

Onboarding Guidance to include Pre-Hire fingerprinting and completion of eQIP

On December 16, 2020 the Office of Personnel Management (OPM) issued non-waivable Credentialing Standards to Departments/Agencies (D/A's). MRP will use a phased approach (*see Appendix A*) to implement this guidance starting with hires onboarding on or after June 6th (PP12). These hires will follow the new standards which require completion of fingerprinting and the electronic Questionnaires for Investigations Processing (eQIP) before a final offer letter will be issued. **OPM's guidance waiving this requirement, issued in March 2020, will be rescinded as the collection of fingerprints is now feasible under the Fieldprint solution.**

- ▶ **Impact:** all (D/A's) will use these procedures in conjunction with existing credentialing standards for making all decisions regarding the eligibility persons (federal/non-federal) for a PIV credential for physical or logical access to Federally controlled facilities and/or information systems
 - ▶ Applies to persons expected to be (1) onboard over 180 days and/or (2) require a Linc Pass
 - ▶ Does not apply to intermittent or temporary employees whose affiliation is repeatedly terminated and reinstated or any employees who are expected to work intermittently over multiple years or those who will never receive a Linc Pass

For Federal Hires – when the Hiring Office makes their decision, the Selectee has five days to:

- ▶ Respond to the Tentative Offer
- ▶ Finish the Onboarding tasks assigned within USA Staffing or provide the documents requested by Human Resources (if the Selectee is onboarding outside of USA Staffing)
- ▶ Complete the fingerprint process by making and attending an appointment at a Fieldprint location (*see Appendix B*)
 - All hires may not need to be fingerprinted. HR will review those with previous prior federal service that may have fingerprints already accessible to HR
- ▶ Transmit their completed eQIP questionnaire to MRPBS HRD Personnel Security (*see Appendix C*)
 - All hires may not need to complete a new eQIP. HR will review Selectees with previous federal service to determine if it is already on file or if it can be requested from the previous Agency

Once the fingerprinting, eQIP and other onboarding tasks are complete and suitability has been determined for the Selectee, Human Resources will discuss an entry on duty (EOD) date with the Hiring Office and send the Selectee their Final Offer Letter.

After acceptance of the final offer, Human Resources will release the Background Investigation (BI) to the Defense Counterintelligence and Security Agency (DCSA) as the Selectee completes other assigned tasks within USAS Onboarding (if hired through USA Staffing) or waits until their EOD date arrives. At some time directly before or after the EOD date, an accession action for the Selectee will be processed in NFC allowing for both the eAuthentication invitation and the Linc Pass enrollment messages to be sent.

For Non-Federal Hires – it is the responsibility of the Contracting Officer or the Contracting Officer's Technical Representative to:

- ▶ Inform the Contractor about the fingerprinting and eQIP requirements and that no access will be given to equipment and/or facilities until suitability is determined and the BI is released
- ▶ Work closely with the Personnel Security Specialist/Assistant to ensure all required documentation has been provided

The Personnel Security Specialist/Assistant will provide the Contractor information to make an appointment with Fieldprint and initiate them into eQIP. Once the BI is released, the Contractor will receive the eAuthentication invitation and if applicable the Linc Pass enrollment message.

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Phased Approach to Implementation - Appendix A

Human Resources will start implementing the guidance provided by OPM for federal or non-federal hires coming onboard in or after pay period 12 (June 6, 2021) in this sequence:

- ▶ **Phase 1 (PP12) – Those who will be Onboard over 180 days**
 - New AMS or APHIS Employees onboarding through the USAS Onboarding application
 - Transfers into AMS or APHIS from other USDA or Government Agencies
 - Non-Federals (Contractors, Affiliates, Non-Paid Interns, etc.)

- ▶ **Phase 2 (PP17) – COVID 19 Backlog**
 - Federal hires whose fingerprint requirement was waived and (1) have been onboard for over 180 days and (2) either have or are seeking a Linc Pass
 - Non-Federals whose fingerprint requirement was waived and (1) have been onboard for over 180 days and (2) either have or are seeking a Linc Pass

- ▶ **Phase 3 (PP20) – Excepted Service and Internal Agency Employees**
 - Excepted Service (A1/ LA) federal hires who are expected: (1) to be onboard for over 180 days (2) to be issued a Linc Pass
 - Federal hires with reassignment or promotion actions who haven't been fingerprinted or who haven't completed an eQIP during their tenure with AMS or APHIS

Fieldprint Appendix B

Fieldprint is a company that provides all aspects of the fingerprinting process at more than 1,200 locations nationwide. Selectees or Non-Federal resources will receive information in a Fingerprint/eQIP email. This message will direct them to the Fieldprint site where they can search for the most convenient site/distance/hours of operation for them. The fee charged by Fieldprint for this service must be borne by the Federal Selectee or Non-Federal resource making the appointment. For Federal Selectees – there is a reimbursement process available once they are onboard.

- They must use the code provided to them in their fingerprint email when making an appointment
- They must bring the correct documentation
 - Fieldprint confirmation email message
 - Two forms of identification
- They must pay the fee of \$16.50

ADDRESS	CITY	DISTANCE ▾	HOURS OF OPERATION
1. * 1810 12th Avenue East	Hibbing, MN	20.4 mi	TH 01:00 PM - 03:00 PM Appointment required
2. * 1810 12th Avenue East	Hibbing, MN	20.4 mi	Hours vary. Appointment required
3. * 440 1st Avenue Northeast	Grand Rapids, MN	21.3 mi	M TU W TH F 10:00 AM - 04:00 PM Appointment required

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eQIP Appendix C

The electronic Questionnaires for Investigations Processing (eQIP) is a web-based automated system that was designed to facilitate the processing of standard investigative forms when conducting background investigations for Federal security, suitability, fitness and credentialing purposes. Selectees can only access the eQIP application if they have been invited to do so by the a MRPBS HRD Personnel Security Specialist.

The following information is helpful to have ready before starting the eQIP process

- Proof of Citizenship, if applicable, such as: passport, Citizenship Certificate, Naturalization Certificate, or Alien Registration Number.
- Employment History
 - Current and previous work location addresses
 - Supervisor names, addresses, and contact information
- Personal Residence(s)
 - Name, address, and phone number of a person who knew you at each address. Note: All contact information must include a physical address. PO Boxes are unacceptable. APO/FPO is allowed
- Three personal references
- Relatives' citizenship information, aliases, employer, and foreign activities
- Selective Service ID number, if applicable.

For each of the categories listed above, the Selectee will need provide information covering the amount of time specified in the question on the form or to their 16th birthday, whichever is shorter. In most categories the instructions will state that information before the 18th birthday is not needed unless it is necessary to provide a minimum of two years history.