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| STATE OF ALASKA<br>STANDARD OPERATING<br>PROCEDURE<br>Division of Facilities Services | S.O.P # DFS-011-07           | PAGE 1 of 1               |
| SUBJECT:<br><b>Contractor Background Clearance</b>                                    | EFFECTIVE<br>DATE:12/01/2010 |                           |
| APPROVED BY:<br>Division of Facilities Services                                       | SUPERSEDES S.O.P #:<br>N/A   | DATE REVISED:<br>6/9/2026 |

**PURPOSE:** To establish a policy regarding contractor background clearance procedures for state owned and leased facilities, managed and controlled by the Department of Transportation & Public Facilities, Division of Facilities Services.

**AUTHORITY:** Per AS 35.05.010, AS 35.05.040, AS 36.30, and AS 44.42.020, the Department of Transportation & Public Facilities (DOT&PF) is responsible for the procurement, leasing, allocation, operation, and management of space used by the Executive Branch of the State of Alaska. Under this authority, the Division of Facilities Services (DFS) is the designated facility manager for state-owned and leased space used by the Executive Branch.

**POLICY:** Provides written instruction on the required procedures and process for all third-party vendors and contractors performing work and/or requiring badge access on Department of Transportation & Public Facilities (DOT&PF), Division of Facilities Services managed property. Each occupying Agency in a DOT&PF/DFS facility shall be responsible for the observance of this policy. Note, not applicable to leased facilities

The implementation of this SOP at non-DOT&PF/DFS facilities is voluntary.

**PROCEDURE:**

- Each contractor performing work on a state-owned facility is required to obtain a background check through the Department of Public Safety.
- Contractor shall pay all associated processing fees which may be in the form of a personal check, cashiers' check or money order made payable to the Department of Public Safety.
- The Contractor shall provide to the requesting Agency a copy of the DPS Background Check for each individual. Agencies will forward the background check document electronically to the DFS Facility Manager or Hub Manager responsible for the facility.
- Acceptance or denial will be provided to the requesting Agency within 48 business hours and is at the sole discretion of DFS Facility Manager or Hub Manager. In making the determination of whether a contractor is denied clearance, the DFS Facility Manager or Hub Manager may consider:
  - The nature and seriousness of the offense;
  - The location in which the contractor will be working;
  - The circumstances under which the offense occurred;
  - The amount of time that has passed since the offense was committed;
  - The age of the applicant at the time the offense was committed;
  - Whether the offense was isolated or a repeat violation; and
  - Any aggravating, mitigating, or other facts or circumstances that might have bearing on the suitability of the contractor for the location and work being performed.
- Contractor employees are prohibited to commence with any work prior to receiving approval.
- Background checks shall remain confidential and are valid for one year.
- An alternative to Agency contractors obtaining background clearance is for the Contractor to be escorted by an Agency employee **the entire time** while on State property. The name of the Agency employee providing the escort must be provided to DFS during the construction approval process, (reference DFS SOP 07-06).
- Please note that contractors needing access to space occupied by The Office of the Governor, will need to comply with additional background verification which can be obtained by speaking directly with the DFS Facility Manager or Hub Manager responsible for the facility.

## 9. CJIS Access Requirements

All contractors requiring access to Criminal Justice Information Systems (CJIS) spaces must successfully complete the required FBI fingerprint-based background clearance and CJIS security training before access is granted. CJIS clearance and training are valid for one year and must be renewed annually through completion of the required refresher training and test.

If a contractor already has an active CJIS clearance, validation may be completed through Secure Badge. Contractors or agency staff needing assistance with submitting a new clearance request or validating an existing clearance should contact the DFS Terminal Agency Coordinator (TAC) through Secure Badge for additional guidance.