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Introduction

It's important that you complete the information accurately and upload documentation so that the EPA's Personnel Security Branch (PSB) can process the onboarding request for you and bring you into the EPA as quickly as possible.

Section 1: Onboarding Process For Non-Federal Personnel

The following steps summarize the process for onboarding at the EPA:

1. After winning an award, a vendor or the vendor's personnel who will be working under the contract / grant, will contact the EPA point of contact (POC) – usually a Contracting Officer's Representative (COR) or a Projects Officer (PO) – to provide the initial data needed for the POC to begin the onboarding process.

The information that should be securely shared with the POC, for each person who will be working under the contract / grant, is:

- Vendor personnel full legal name (as shown on their government issued identity document, e.g. Driver's License or Passport)
- Vendor personnel Social Security Number (SSN)
- Vendor personnel email address

NOTE the following guidelines regarding appropriate processing and handling for this Sensitive Personally Identifiable Information (SPII). These guidelines will help prevent privacy breaches in this process by ensuring the POC, who has a need to know the information, is the only individual to see the SPII/PII.

The POC will instruct the vendor or the vendor personnel to send the requested information by email with the POC as the only EPA email recipient.

The POC will not save the email in any form.

The POC will delete all SPII / PII from the email if sending a response to the vendor or the vendor personnel.

The POC will not forward the email to others.

The POC will delete the email after entering the information into PSS 2.0.



2. EPA POCs will create a contract / grant and a record in the Personnel Security System (PSS) for each of the vendor personnel identified.
3. Upon completion of the above, PSS will send an email to the person being onboarded (the 'applicant' aka the vendor personnel) asking them to provide additional information. The sender of the email is personnel_security@epa.gov – note that emails do sometimes land in an applicant's spam or junk.
4. The URL, user name and password for login are provided in the email. The applicant creates a unique password and logs in.
5. The applicant enters additional personal information into eFile and uploads documents.
This guide will help you with this step in the process.
6. Upon completion, the information becomes available to the EPA's Personnel Security Branch (PSB), who determine whether the applicant needs to undergo a background investigation (if s/he already has an appropriate investigation, it may be acceptable under reciprocity guidelines).
7. PSB 'sponsors' the applicant for a badge
 - if the applicant needs unescorted access to EPA facilities and or system / network access for more than 6 months, a PIV card will be requested,
 - if the applicant needs unescorted access to EPA facilities and or system / network access for less than 6 months, a PIV-I card will be requested
8. An email will be sent to the applicant from hspd12admin@usaccess.gsa.gov asking them to schedule an enrollment appointment (which includes fingerprinting) at an EPA badge office or a shared USAccess badge office. Note that emails sometimes land in an applicant's spam or junk.
9. The email contains all the information an applicant will need.
10. The applicant schedules an enrollment appointment at an appropriate location.
11. The applicant attends the enrollment appointment and is fingerprinted as part of that.
12. PSB receives the fingerprint results a few days later.
13. In parallel with steps 7 – 12, if a background investigation is needed, PSB will send the applicant an email asking that they complete an application form in [eQIP](#). This email will come from the PSB email account, personnel_security@epa.gov. Note that emails do sometimes land in an applicant's spam or junk.
14. During steps 7 – 13, applicants may be asked to respond to emails from the PSB re completing necessary steps. Personnel must complete all required security forms, and PSB must receive signature pages and fingerprint results from those needing background investigations **before** they can begin work.
15. All initial security requirements must be met before personnel can begin work, which means:
 - Favorable fingerprint results must be on file,
 - And, if a background investigation is being conducted, the eQIP form must be completed, reviewed and submitted to the investigative provider.
16. EPA POCs receive an email saying that initial requirements have been met and vendor personnel can begin work.



