

Centers for Disease Control and Prevention Office of Security and Emergency Preparedness

Personnel Security and Suitability Branch



Office of the Director
Office of Security and Emergency Preparedness



Vision & Mission

□ Vision

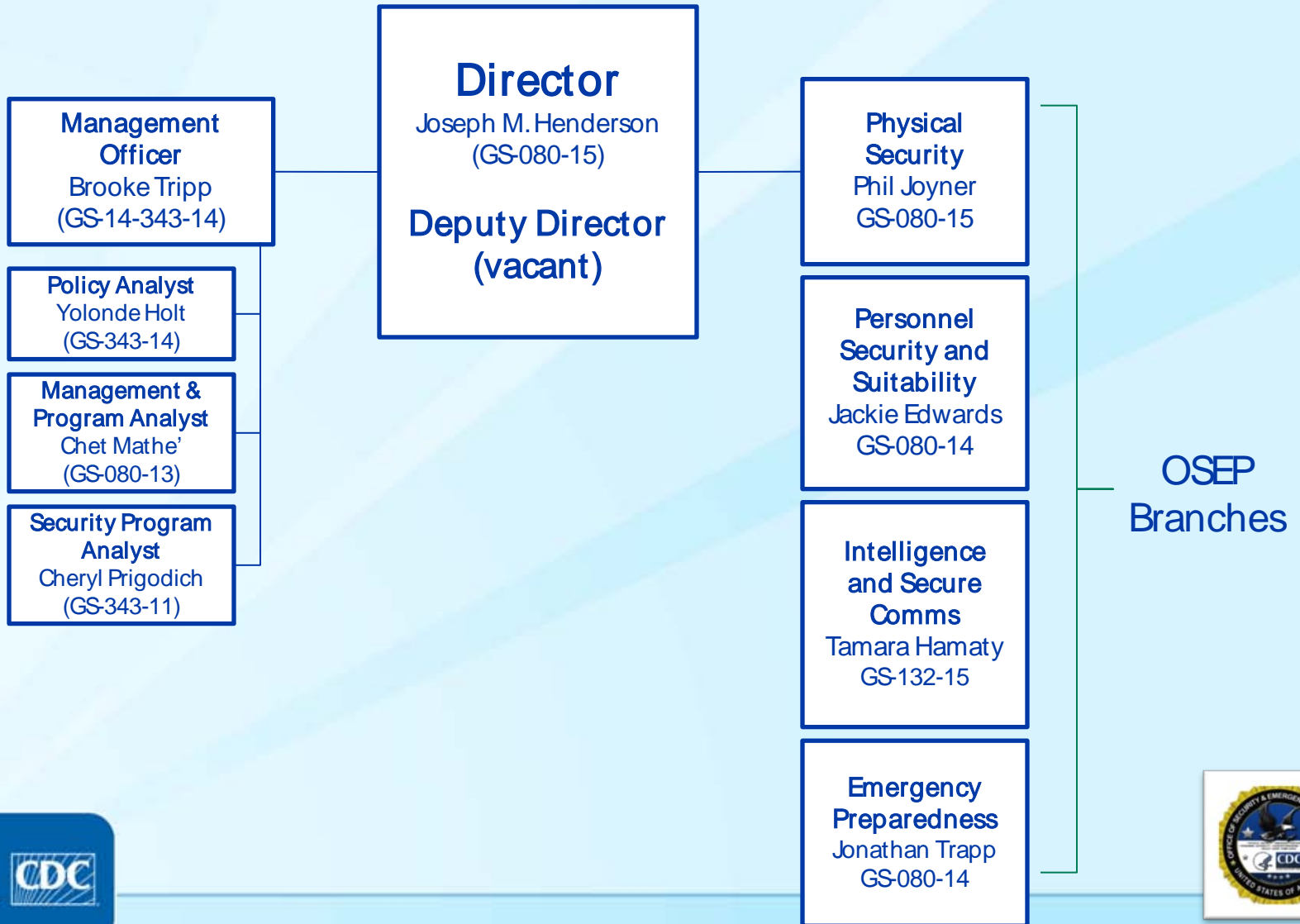
- Develop and implement a security structure to safeguard CDC and protect the Agency's critical mission through the 21st century.

