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Personnel Security Services

Security Today

The past decade saw significant increases in the demand for background investigations and suitability determinations for federal staff. The events of September 11, 2001 led to a new focus on security in the federal government and caused the creation of many new government agencies and the realignment of old ones. Combined with a significant increase in the federal workforce and new security policies in information technology, the effort it takes to onboard new federal staff for sensitive positions is harder than ever. There's more paperwork, more regulations, and a higher volume of cases, but there's not necessarily more support to get your new staff through security processing and on the job.

The Challenge

In a perfect world, candidates for federal positions meet the security suitability profile for their position and know how to accurately complete various security forms. Unfortunately, it takes very little to derail security processing. A surprising possibility is that it may be preventable. In a March 24, 2010 National Industrial Security Program Policy Advisory Committee (NISPPAC) meeting, a senior Office of Personnel Management (OPM) official indicated that 83% of security packages rejected by OPM are the result of missing documents.

It is staggering to consider how many rejections are the result of simple human error and omission, rather than truly disqualifying events in a candidate's background. A missing fingerprint card or incorrectly completed form can set the security process back by weeks. In many government offices, HR professionals, who do not always have experience in personnel security, are often asked to review security documents and coordinate processing activities. This can monopolize the time of an HR professional, taking resources away from critical HR activities and redirecting them to personnel security. This can further delay the intake of new staff while your current staff is occupied addressing problems with security processing. It can cripple the productivity of an organization.

Our Solution

Based on comprehensive corporate experience, YRCI believes the keys to efficient security processing are a comprehensive review of the initial security package before submittal to the adjudicating security office, and consistent communication with both the candidate and the adjudicating security office. To that end, YRCI has developed and implemented a personnel security services offering for federal HR offices.

We integrate our security professionals, who specialize in federal security issues and activities, into your HR team. These professionals interface with the candidate and the adjudicating security office to coordinate security processing activities, conduct quality reviews of forms and documents, help candidates use the Electronic Questionnaires for Investigations Processing (e-QIP) system, and address any issues that arise during security processing. This approach successfully takes the burden of personnel security work off the plate of non-security professionals, such as HR Specialists. This allows your government staff to focus on what they do best. YRCI is able to integrate our personnel security services offering as part of a comprehensive HR services solution or implement it as a stand-alone service supporting any office that deals with security processing.

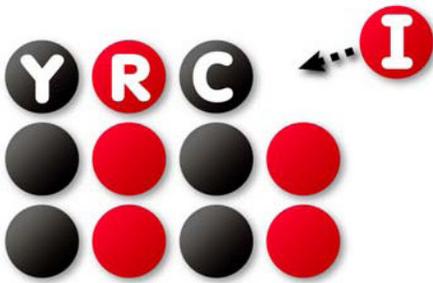
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Who Provides Our Services?

YRCI typically employs two levels of security professionals to provide our personnel security services:

- Security Assistant—This individual has a minimum of two years of experience with federal security processes and forms, in addition to experience with OPM and DoD databases and tools.
- Senior Security Assistant—This individual has a minimum of five years of experience in the same areas as the Security Assistant, but also has experience with facility security, conducting security training and briefings, and serving as a liaison.





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About YRCI

YRCI is a federal contractor providing a variety of HR support services, including personnel security services. Founded in 2001 as a veteran-owned business, YRCI has grown to support more than 80 unique federal customers and has received many awards along the way. YRCI possesses a DSS-issued facility clearance.

Past Performance Examples

YRCI has provided personnel security services to several federal agencies. Each of these agencies have experienced the efficient and cost-effective changes our services bring. Examples include:



Department of Homeland Security, Headquarters (DHS HQ). In 2003, DHS HQ was an entirely new federal entity that outsourced its HR work to another federal agency. YRCI was selected to serve as a

completely outsourced HR solution for this growing organization. We provided services that encompassed classification, staffing, benefits and retirement, personnel and payroll processing, employee relations, and HR policy.

It was during this contract that we first recognized the need for personnel security services tailored for an HR office. Rather than divert our HR Specialists from their staffing duties to complete security processing, we found it was much more efficient to designate individuals in our HR operation to coordinate security processing activities. These individuals provided direction to candidates on forms and using e-QIP and served as a liaison with the DHS Office of Security.

Our approach allowed our HR Specialists to continue staffing open positions, while security processing for candidates was handled by our assistants. This was an integral part in the process we used to staff a new government organization that grew from 250 to 2,800 employees, all of whom we on-boarded.



Bureau of Indian Affairs (BIA). Together with a Native-American owned contractor, YRCI currently provides personnel security services to the BIA as a liaison between the HR Office and the Personnel Security Office. BIA is tasked with the timely completion of investigations and adjudication relating to determinations of suitability and eligibility for logical and physical access to BIA systems and facilities for employees and contractors. BIA is also tasked with providing the same services to Tribes and Tribal users who require similar access.

We provide services to reduce the burden of security processing on the HR office. We coordinate and schedule activities, screen security paperwork, communicate with applicants, submit security packages to OPM, and obtain missing or incomplete information.



National Oceanic and Atmospheric Administration (NOAA). We provide personnel security services to NOAA as a part of a larger HR solution. The end result is a synergy between our HR services and personnel security services, ensuring that positions get filled quickly and new staff is processed through security as soon as possible.

Procuring Our Services

YRCI offers a number of easy methods in order to procure our services:

- Our GSA Schedule 738X for HR and EEO Services (Contract No. GS-02F-0050N) covers Special Item Number (SIN) 595-27, which is specifically meant for personnel security services. Our GSA schedule offers flexible terms and competitive rates for easy and cost-effective acquisitions.
- We have Blanket Purchase Agreements (BPAs) with multiple agencies that you may be able to use.



HR Services