

CHANGE REQUEST COVER SHEET

Change Request Number: 11-21

Date Received: 12/21/2010

Title: Personnel Security Changes

Name: Tim Eckert

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Policy OR Guidance: Guidance

Section/Text Location Affected: T3.8.2A.12 and clause 3.14-2

Summary of Change: Administrative changes to guidance and clause

Reason for Change: Changes to the guidance are due to security using different forms for investigations as per OPM guidance. Changes to the clause are consistent with earlier clause revisions for the Vendor Applicant Process (VAP) database implementation (making a contractor transmittal letter unnecessary)

Development, Review, and/or Concurrence: Personnel Security; Acquisition Policy Division; Lgeal; and Contracting Organizations at FAA HQ, Centers, and Regions (ARC)

Target Audience: FAA contracting workforce and program offices.

Potential Links within FAST for the Change: None

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: None

Links for New/Modified Forms (or) Documents (LINK

1) [https://conwrite.faa.gov/cwclauselist.cfm?Show=Num, Totle,text,Pers&CatNum=3.14](https://conwrite.faa.gov/cwclauselist.cfm?Show=Num,Totle,text,Pers&CatNum=3.14)

Links for New/Modified Forms (or) Documents (LINK 2) [null](#)

Links for New/Modified Forms (or) Documents (LINK 3) [null](#)

SECTIONS EDITED:

Procurement Guidance:

T3.8.2 Service Contracting

Service Contracting

Section 12 : Guard Services [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

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Old Content: Procurement Guidance:

T3.8.2 Service Contracting

Service Contracting

Section 12 : Guard Services

The FAA may contract for guard services. Typical requirements for guard services include, but are not limited to: U.S. citizenship, minimum age of 21, high school diploma or equivalent, firearm training, testing and certification, and other additional technical training specified in the contract scope of work. Each guard must complete the following so that a NACI background investigation can be completed by the Office of Personnel Management:

- a. OMB I-9 Eligibility Verification;
- b. DOT 1681, ID Card/Credential Application;
- c. SF-85P, Questionnaire for Public Trust Positions; and
- d. Fingerprint cards.

New Content: Procurement Guidance:

T3.8.2 Service Contracting

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- c. SF-85, Questionnaire for Low Risk Positions;

- d. OF-306, Declaration for Federal Employment; and
- e. Fingerprint Cards.

Red Line Content: Procurement Guidance:

T3.8.2 Service Contracting

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 - de. Fingerprint ~~cards~~Cards.
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