# EPA's Security Requirements to Onboard Personnel

The time it takes to complete the security requirements is dependent on your responsiveness to the steps below. If you provide incomplete information in any of the steps below, it will delay your ability to begin work / occupy the position.

## STEP 1: Pre-Screening Information Collection

### PART 1: Enrollment (including Fingerprinting)

*Target: 5 calendar days*

When you receive an email from hspd12admin@usaccess.gsa.gov (check Junk/Spam folders) with instructions and requirements,

1. Read about the USAccess Program and enrollment requirements.
2. Schedule an enrollment appointment at a (USAccess) Badging Office.
3. Gather the required documentation for your enrollment appointment (download the PDF).
4. Attend your scheduled enrollment appointment with the required documentation.

Enrollment includes being fingerprinted. Fingerprints are used to check criminal history records of the Federal Bureau of Investigation (FBI). The results of your fingerprint check will be evaluated by EPA as part of the security pre-screening determination.

*** Please Note: Procedures for obtaining changes, corrections or updates to an FBI identification record are set forth in Title 28, CFR, 16.34, and are included in the Noncriminal Justice Applicant's Privacy Rights document that was reviewed as part of the intake process, in eFile.

### PART 2: Security Forms

*Target: 4 calendar days*

When you receive an email from personnel_security@epa.gov about the required security forms,

1. Complete, scan, and save the forms according to the directions in the email.

When you receive an email from do-not-reply@e-qip.opm.gov with your e-QIP registration code,

1. Establish an e-QIP account and complete the information in e-QIP.
2. Complete the certification and signature release forms.
3. Attach the documents (from # 2 above).
4. Release and transmit the information.

For details and helpful resources on this, click here. NOTE: e-QIP is OPM's Electronic Questionnaires for Investigations Processing system.

## STEP 2: Pre-Screening Determination

### PART 3: Review information and documents

*Target: 3 calendar days*

1. EPA receives your fingerprint results.
2. EPA receives the documents you uploaded into e-QIP.
3. EPA will review them and may ask for additional information – please respond promptly to such requests, which will come from personnel_security@epa.gov.
4. After EPA has resolved any issues identified in steps 1 and 2, and both steps show a favorable status, EPA will inform you that you are approved to onboard.
5. After receiving that approval, you should work with your HR POC or your COR to determine an appropriate start date.

REMINDERS:

- Act promptly on all requests from hspd12admin@usaccess.gsa.gov and personnel_security@epa.gov.
- Check your Inbox, Junk, and Spam folders for email communication.
- Respond completely to all e-QIP questions.
- Provide all requested documents.
- For security related questions, contact personnel_security@epa.gov. For onboarding status questions, contact your HR Specialist or your COR.