SECURITY REQUIREMENTS

Special Agreement Checks (SAC) and issuance of Non-Personnel Identification Verification (Non- PIV) security badges for Contractor and Subcontractor Employees performing work under solicitation 36C24519R0111.

All contractor employees who have access to VA sensitive information are subject to the same level of investigation as VA employees. Through the use of Appendix A of VA Handbook 6500.6, it has been determined that performance of this Construction requirement **does not require** any access to the VA Information Technology network; therefore; the inclusion of VAAR Security Clause 852.273-75 is not required.

The level of background investigation commensurate with the level of access needed to perform the statement of work for this Construction requirement is a Special Agreement Check (SAC) investigation, which equates to fingerprinting. This level of investigation requires all contractor and subcontractor employees performing work under this requirement to be fingerprinted and to be issued a non-PIV security badge.

The process for completing the SAC investigation and obtaining a non-PIV security badge is outlined in the following guidance:

The Contractor is responsible for bearing the expense of all employee background investigations initiated, regardless of the final adjudication determination. The VA facility will pay for investigations conducted by the Office of Personnel Management (OPM); however, the General/Prime Contractor is responsible for reimbursing the VA. The following are estimated costs for each of the potential risk level background investigations.

SAC (Fingerprints)	$ 30.00 **(Applicable to this Solicitation)**
NACI (Low Risk)	$ 381.00
MBI (Medium Risk)	$ 1,038.00
BI (High Risk)	$ 4,431.00

Where this guidance refers to "contractor employees" it is inclusive of all "subcontractor employees" performing under this contract as well.

CONTRACTOR: Upon receipt of Notice of Award, Contractor shall comply with the following processes in order to be in compliance with contract security requirements.

SPECIAL AGREEMENT CHECKS (SAC) AND NON-PERSONAL IDENTITY VERIFICATION – PIV (Security Badge) INSTRUCTIONS

1. Contractor POC will complete the **Background Request Worksheet** (Form #1) in its entirety, listing all employees that will be performing work under the construction requirement portion of this Construction project. Once completed, this form shall be submitted to the VHA Service Center (VSC) Personnel Security Office via password protected or encrypted email to VSCSecurity@va.gov or faxed to (216)447-8020.

   NOTE: Due to the personal information contained in the Background Investigation Request Worksheet, the worksheet must be sent in a secure manner. Please DO NOT email a document containing social security numbers unless the email is encrypted.

Process that occurs after VSC receives Form #1 for processing: Within five business days of receiving the Background Investigation Request Worksheet, the VSC Personnel Security Office will enter a background investigation request into the VA Security Investigation Center (SIC) Contractor Request Database (CRD) for each contractor employee. When the request is entered, an automated "initial" e-mail is sent to the contractor point of contact listed on the Background Investigation Request Worksheet. The automated e-mail identifies the background investigation level requested (SAC) and provides a website link with further instructions.

If a contractor employee has a background investigation from another federal agency, it may be reciprocated as long as the background investigation meets the appropriate level designated in the current statement of work and has occurred within the last five years with a favorable adjudication and no break in service. Please be aware that any public trust case that is older than two years and does not have a favorable adjudication cannot be reciprocated unless it was a no issue case.

VSC Personnel Security Office staff will coordinate with the VA Security and Investigations Center (SIC) staff to verify reciprocity. If the contractor employee receives the automated email from the VA SIC CRD and believes he/she may be eligible for reciprocity, please contact the VA SIC using the contact information in the e-mail received. Reciprocity is **NOT** automatic. If a background investigation can be reciprocated, the VA SIC will send an email notification to the contractor.

Note: If contract personnel need to be added to perform work under this contract after the original Background Investigation Request Worksheet (Form #1) has been submitted, Contractor must update and submit another Background Investigation Request Worksheet (Form #1) to the VSC Personnel Security Office so that a background investigation can be initiated on each contract personnel added. When

completing Form #1 for the additional contract employee, indicate next to the purchase order number field on Form #1 that this is an **ADDITION**.

The additional contract employee cannot start work until all security requirements outlined in this guidance are completed.

2. All contractor employees are required to be fingerprinted as part of the Special Agreement Check (SAC) requirement. Within five business days of Contractor receiving Notice of Award, each contract employee listed on Form #1 must take the **VHA Special Agreement Checks (SAC) Memorandum** (Form #2) and two forms of ID to their nearest VA facility to have their fingerprints submitted and the bottom portion of Form #2 completed by a fingerprinting official. Appointments for fingerprints should be made through the Contracting Officer Technical Representative or the local VA facility. Completed SAC forms shall be faxed or mailed directly to the VSC Personnel Security Office the same day the contractor employee is fingerprinted. Forms can be **faxed or mailed** directly to:

Personnel Security Office
VHA Service Center (VSC)
6100 Oak Tree Blvd #500
Independence, Ohio 44131
Fax: (216) 447-8025
VSCSecurity@va.gov

Contractor shall inform the Contracting Officer Technical Representative (COTR)/Contracting Officer when fingerprinting has been completed for each contract employee.

