

U.S. Department of Housing and Urban Development

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OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Inspector Notice No. 2014-01

TO: All Applicants to the Uniform Physical Condition Standards (UPCS) Inspection Program and all HUD Inspectors currently certified in the use of the UPCS Inspection Protocol

FROM: James E. Cunningham, Jr
Inspector Administration (IA)

SUBJECT: Revised - Personal Identity Verification (PIV) Requirement

DATE ISSUED: November 25, 2014

EFFECTIVE DATE: November 25, 2014

This notice establishes the Personal Identity Verification (PIV) requirement for all applicants to the UPCS certification program and all currently certified UPCS inspectors who conduct physical inspections of HUD assisted and insured properties.

Background

Homeland Security Presidential Directive 12 (HSPD-12) establishes a common identification standard for federal employees and contractors. Verification of an individual's identity and background is essential to maintaining HUD security. Accordingly, HUD, through PIH-REAC, is requiring all UPCS inspectors to submit to and successfully pass the PIV investigation administered by HUD's Personnel Security Division (PSD).

Procedures

First Time Applicants:

In order to become certified as a UPCS inspector, first-time applicants to the inspection program must demonstrate basic skills and qualifications. Upon a determination that an applicant has the necessary skills and qualifications, the applicant will be allowed to participate in Phase 1A of UPCS Training. In order to advance beyond Phase 1A, however, all applicants must submit to and successfully pass an in-depth background investigation that is incorporated into the PIV process. Applicants will receive a Contractor Request for Security Approval Packet along with additional instructions for navigating the PIV process via e-mail. Applicants must submit all

required documents and take all necessary actions to complete this process within the timeframes established by IA and PSD. Failure to submit to the PIV process or to successfully pass the PIV investigation will result in dismissal of the applicant's application.

Based on the PIV investigation, PSD will determine whether an applicant is suitable or unsuitable for becoming certified as a UPCS inspector. Applicants will be notified of PSD's determination via e-mail. PSD's determination of an applicant's suitability for the position is final and cannot be appealed. Applicants whom PSD determines are unsuitable will not be permitted to re-apply to the program.

Currently Certified UPCS Inspectors:

In order to maintain certification as a UPCS inspector, all certified inspectors must submit to and successfully pass the background investigation that is incorporated into the PIV process. HUD will notify all current inspectors via e-mail as to when it is time to begin the PIV process. Inspectors will receive a Contractor Request for Security Approval Packet along with additional instructions for navigating the PIV investigation. Inspectors must submit all required documents and take all necessary actions to complete this process within the timeframes established by IA and PSD. Inspectors will be allowed to conduct inspections during the time the PIV process is being completed.

Failure to complete the PIV process or successfully pass the PIV investigation will result in automatic decertification as a UPCS inspector.

All UPCS certified inspectors will be required to resubmit to and successfully pass the PIV investigation every five years.

Based on the PIV investigation, PSD will determine whether an inspector is suitable or unsuitable for maintaining certification as a UPCS inspector. Inspectors will be notified of PSD's determination via e-mail. PSD's determination of an inspector's suitability for the position is final and cannot be appealed. Inspectors whom PSD determines are unsuitable will not be permitted to re-apply to the program.

Administration

IA will assist all applicants and inspectors with the process set forth in this notice and any questions or concerns that may arise during this time.

Should you have any questions, please email the Inspector Administration office at IAInspectorPIV@hud.gov.