

Background and Suitability Requirements

In order to access the National Emergency Training Center (NETC) or government materials, Contractors are now required to **receive a favorable fingerprint criminal history check, credit check and a favorable FEMA Background Suitability Determination.**

Until December 31, 2007, fingerprints must be completed and cleared before a Contractor may access NETC to work onsite. After December 31, 2007, this requirement will be expanded to include the completion of the online portion and the related documents. The following is a guide to this process.

If fingerprints are to be done at NETC, the Contractor should schedule an appointment by contacting Kellie Antonich at (301) 447- 7211. Proof of identification, as noted in the FEMA Form I-9: "Lists of Acceptable Documents," is **required** at the time of fingerprinting.

The following documents will be provided for the Contractor to complete:

1. **e-QIP Profile Requirements** – information from the Contractor is used to establish the "e-QIP" account for the online portion of this process. Notification will be forwarded to the email indicated on this form, providing instructions and additional documents. The Contractor needs to ensure that his address book will allow emails from a "dhs.gov" address, and not be considered as spam.
2. **Personal Identification Verification (PIV) Credential Form** – to be maintained with the Contractor's records at NETC.
3. **Privacy Act Information Form** – to be filed with the PIV Form at NETC.
4. **Authorization to Obtain Consumer (Credit) Report** – to be returned with the Contractor's completed package to NETC.
5. **Non-Disclosure Agreement** – to be returned with the Contractor's completed package to NETC.
6. **Questionnaire for Public Trust Positions (SF85P)** – this 11-page document may be used as a worksheet before completing the information online, as several questions may require additional research. It should NOT be returned with the completed package.

Two other forms will be provided as useful references for the online e-QIP process:

1. **e-QIP Users** – provides access information to the e-QIP online application.
2. **e-QIP Quick Reference Guide** – provides web browser requirements and a guide through the online process.

If fingerprints are done off-campus, the Contractor should request the initial packet by calling (301) 447-7211. A set of fingerprint cards, instructions, and the e-QIP Profile requirements page will then be mailed to the requested address. The completed cards and form should be sent to:

NETC
Case Management Unit, Attn: Kellie Antonich
16825 South Seton Avenue
Emmitsburg, MD 21727

Following clearance of the fingerprint cards, an email will notify the Contractor when the e-QIP account has been established, provide additional information, and include the previously stated documents as attachments.

The online account shall be accessible to the Contractor for 30 calendar days following the email notification. After 30 days, all information will be deleted, and the Contractor must request a reactivation of the account. We really emphasize the importance of getting the paperwork completed within the specified timeframe. If the contractor allows the account to terminate twice due to a failure to complete the process within the required thirty days, NETC will not activate another account for the contractor.

After completion of the online eQIP account information, a full background investigation will be conducted on the contractor. This investigation typically takes two to three months to complete. Upon successful completion of the background investigation the contractor can be granted unescorted access to the NETC campus and may be approved for on campus lodging.