U.S Government Facilities Access
(Facility Visits)

Access to federal government facilities may be virtual (electronically only); physical visit; or by residency as a sub-contractor, researcher, or student worker/intern. A Facility Visit Letter or JPAS Facility Visit from the FSO is required.

As a result of the September 11, 2001 terrorist incident the U. S. Government instituted Homeland Security Presidential Directive 12 or HSPD-12. This requires all Federal executive agencies to implement a mandatory identity management system for their employees, contractor employees and others seeking access to Federal government facilities. Since the **U.S. Army *Engineer Research and Development Center*, (**ERDC) is a Federal government facility they must follow the HSPD-12 requirements. As Jackson State University (JSU) has faculty, staff and students collaborations with ERDC (and similar federal agencies) either as a sub-contractor or as student workers or interns, we are subject to the HSPD-12 requirement.

At a minimum everyone seeking access must complete the appropriate forms to be submitted to the Office of Personnel Management Federal Investigation Processing Center (OPM/FIPC) for a National Agency Check with Inquiries (NACI) investigation. The form used for the NACI investigation is the standard form 85-P or SF-85P, which is entitled Questionnaire for Public Trust Positions. The form can be found at the following website, http://www.opm.gov/forms/pdf_fill/SF85P.pdf. In addition to sending the completed SF-85P to OPM/FIPC, fingerprints for the requesting individual are also submitted. Fingerprints are submitted **electronically** on the FBI FD-258 card, which is available from your Facility Security Officer (FSO) Office.

The above link to the SF-85P is to a fillable pdf formatted document. Please ensure you provide all the information required and answer all the questions. If assistance is required please contact the Department of Information Technology (DIT). The completed and signed SF-85P, the accompanying releases for information and the electronic FD-258 fingerprint card is sent by DIT for review and completion prior to the information being forwarded to OPM/FIPC. Once received at OPM/FIPC it will take 3 to 4 weeks to complete the NACI investigation. The results are forwarded to the respective security office of the federal agency serving as host of the individual. The Department of Information Technology is only notified if additional information is required by OPM/FIPC and when the agency receives the investigation results from OPM/FIPC.

All clearances or investigations that are processed by the Department of Information Technology are entered into the JSU account in the U.S. Government Joint Clearance Adjudication and Verification System database (JPAS). This is a secure database that tracks all investigations and clearance actions and is accessible only by DIT/FSO personnel. Consequently a social security number is required for all SF-85P submissions.

If there are any questions regarding the SF-85P or the process, please contact the JSU/DIT Facility Security Officer at (601) 979-1080 or artis.smith@jsums.edu.