Section 2: Onboarding Process For Federal Personnel

The following steps summarize the process for onboarding at the EPA:

1. A Human Resources Shared Service Center (SSC) Specialist will enter a new hire's personal information into PSS. The Specialist is the EPA POC.
2. Upon completion of the above, PSS will send an email to the person being onboarded (the 'applicant' aka the new hire) asking them to provide additional information. The sender of the email is personnel_security@epa.gov – note that emails do sometimes land in an applicant's spam or junk.
3. The URL, user name and password for login are provided in the email. The applicant creates a unique password and logs in.
4. The applicant enters additional personal information into eFile and uploads documents.
This guide will help you with this step in the process.
5. Upon completion, the information becomes available to the EPA's Personnel Security Branch (PSB), who determine whether the applicant needs to undergo a background investigation (if s/he already has an appropriate investigation, it may be acceptable under reciprocity guidelines).
6. PSB 'sponsors' the applicant for a badge
 - if the applicant needs unescorted access to EPA facilities and or system / network access for more than 6 months, a PIV card will be requested,
 - if the applicant needs unescorted access to EPA facilities and or system / network access for less than 6 months, a PIV-I card will be requested
7. An email will be sent to the applicant from hspd12admin@usaccess.gsa.gov asking them to schedule an enrollment appointment (which includes fingerprinting) at an EPA badge office or a shared USAccess badge office. Note that emails sometimes land in an applicant's spam or junk.
8. The email contains all the information an applicant will need.
9. The applicant schedules an enrollment appointment at an appropriate location.
10. The applicant attends the enrollment appointment and is fingerprinted as part of that.
11. PSB receives the fingerprint results a few days later.
12. In parallel with steps 7 – 12, if a background investigation is needed, PSB will send the applicant an email asking that they complete an application form in [eQIP](#). This email will come from the PSB email account, personnel_security@epa.gov. Note that emails do sometimes land in an applicant's spam or junk.
13. During steps 7 – 13, applicants may be asked to respond to emails from the PSB re completing necessary steps. Personnel must complete all required security forms, and PSB must receive signature pages and fingerprint results from those needing background investigations **before** they can begin work.
14. All initial security requirements must be met before personnel can begin work, which means:
 - Favorable fingerprint results must be on file,



Using eFile to Onboard at the EPA

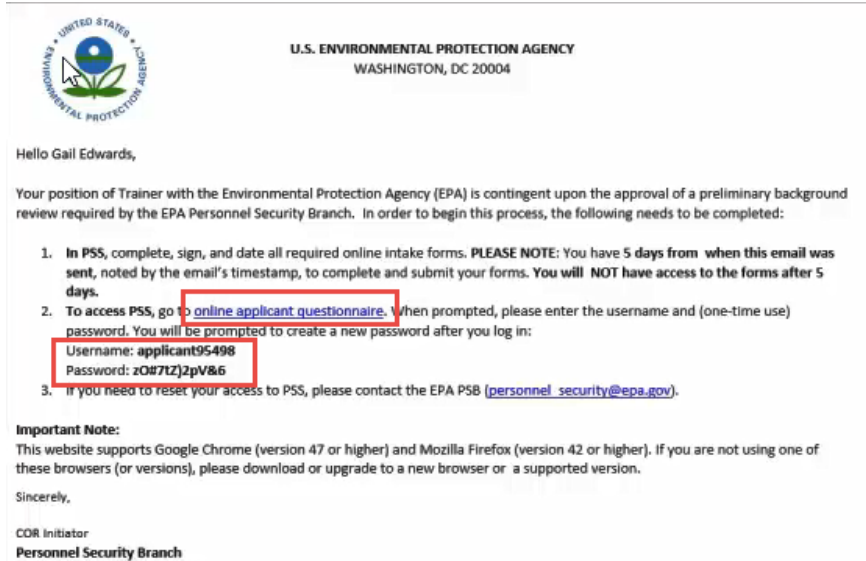
- And, if a background investigation is being conducted, the eQIP form must be completed, reviewed and submitted to the investigative provider.
15. The SSC Specialist will receive an email saying that initial requirements have been met and vendor personnel can begin work.