3. Each individual working on the contract or the contractor POC shall complete the **VHA Service Center PIV Sponsorship Worksheet** (Form #3) for each employee, in its entirety, and return to VSC Security Office as soon as possible, either via fax, encrypted email or password protected documents. Upon receipt of this form and final results of fingerprinting confirmation, the VHA Security Service Center will send an email notification to the Contractors point of contact and the Contracting Officer authoring contract employees to proceed with obtaining their required non-PIV security badge.

NOTE: No Notice to Proceed will be issued until the fingerprinting requirement (SAC) has been met and the VHA Service Center PIV Sponsorship Worksheet (Form #3) has been forwarded and processed through the VSC Personnel Security Office.

Security badges can and should be obtained at any VA Facility. Contact your Contracting Officer for a listing of all of the VA facility locations for fingerprinting and issuance of security badges. The same badge will be valid at all VA facilities throughout the contract period.

IMPORTANT points for Contract Employees to follow for obtaining non-PIV badges:

a. Contract employees shall work with the COTR or PIV Office at the VA facility to verify the physical location of the PIV Point of Contact (POC). Contract employees shall call ahead to make an appointment with the VA facility PIV office.
b. Contract employees shall make sure they have two (2) forms of identification with them.
c. Contract employees shall inform the COTR when badges have been received.

Your security badge must be displayed in accordance with the local VA directives (must be visible at all times while working at any VA facility).

In the event of a lost badge, contract employees must immediately contact their supervisor who in turn shall contact the COTR. They must also contact the VHA Service Center (VSC), Personnel Security Service, and the local PIV office to report the loss.

4. These security badges are the Property of the United States Government; Contractor is **REQUIRED** to turn in all security badges at the last campus where work has been performed. After completion of the project, Contractor shall complete the Contractor Turn-In Inventory Report (Form #4) to verify that all badges have been collected and turned in to be destroyed. Any failure to collect, record and return security badges at the end of the contract performance period could result in a Poor Contractor Performance Rating in the Contractor Performance Assessment Rating System (CPARS).

Department of Veterans Affairs
VHA Service Center
6100 Oak Tree Blvd #500
Independence, OH 44131

Background Investigation Request Worksheet

The Contractor is responsible for updating the background investigation form as personnel are added to the order. The Contractor must submit the updated form to the Contracting Officer within five business days of the date to begin work.

Contractor Information

Contracting Officer/Specialist: _____

Telephone: _____

Contract Period of Performance/End Date: _____

SAO Region & VISN Number: _____

Purchase/Task Order Number: _____

Contractor Type: _____ **Direct Patient Care (Y/N):** _____

Investigation Level (SAC/Low/Med/High): _____ **Network Access (Y/N):** _____

Contractor Co Name (Sub in parentheses): _____

Prime Contractor POC Name & Phone: _____

Prime Contractor POC Email: _____

Prime Contractor Address: _____

Contractor Employee Information

(Date and Place of Birth are required to cross check clearances issued by other departments/agencies.)

Employee Name (Full Legal Name)	SSN	Employee Home Address	D.O.B.	Place of Birth	Previous Investigations Yes/No/Date

Department of Veterans Affairs
VHA Service Center
6100 Oak Tree Blvd #500
Independence, OH 44131

VHA Special Agreement Checks (SAC) Memorandum

FINGERPRINTS MUST BE COMPLETED WITHIN FIVE (5) BUSSNESS DAYS OF AWARD NOTIFICATION LETTER

Employee Information (please print)

Full Legal Name (First Middle Last): _____

Social Security Number: _____

Contractor (yes/no): _____

VA Security Specialist Use Only

SON: 955C / SOI: VA08
IPAC/OPAC: 3600.1200

Federal Agency Name: _____

VISN Number: _____

Station Number: _____

Date Fingerprinted: _____

Method of Fingerprinting: **Electronically**

After fingerprints are captured, fax this completed document to:
VHA Service Center (VSC)
Personnel Security Office
Fax# 216-447-8025

Form #2



Department of Veterans Affairs
VHA Service Center
6100 Oak Tree Blvd #500
Independence, OH 44131

VHA Service Center Contractor PIV Sponsorship Form

Employee Information

Full Legal Name (First Middle Last): _____

Social Security Number: _____

Date of Birth (MM/DD/YYYY): _____ Gender (M/F): _____

Race: _____

Eye Color: _____

Hair Color: _____

Height: _____

Weight: _____

Citizenship:
(US, Naturalized or Non-Citizen Status) _____

Place of Birth (City, State, Country): _____

Home Address: _____

_____

Position Title: _____

Contractor Company Name: _____

Company Address: _____

_____

Form #3

Department of Veterans Affairs
VHA Service Center
6100 Oak Tree Blvd #500
Independence, OH 44131

VHA Security Center PIV Credentials Turn-In Inventory Report

(attach additional sheets as required)

Contractor Information

Contractor POC Name & Phone: _____

Contractor Employee Information

Employee Name (Full Legal Name)	Company Name	VA Turn-In Location	Turn-In Date

Site Manager/COTR Signature & Date: _____

Site Manager/COTR Name (printed): _____

Form #4