
Architect of the Capitol (AOC)	Appalachian Regional Commission (APP)
Arctic Research Commission (ARC)	Appraisal And Valuation Services Office (AVSO)
Armed Forces Retirement Home (AFRH)	Barry Goldwater Foundation (BGSF)
Chemical Safety Board (CSB)	Denali Commission (DEN)
Department of Interior – Office of The Chief Information Officer (OCIO)	Department of Interior - Office of Natural Resources Revenue (ONRR)
Council of the Inspector Generals (CIGIE)	Department of Interior - Interior Business Center (IBC)
Equal Employment Opportunity Commission (EEOC) - SP	Federal Mine Safety Health Review Commission (FMSHRC)
Farm Credit Administration (FCA) - SP	Harry Truman Foundation (HST)
Federal Housing Finance Agency (FHFA)	James Madison Foundation (JMF)
Federal Housing Finance Agency – Office of Inspector General (FHFA-OIG)	John F. Kennedy Center for the Performing Arts (JFKC)
Gulf Coast Ecosystem Restoration Council (GCERC)	National Endowment of the Arts (NEA)
Inter-American Foundation (IAF)	Office of Navajo and Hopi Relocation (HOPI)
National Mediation Board (NMB)	Bureau of Reclamation (BOR)
Office of Government Ethics (OGE)	Department of Interior – Office of Facilities and Safety (OFAS)
Department of Interior – Office of the Inspector General (DOI-OIG)	Selective Service System (SSS)
US Trade and Development Agency (USTDA) - SP	



IBC Personnel Security Contacts

Point of Contact	Contact Information
IBC Personnel Security Branch General Line	303-716-4005
Lynette M. Murray, Division Chief	Lynette M Murray@ibc.doi.gov
Donessa Gaspar, Division Chief	Donessa Gaspar@ibc.doi.gov
Jerome Morris, Deputy Chief	Jerome Morris@ibc.doi.gov
Alandra Harley-Stuckey, Program Analyst	Alandra R Harley@ibc.doi.gov
Kathleen Santistevan, Program Analyst	Kathleen Santistevan@ibc.doi.gov
Zerrick Shanks, Chief Branch 1	Zerrick Shanks@ibc.doi.gov
Eric Donald, Section Supervisor	Eric Donald@ibc.doi.gov
Nonso Megbuniwe, Section Supervisor	Chukwunonso Megbuniwe@ibc.doi.gov
Michael Fournier, Chief Branch 2	Michael Fournier@ibc.doi.gov
Vacant, Section Supervisor	
Ryan Felt, Section Supervisor	Ryan Felt@ibc.doi.gov
Oliver Flores, Credentialing Specialist	Oliverio Flores@ibc.doi.gov
PSB Security Email Box	IBC PSB SECURITY@ibc.doi.gov
Credentialing Intake Email Box	PSB Credentialing@ibc.doi.gov
PSB Intake Email Box	IBC PSB Intake@ibc.doi.gov
Self Reporting - Mailbox for Federal Employees and Contractors to report security issues and/or violations	Report It 2 PSB@ibc.doi.gov



Closing Comments

Click the link below to complete the survey.

<https://forms.office.com/g/z85N4BKAVF>