□ Mission

- To provide a secure working environment for all CDC personnel and programs while fully supporting and assisting the agency's global public health mission.

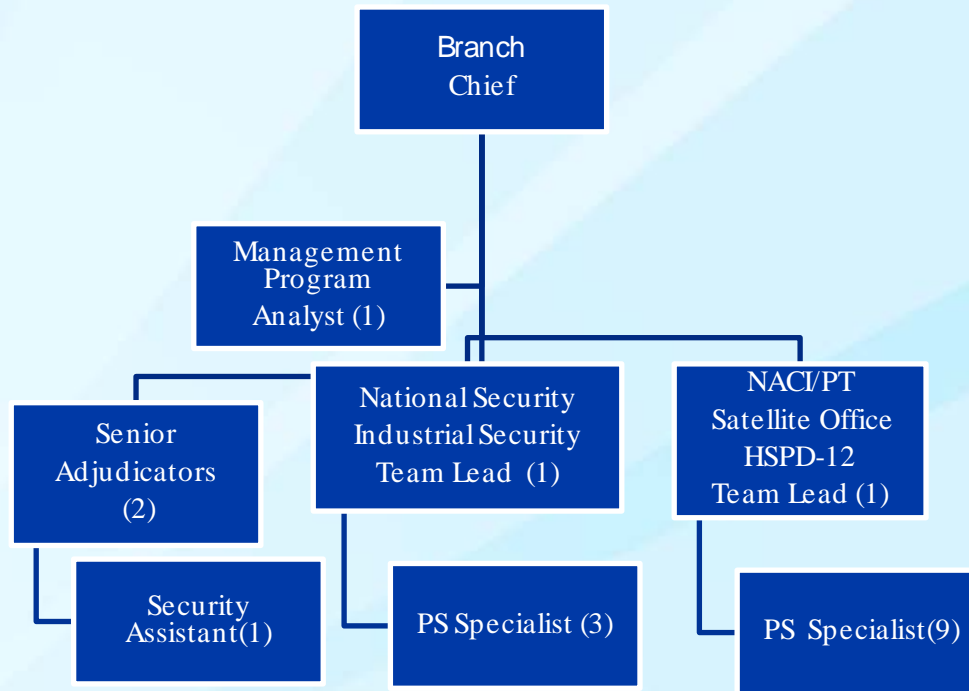


Organizational Structure
Centers for Disease Control
Office of Security and Emergency Preparedness
March 2011



Organization

Personnel Security/Suitability Branch



OSEP's Personnel Security and Suitability Branch

□ Functions:

- Personnel Security
 - (e-QIP) Electronic Questionnaire Investigation Processing
 - Process NACI/Public Trust Level Investigations
 - Process National Security Clearances
 - Fingerprint CDC Personnel, contractors, long term visitors, etc.
 - Industrial Security/Classified Contracts
 - Ensure compliance with drug testing procedures
 - Conduct adjudications for employee suitability
 - Conduct adjudications for access to security clearance
 - HSPD-12 Smartcard Adjudication/Verification
 - In/Out Processing/HR Orientation (On-boarding)
 - Position sensitivity designation
 - Personnel Reliability



Regulatory Authorities and Guidelines

- ❑ Executive Order 10450 (Employment Suitability)
- ❑ Executive Order 12968 (National Security Clearance)
- ❑ Executive Order 12564 (Drug Testing Program)
- ❑ Executive Order 12829 (National Industrial Security Program)
- ❑ Homeland Security Presidential Directive (HSPD)-12
- ❑ OPM Adjudication Guidelines for Employment Suitability and Access to Classified



