






MAY 21 2007

RSL-2007-07

MEMORANDUM FOR ASSISTANT REGIONAL ADMINISTRATORS, PBS  
REGIONAL REALTY SERVICES OFFICERS

THRU: ANTHONY E. COSTA   
DEPUTY COMMISSIONER - PD

FROM: MARTHA J. BENSON   
ACTING ASSISTANT COMMISSIONER FOR  
NATIONAL CUSTOMER SERVICES MANAGEMENT - PQ

WILLIAM H. MATTHEWS   
ASSISTANT COMMISSIONER FOR  
REAL PROPERTY ASSET MANAGEMENT - PV

SUBJECT: Background Investigations in Leased Space

1. Purpose. This joint Realty Services Letter (RSL) outlines PBS responsibilities in obtaining background investigations of building management policy and service personnel in leased space and clarifies PBS responsibilities in leased space under Homeland Security Presidential Directive (HSPD)-12.
2. Background.
  - a. HSPD-12 was issued on August 27, 2004, to create a policy for a common identification standard for Federal employees and contractors. A copy of HSPD-12 is available at <http://www.whitehouse.gov/omb/memoranda/fy2005/m05-24.pdf>.
  - b. The Office of Management and Budget (OMB) issued instructions for implementing HSPD-12 on August 5, 2005.
  - c. PBS fulfills its responsibility for enabling our customers' compliance with HSPD-12 by obtaining the required background investigation form and fingerprint forms from the Lessor and forwarding that information to the Federal Protective Service (FPS) for processing in accordance with the PBS-FPS Memorandum of Agreement effective June 1, 2006.

- d. The GSA Chief Information Officer has established a credentialing officer in each region who will assist PBS in the issuance of credentials to Lessor contractors.
  - e. Adhere to compliance deadline. GSA must have completed background investigations, or have investigations in progress, no later than October 27, 2007 for all Level IV leases and Level III leases with 100 percent federal occupancy.
3. Effective Date/Expiration Date. This RSL is effective immediately and will expire 12 months from the date of issuance unless cancelled or extended.
  4. Cancellation. None.
  5. Applicability. All lease contracts.
  6. Instructions/Procedures. All Lessor personnel and contractors with routine access to the Government's leased space, post-award, in:
    - Security Level IV GSA-leased facilities, or
    - Security Level III GSA-leased facilities with 100 percent Government occupancy

for a period greater than 6 months must submit completed fingerprint charts and personal history forms to obtain a background investigation. The client agency may also request such background investigations on a reimbursable basis in Level III facilities with less than 100 percent Government occupancy, and in Level II and Level I facilities. See Attachment 1 for detail.

Attachment 1: Instructions for Background Investigations in Leased Space  
Attachment 2: SFO paragraph: Identity Verification of Contractor Personnel (MAY 2007)  
Attachment 3: Sample Letter to Existing Lessors