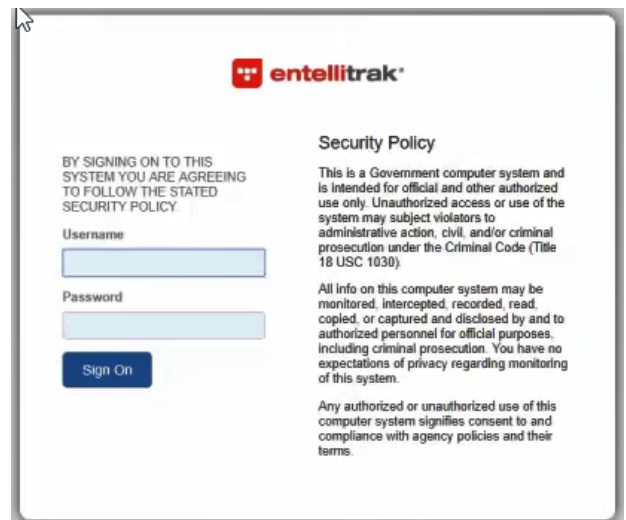
Section 3: Entering Personal Information Into eFile and Uploading Documents

1.1 Once the EPA POC has initiated your onboarding in the Personnel Security System (PSS), you will receive an email from personnel_security@epa.gov. Please keep an eye on your Inbox, Spam and Junk folders, as the email may be directed there.

The email will contain a link to the eFile system, as well as your user name and one-time use password.



1.2 After receiving the email, click on the “online applicant questionnaire” hyperlink. You will be navigated to the login page.





1.3 Enter the user name and password contained in the email and click the Sign On button.

1.4 You will be presented with the Change Password screen.

Current Password = the password in the email.

New Password = the password you want to enter.

After confirming the new password, click on the Change Password button.

[Sign Out](#)

Password has expired. Please change your password to continue using this system.

Password should be at least twelve characters long and must contain a combination of uppercase and lowercase letters, numbers, and special characters, and should be different from your last 10 passwords.

Current password

New password

Confirm Password

Change Password

Security Policy

This is a Government computer system and is intended for official and other authorized use only. Unauthorized access or use of the system may subject violators to administrative action, civil, and/or criminal prosecution under the Criminal Code (Title 18 USC 1030).

All info on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. You have no expectations of privacy regarding monitoring of this system.

Any authorized or unauthorized use of this computer system signifies consent to and compliance with agency policies and their terms.

Note: If you are locked out or forgot your password, please email Personnel_Security@epa.gov, or call 202-564-7912.

1.5 After you successfully change your password, you will be navigated to the eFILE Home screen.

HOME

Home >

Forms

IMPORTANT

You have 5 days to complete and submit the Applicant Intake Form. You will lose access to the form if it is not completed within 5 days. This website supports Google Chrome (version 47 or higher), Mozilla Firefox (version 42 or higher), Internet Explorer (version 11 or higher) and Microsoft Edge (version 42 or higher). If you are not using one of these browsers (or versions), please download or upgrade to a new browser or a supported version. If you choose to use a browser not listed, the site's pages may not display properly, and you may encounter problems while completing the questionnaire.

Click on the button below to enter the Applicant Intake form. You must complete all information on this form in order to be considered for a position with EPA. **Your legal name must be used on all forms.**

If you cannot complete the form in one sitting, you may save and come back to the form at a later time.

Applicant Intake Form



Using eFile to Onboard at the EPA

- 1.6 After reviewing the information on the initial screen, click on the Applicant Intake Form button.
- 1.7 You will be presented with the Fair Credit Reporting Act document on the Applicant Intake screen. Once you have read and reviewed the information, you should check the box to indicate that you have read and understand the content.

