MODERATE RISK PUBLIC TRUST (MRPT) PROCEDURES

Contractor personnel requiring a MRPT prior to assignment to this contract/task order shall contact the Industrial Security Division (DS/IS/IND) at 571-345-3019, or DSISINDqueries@state.gov and provide required employee information. This information will be used to establish a link to the e-QIP web site for access. Once the link is established, the employee will fill out the SF-85P and SF-85PS online via e-QIP and submit electronically. The employee must also submit the following: a signed Drug Certification document, (2) completed FD-258 Fingerprint cards, a signed Fingerprints Privacy Statement, and proof of citizenship or Employment Authorization Card (unexpired). Fingerprints can be sent electronically if company has the equipment to process them. These forms and a request letter on company letterhead should be forwarded to the Industrial Security Division (DS/IS/IND), Bureau of Diplomatic Security, 1801 North Lynn Street, SA-20, 13th Floor, Rosslyn, VA 22209-2008. Send all documents and fingerprint cards to DS/IS/IND via FedEx, UPS, or one of the other commercial delivery carriers. Do not use the U.S. Postal Service.

NOTE: DS/SI/PSS cannot conduct concurrent investigations. If the applicant has an investigation underway with another agency; OPM, DCSA, etc., the application will be rejected.

DS/SI/PSS will conduct preliminary background checks in conjunction with the MRPT determination; if favorable, the individual will be granted an interim-MRPT and is authorized contract/task order performance while their final MRPT is pending. An individual, who does not pass the initial background checks, will be denied an interim-MRPT and is **NOT** authorized assignment to the contract/task order until they receive a favorably adjudicated final-MRPT determination. If the contractor does not receive a favorable final-MRPT determination, the company must remove the individual from the contract/task order at no cost to the government. After receiving the initial favorably adjudicated final-MRPT determination, DS/SI/PSS may require an applicant to undergo periodic reinvestigation for continued contract/task order performance.

The Facility Security Officer (FSO), or designated company security point of contact must notify DS/IS/IND when an employee terminates or resigns from the contract/task order. DS will terminate their access to all facilities. In addition, DS/IS/IND will cancel the MRPT investigation, if still pending.

NOTE: Contractor employees possessing personnel security clearances assigned to this contract requiring MRPT determinations must be processed for transition to the MRPT via reciprocity. For reciprocity, the contractor employee must provide a completed "Revalidation of Moderate Risk Public Trust Certification (MRPT) Or Reciprocity of Personnel Security Clearance (PCL) for MRPT" form. A copy of the required form will be provided upon request. The

contractor must also provide a signed Drug Certification form. *Reciprocity must be granted before contract performance.*

Note: In order to meet the criteria for Revalidation/Reciprocity, subjects holding security clearances/MRPTs must meet the following criteria:

1. Served continuously (in access of something: clearance or public trust) for at least 1 year;
2. Any break in service must be less than 24 months;
3. The level requested is same or lower than what was previously determined;
4. No developed information.

The FSO Facility Security Officer (FSO), or designated company security point of contact shall report any adverse information pertaining to contractor employees performing on the contract/task order.

Security requirements for contractors accessing the Department's domestic or overseas unclassified information systems shall be in accordance with 12 Foreign Affairs Manual Section 600 (12 FAM 600).

Address any questions or concerns to DS/IS/IND at 571-345-3019, or DSISINDqueries@state.gov.