



# Onboarding

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OPM REQUIREMENTS 2021

# OPM Onboarding Requirements

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**Obtain Fingerprints**



**Complete Electronic  
Questionnaires for Investigations  
Processing (eQIP)**



**Release Information to Defense  
Counterintelligence and Security  
Agency (DCSA)**



# Guidance

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On December 16, 2020 the Office of Personnel Management (OPM) issued non-waivable Credentialing Standards to Departments/Agencies (D/A's) that were to be implemented within 180 days. This requires any hires onboarding on or after June 6<sup>th</sup> (PP12) to follow the new standards which include fingerprinting and completion of the electronic Questionnaires for Investigations Processing (eQIP).

- ▶ **Impact:** all (D/A's) will use these procedures in conjunction with existing credentialing standards for making all decisions regarding the eligibility of individuals for a PIV credential for physical or logical access to Federally controlled facilities and/or information systems
  - ▶ Applies to persons (federal/non-federal) expected (1) to be 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 for any employees who are expected to serve intermittently over multiple years or for any employee who will never receive a Linc Pass



# Impact

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This new requirement does not necessarily mean that that Onboarding process will be slower as the pace of Onboarding is dependent on the timely completion of the eQIP and obtaining fingerprints by the Selectee. The quicker they complete that task; the sooner Human Resources can work with the Hiring Office to establish an EOD date.

- Selectees must complete the fingerprinting and eQIP processes before an entry on duty (EOD) date will be set and a final offer letter sent
- Selectees can utilize the **Fieldprint** fingerprinting solution to find a location most convenient to them
- Human Resources will receive electronic fingerprint check results much faster than the hard copy ink method
- MRP is compliant with OPM regulations
- Linc Pass sponsorship and adjudication completed in advance of enrollment allows the credential to immediately go to print upon conclusion of the enrollment appointment. If onsite printing is available, the credential can be printed and activated at a single appointment



# Phased Approach

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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 action who have not been fingerprinted or who have not completed an eQIP during their tenure with AMS or APHIS



# Resources

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The list below will help you pinpoint the resource that will be most helpful for you according to the type of federal or non-federal person you are bringing onboard.

- Fingerprint - eQIP Fact Sheet
- Visual of the New Onboarding Process
- Fieldprint Quick Tips
- eQIP Quick Tips
- Phased Implementation Schedule
- HR Broadcast Article dated May 2021
- HR List of Service Providers
- OPM Guidance dated March 2020
- OPM Guidance dated December 2020
- OPM Fingerprint\_eQIP New Onboarding Process PPT

# Fieldprint

Fieldprint provides all aspects of the fingerprinting process – from electronic collection to channeling and everything in between.

There are over 1200 locations across the country

Electronic prints are sent directly to the FBI allowing the Agency to see results within 48 hours of the appointment

The cost of \$16.50 per appointment can be reimbursed to the employee from a Shared Service Account once they come onboard

## FIELDPRINT'S REMOTE SERVICES NETWORK

We offer the largest Livescan and remote services network in the nation.