Applicant Intake

FAIR CREDIT REPORTING ACT OF 1970

FAIR CREDIT REPORTING ACT OF 1970, AS AMENDED

AUTHORIZATION

PLEASE TAKE NOTICE that one or more consumer credit reports may be obtained for employment purposes pursuant to the Fair Credit Reporting Act, as amended, 15 USC section 1681, et seq. Should a decision to take any adverse action against you be made based either in whole or in part on the consumer credit report, the consumer reporting agency that provided the report played no role in the Agency's decision to take such adverse action.

Information provided by you on this form will be furnished to the consumer reporting agency in order to obtain information in connection with an investigation to determine your (1) fitness for Federal employment, (2) clearance to perform contractual service for the Federal Government, and/or (3) security clearance or access. The information obtained may be redisclosed to other Federal agencies for the above purposes and in fulfillment of official responsibilities to the extent that such disclosure is permitted by law.

I hereby authorize the Environmental Protection Agency to obtain such report(s) from any consumer/credit reporting agency for employment purposes.

First Name

Last Name

Social Security Number/PSSN 000-00-0039

By checking the box below you are stating that you have reviewed the Fair Credit Reporting Act of 1970 and agree to its terms.

Certifying Signature

Your social security number is needed to keep records accurate, because other people may have the same name. Executive order 9397 asks Federal agencies to use this number to help identify individuals in agency records.

By checking the box, you are providing a digital signature that will be saved with the other information and documents that you'll upload.



1.8 In the **Applicant Information section**, you will be able to provide personal information that is required for your onboarding. The initial information that was entered by the EPA POC will be displayed – additional personal information is required at this time.

The data requested on this form includes:

- Home address
- Phone number
- Date of birth
- Citizenship information
- Country, City and State of birth
(State is only needed if the Country = US)

APPLICANT INFORMATION	
Applicant Type	SEE
First Name	Gall
Middle Name	Burke
Last Name	Edwards
Suffix	
Personal Email Address	maddyedwards@chainbridgesoluti
Street 1	
Street 2	
City	
Country	
Zip Code	
Phone Number	
Date of Birth	<input type="text"/> (mm/dd/yyyy)
Are you a U.S. Citizen?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Social Security Number/PSSN	000-00-0039
Primary Country of Citizenship	
Countries of Citizenship	<input type="checkbox"/> United States of America <input type="checkbox"/> Afghanistan <input type="checkbox"/> Aland Islands <input type="checkbox"/> Albania <input type="checkbox"/> Algeria
Place of Birth Country	
Place of Birth City	



1.9 In the **Download / Upload Signature** section, you are being asked to print, review, sign, scan and upload key documents. The documents are hyperlinked in eFile so you can navigate to them, fill them out and print them. Note that federal applicants will not have to re-submit their OF-306, as the HR Specialist has already shared that with PSB.

After reviewing each document, sign it.

Scan the signed document.

Click the Browse button and select the scanned document to be uploaded.

Click the 'Open' button in the Upload dialog box once you have selected the correct file to upload.

DOWNLOAD/UPLOAD SIGNATURE

Instructions

1. Click the form name to download each form
2. Fill in each form to ensure all information is accurate
3. Once reviewed, print each form
4. On the printed copy, sign and date each form
5. Scan and save each form onto your computer as a separate file
6. For each section, click the browse button and select scanned form
7. Click "Submit" to upload your forms and submit your online application

Note:

- EPA only accepts PDF, JPG, JPEG, PNG, TIFF and TIF file types
- Once Submitted the form can no longer be edited

Noncriminal Justice Applicant's Privacy Rights
Upload Browse

EPA Credit Release
Upload Browse

OF-306
Upload Browse

1.10 There is a Save button on the page that you can click at any time. Doing so will save all the data entered to date, allowing you to return later to complete the data entry and document upload processing.

1.11 After uploading all required documents and providing all required information, click on the Submit button, just under the document upload buttons.

1.12 Once you have successfully submitted all the information, you will receive a 'success' message.



Your part in the onboarding process is complete for now. PSB will review the information submitted – please respond quickly to their requests for additional documents or information, or when a specific action is requested.