

HSO SPOTLIGHT No. 003-2007

What is the issue:	All employees and contractors at DOE Headquarters, with the exception of Federal employees with more than 15 years service, must have proof of a background investigation with the Office of Personnel Security HSPD-12 Personal Identity Verification (PIV) Team by October 2007
Why do we need this?:	Compliance with OMB requirement (reference OMB Implementation Memorandum M-05-24, dated August 5, 2005)
Who is impacted?:	All Headquarters badged personnel (failure to verify or initiate a background investigation for your employees may result in their being denied a DOE badge come October 2007)
What does the HSO need to do?:	Follow the itemized instructions listed below:

1. Know who works in your office. Are they Federal employees or contractors? Are they cleared (i.e., hold an L- or Q-clearance) or uncleared? Have they already been through the PIV process? (Hint: Most people who were hired and badged since November 2005 have been "PIVed.")
2. Determine if they have proof of a background investigation on file with the PIV Team.

a. People who have already been PIVed do not have to take any further action at this time, regardless of whether their OPM questionnaire was submitted via e-QIP or hardcopy.

b. People with a clearance (or currently in the process of obtaining a clearance) do not have to take any further action at this time.

c. Uncleared Federal employees may have proof of a prior background investigation in their Official Personnel Folders. Your HR staff is checking those folders. Do not process Federal personnel until you receive information from the PIV Team listing those employees who will need to have an investigation initiated.

d. You (the HSO) must submit PIV requests for un-PIVed, uncleared contractors. If they have had a prior background investigation (by OPM or another Federal agency) and we can verify that through the agency who requested it, they will not need to complete any paperwork other than the PIV request form. Otherwise, you should initiate a request for an SF-85 via e-QIP, collect the signature pages from the applicant as well as a completed OF-306, send the applicant to have fingerprints taken at the GTN or FORS Badge Office between the hours of 1:30 and 3:30 daily, and send the papers to the PIV Team, HS-1.32.

3. Submit "PIV-II" requests according to the schedule published in the DOECAST issued December 5, 2006, repeated below. In fact, because we have fallen behind processing Federal employees, feel free to jump ahead a month or 2 on your uncleared contractors.

December 2006	January 2007	February 2007	March 2007	April 2007
A-Coo	Cop-Fa	Fe-Hal	Ham-Jon	Joo-Lub
May 2007	June 2007	July 2007	August 2007	September 2007
Luc-Mue	Muf-Q	R-Sim	Sin-UI	Um-Z

4. On the PIV Request form, Question 1, check “Replacement” badge and write “PIV-II” as Reason for Replacement.

5. On the PIV Request form, Question 2, check “Yes” if the applicant has not had a prior background investigation. Otherwise, check “No (Prior BI)” and indicate what agency requested the investigation, along with the case number, if known.

If you have questions, please send by e-mail to PIV@hq.doe.gov or call Ceil Rogers at 301-903-8873.