Our Customers Across the US and Overseas

- ❑ FTE
- ❑ Contractors
- ❑ Consultants
- ❑ Guest Researchers
- ❑ Fellows
- ❑ Students
- ❑ Special Research and Scientific Groups
- ❑ Long Term Visitors over 5 Days
- ❑ Overseas Deployed Staff
- ❑ LES Locally Employed Staff
- ❑ Field Site Staff



Types of Investigations

- ❑ Fingerprints
- ❑ National Agency Check w/Written Inquiry
- ❑ Public Trust 5 Moderate Risk
- ❑ Public Trust 6 High Risk
- ❑ National Security Clearance Investigation

Confidential,

Secret

Top Secret

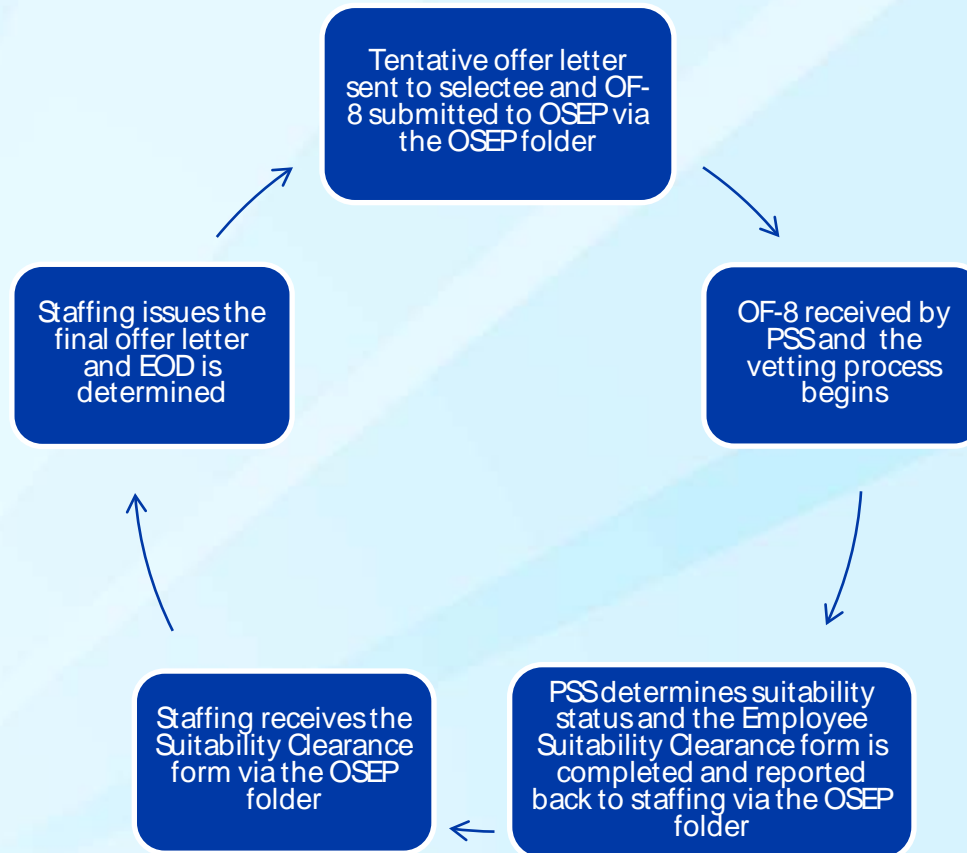


Suitability Background Investigation Forms

- ❑ OF-306 Declaration for Federal Employment (completed by everyone who is fingerprinted)
- ❑ Standard Form 85 National Agency Check w/Written Inquire
- ❑ Standard Form 85P Public Trust Investigation @the Moderate and High Levels
- ❑ Standard Form 86 National Security Clearance Investigation
- ❑ Credit Reports obtained on Public Trust and National Security Clearance Investigations
- ❑ General Release Forms
- ❑ Medical Release Forms (if required)



