



HSPD-12 REQUIREMENTS FOR FEDERAL EMPLOYEES (Public Trust)

All Federal employees in a Public Trust position must meet HSPD-12 requirements.

A. All new staff members must have a current background investigation initiated by FEMA or another Federal agency where they previously worked.

- Personnel Security requires the employee's full name, DOB, and full SSN in order to perform a check of the Office of Personnel Management system.
 - Any prior investigation must be current and at the requisite level for the position the individual will occupy.
 - There can not be a break in Federal service in excess of two years.
 - Reciprocity must be used whenever possible.

- If no current investigation exists, the applicant will require an FBI fingerprint check conducted by FEMA Personnel Security, at an approved location, and a determination of the appropriate type of background investigation.

B. Type of background investigation required for Public Trust level positions are as follow:

- Low Risk – Short term, less than 180 days requires a favorably adjudicated FBI fingerprint check and Credit check completed by the FEMA Personnel Security Branch.

- Moderate Risk – For period of work with FEMA for longer than 180 days requires a MBI - or higher level of investigation. Applicants may begin work after a favorable review of SF 85P, FBI fingerprint and credit checks.

High Risk – For work with FEMA for any period of time in the following list of positions requires a BI or higher level of investigation.

List of Common High Risk Positions

Accountable Property Officer
Accountant
Accounting Officer
Attorney
Branch Chief
Budget Analyst
Budget Officer
Certifying Technician/Officer

Computer Specialist/Officer
Contracting Officer
Contracting Specialist
Contracting Officer Technical Representative (COTR)
DISC Manager
Finance/Admin Branch Chief
Financial Management Specialist
Funds Control Technician
Information Technology (IT) Specialist
Logistics Management Specialist
Logistics Specialist
Logistics/IT Branch Chief
Manager, Chief Financial Officer (CFO) Field Support Teams
Network Technician/Specialist
Section Chief
Security Specialist (Physical, Personnel)
Senior Computer Specialist
Supervisory Logistics Management Specialist
Traffic Management Specialist
Any Public Trust position with a Government purchase card limit over \$5,000.00

Questions may be directed to the Personnel Security Branch Customer Service Office at (202) 646-3790.

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"FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards."

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