## INTERIOR BUSINESS CENTER

**U.S. DEPARTMENT OF THE INTERIOR** 



# **Human Resources**

### PERSONNEL SECURITY AND CREDENTIALING SERVICES

IBC implements and manages Personnel Security and Personal Identity Verification card programs services for approximately 6,000 federal employees and contractors to ensure compliance with federal policies, guidelines, and initiatives.

#### PRE-EMPLOYMENT PROCESSING

Processing federal and contractor applicants for employment with or in support of the federal government. Pre-employment processing is a security-based risk decision that allows the applicant to commence work before the required background investigation is completed or accepted through reciprocity. Pre-employment checks normally include a review of the credit report, criminal background fingerprint check and completed security questionnaire.

### CREDENTIALING/ADJUDICATIONS

Processing and management of Personal Identity Verification (PIV) credentials in accordance with FIPS PUB 201-3 to enhance security, reduce identify fraud and protect personal privacy by establishing a mandatory, governmentwide standard for secure and reliable forms of identification issued by the federal government. PIV credentials have certificates and key pairs, pin numbers, biometrics such as fingerprints and photos along with other unique identifiers to allow for multi-factor authentication for computer networks, software applications and facilities.

### SUITABILITY/FITNESS ADJUDICATIONS

Initiation, analysis, and adjudication of background investigations to make suitability/fitness determinations for continued employment with or in support of the federal government. Suitability/Fitness adjudications address the level of character and conduct determined necessary for an individual to perform work for or in support of the federal government.

#### SECURITY ADJUDICATIONS

Initiation, analysis, and adjudication of background investigations to make security determinations for the granting of national security clearances. Security adjudications ensure only personnel whose personal and professional history affirmatively indicates loyalty to the United States, strength of character,

trustworthiness, honesty, reliability, discretion, sound judgment, as well as freedom from conflicting allegiances and potential for coercion, and willingness and ability to abide by regulations governing the use, handling, and protection of classified information.

#### REINVESTIGATIONS

Initiation, analysis, and adjudication of reinvestigations to make suitability/fitness and security determinations for continued employment with or in support of the federal government.

# TRUSTED WORKFORCE, RAP BACK & CONTINUOUS VETTING

Trusted Workforce is the whole-of-government approach to reform the personnel security process and establish a single vetting system. Rap Back is real-time notification of changes to an individual's criminal record. Continuous Vetting is a process that involves regularly reviewing a cleared individual's background to ensure they continue to meet security, suitability, or fitness requirements.

### SECURITY CLEARANCE PROCESSING

Security clearance determinations to grant, deny, suspend, or revoke national security clearances. Initial and reoccurring Security Awareness Training, processing special access requests to include Sensitive Compartmented Information Access and visit requests.

IBC is an OPM-certified payroll provider and federal shared service center for human resources.

Our comprehensive and integrated HR support services meet or exceed all government requirements and federal payroll guidelines.