Pre-Employment Suitability Screening Cycle



Human Resource Eligibility and Qualification Screening

- ❑ Review of Resume and Responses to questions on the job applications
- ❑ Certification of Qualified versus Best Qualified
- ❑ Applicable Laws (example Veterans Preference)
- ❑ Certificate finalized and provided to the Selecting Official



Selecting Official Screening

- ❑ Review of Resume and Job Application
- ❑ Telephonic and/or In-Person Interview Process
- ❑ Phone calls to References
- ❑ Phone calls to previous Supervisors, Employers HR Departments



Personnel Security and Suitability

- ❑ Vetting process begins with the OF 306 Declaration of Federal Employment (everyone completes this form)
- ❑ Fingerprints are taken and results adjudicated
- ❑ Security questionnaire completed by selectee and reviewed by the assigned Personnel Security Specialist
- ❑ Suitability Determination is made “Favorable or Unfavorable” for suitability.
- ❑ Unfavorable Determinations may result in a suitability action.

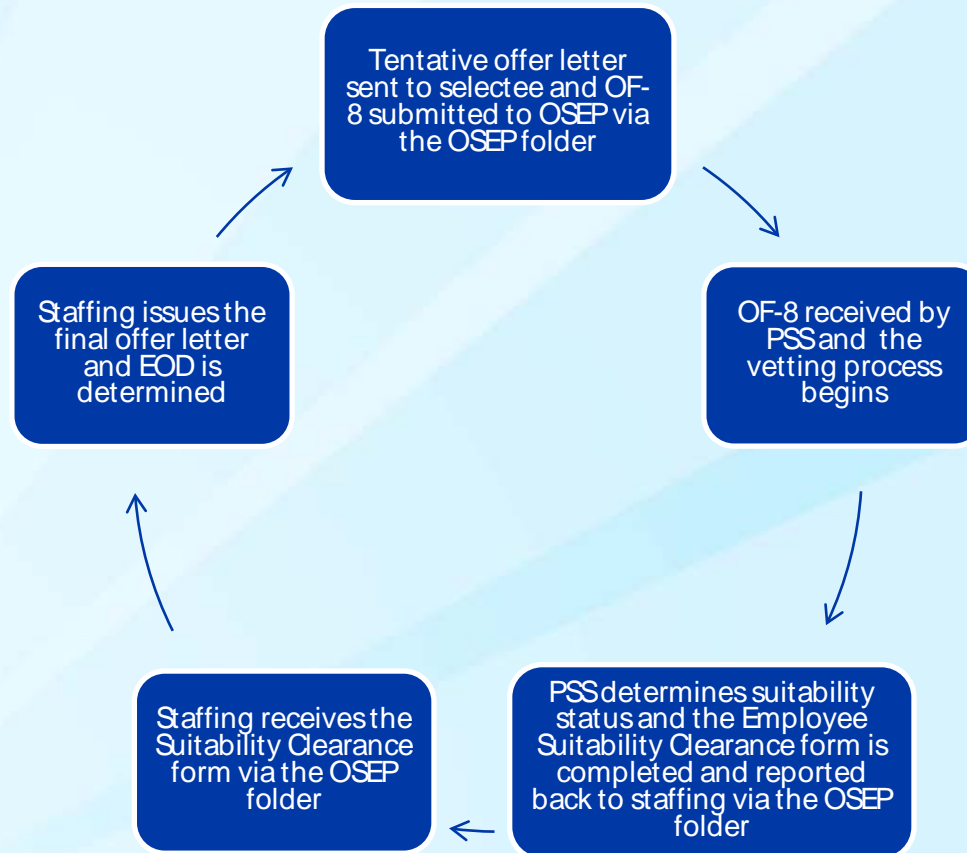


Agency Suitability Action

- ❑ Cancellation of Eligibility
- ❑ Removal (appointee cases only)
- ❑ Disbarment up to 36 months.



Pre-Employment Suitability Screening Cycle



Questions

