

**NEW ENGLAND REGION
CONTRACTOR SUITABILITY CONTRACTOR INSTRUCTIONS
UPDATED JANUARY 5, 2009
Exhibit 5: GS-01P-09-BW-D-0022**

INTRODUCTION

Homeland Security Presidential Directive 12 (HSPD 12) establishes the Policy for a Common Identification Standard for Federal Employees and Contractors. In compliance with HSPD-12 on contractor suitability clearances, the New England Region developed instructions to assist contractors completing requirements of HSPD 12 and track the processing of those clearances.

DEFINITIONS

- A. E-QIP (Electronic Questionnaires for Investigations Processing): An Office of Personnel Management (OPM) online Web-based system application that houses an electronic version of the Standard Form 85P (SF-85P).
- B. Escort: A credentialed Federal employee or Long Term Contractor who has received a favorable National Agency Check with Written Inquiries (NACI) and a GSA approved identification credential and who is assigned to accompany an Escorted Temporary Contractor on or within a building.
- C. Escorted Temporary Contractor: A non-federal employee or individual engaged to perform work for the federal government on or within federal facilities on a non-recurring and intermittent basis from 1 calendar day up to 15 calendar days. An Escorted Temporary Contractor requires an escort and is not required to have a suitability determination.
- D. GSA Regional Credentialing Office (RCO): The GSA Office that is the liaison between GSA and DHS/FPS and has responsibility for the Regional Contractor Suitability Clearance Program.
- E. GSA Requesting Official: Government employees, who have the authority through their position to request contractor suitability clearances, notify the contractors of the suitability determination, determine escorts, and notify FPS in writing of escorted contractors and perform other duties associated with the Contractor Suitability Clearance Program. Requesting Officials include, but are not limited to Contracting Officers, Contracting Officers' Representatives (COR), Contracting Officers' Technical Representatives, Property Managers, Project Managers, Security Guards or Customer Agency Officials.