CMMC
PERSONNEL SECURITY
People You Trust. Access You Control.

Personnel Security is about making sure the people who handle your systems and sensitive information are trustworthy, trained, and properly offboarded. It covers how you screen, onboard, monitor, and remove access for employees and contractors, so one bad hire or sloppy exit doesn't put your contracts at risk.

Proof of Practice
Examples

☑ **Personnel Security Policy**
A written policy that explains how you vet, onboard, move, and offboard staff with CUI access, approved by leadership and shared with HR, IT, and managers.

☑ **Background Check Records**
Confirmation that required checks were done (e.g., vendor receipts or HR system notes) for staff with access to CUI, including pass/fail and date completed.

☑ **Onboarding & Offboarding Checklists**
Repeatable forms showing accounts created/removed, equipment issued/returned, and who approved each step for new hires and terminations.

The Business Impact

When a sysadmin quits on Friday and their access is still active on Monday, one angry late-night login can expose CUI, trigger an incident, and spook your customers. Strong personnel security turns those messy moments into a controlled, contract-saving routine.

Available Resources

🎁 **ADP: Offboarding Process**
https://www.adp.com/resources/articles-and-insights/articles/o/offboarding.aspx

🎁 **Smartsheet: Free Employee Onboarding Templates**
https://www.smartsheet.com/free-onboarding-checklists-and-templates

🎁 **Valamis: Employee onboarding checklist**
https://www.valamis.com/hub/employee-onboarding-checklist

🛒 **Checkr: Background Screening Platform**
https://gusto.com/product/integrations/background-checks

🛒 **BambooHR: HR Software**
https://www.bamboohr.com/

Quick Wins

1. Publish a Personnel Security Policy

2. Validate background checks for your CUI team

3. Develop or review your new employee onboarding process

4. Develop or review your employee offboarding process

5. Develop or review your employee role change/transfer process

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