



# U.S. Department of Commerce

## Office of Security

### Office of Security- NOAA Personnel Security FAQs

**Current NOAA contractors transferring to a new NOAA contract or new contract company:**

Information needed: Send Updated OSY cover sheet to reflect new company information and CD591 to [erso.persec@noaa.gov](mailto:erso.persec@noaa.gov)

**When can my contractor begin working for NOAA?**

A new NOAA contractor cannot begin working for NOAA until they have been vetted by Security. The COR listed on the OSY cover sheet will be notified by email once their contractor has completed the security process and has been vetted.

**How much time should the COR plan for the vetting process?**

The COR should plan to start the vetting process no later than 30 days prior to the potential start date.

**Residency requirement for U.S. Permanent Resident to be vetted:**

A Lawful permanent U.S. resident must have resided within the U.S for a minimum of three years for an investigation to be scheduled through NBIB.

**Selective Service:**

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions (<https://www.sss.gov>).

**Vetting process for non-federal employees:**

All other non-federal employees (guest researchers, student volunteers, business associates etc.) are vetted in the same manner as contractors.

**Special Agreement Check (SAC request):**

Special agreement checks are conducted for anyone that requires temporary physical access for less than 180 days. Anything longer will require an investigation. To request a SAC request an OSY cover sheet, OF306 and I.D. must be submitted to the badge office.

**When is an applicant required to complete an OF306 form?**

A complete and signed OF306 is required for all vetting requests.

**Contractors who require a security clearance (i.e. secret or top secret):**

The COR must coordinate their request with DOC OSY "IPSD" at [mailto:OSY\\_PerSec@doc.gov](mailto:OSY_PerSec@doc.gov).