

**For:** FFAS Employees, Except County Offices

**New HSPD-12 Procedures for Personal Identity Verification (PIV) - LincPass  
Registration for Contractor Employees**

**Approved by:** Deputy Administrator, Management



## **1 Overview**

### **A Background**

During August 2007, USDA began a phased transition to the LincPass – USDA’s own PIV card. This effort is part of the entire Federal Government’s move toward compliance with the Presidential Homeland Security Presidential Directive 12, the Common Identification Standard for Federal Employees and Contractors, commonly known as HSPD-12.

The Emergency Preparedness Division (EPD), under DAM, develops and administers the policies, programs, and procedures for carrying out FSA responsibilities for HSPD-12 for USDA non-Federal employees/contractors. The responsibility for management of PIV II registration for USDA non-Federal employee/contractor applicants was formerly the responsibility of FSA, MSD.

### **B Purpose**

This notice establishes:

- new procedures for Contracting Officers Technical Representatives (COTR’s) to follow to obtain a LincPass for USDA non-Federal employees/contractors
- the role of:
  - COTR’s as the sponsor for USDA non-Federal employees/contractors according to AGAR Advisor No. 82, Revision 02, issued April 28, 2009
  - data entry personnel
- a new requirement for all USDA non-Federal employee/contractors to be fingerprinted.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2010	All FAS, FSA, and RMA employees, except County Offices

## Notice AO-1459

### 1 Overview (Continued)

#### C Applicability

This notice applies to FFAS employees, except County Offices and is effective with the issue date of this notice.

#### D Points of Contact

Contact 1 of the following for information, questions, or access to training.

Area of Consideration	Point of Contact	Telephone Number	Call for Questions or Access
FFAS National Capitol Area	Renea Morton	202-720-1607	GoLearn for USAccess training and Non Employee Identification System (NEIS) training.
FSA and RMA Kansas City	<ul style="list-style-type: none"><li>• Arthur Greene</li><li>• Carmen Pitts</li></ul>	<ul style="list-style-type: none"><li>• 816-926-1714</li><li>• 816-926-6112</li></ul>	GoLearn for USAccess training and NEIS training; RMA in KC
RMA New Orleans, LA and Stephenville, TX	Eric Baer	816-823-1950	GoLearn for USAccess training and NEIS training.
FAS Overseas	Steven Rhodes	202-720-0773	Overseas Contractor Badging

### 2 Requirements

#### A Requirements for USDA LincPass

All FFAS non-Federal employees/contractors are required to obtain a USDA LincPass if their employment as a USDA non-Federal employee/contractor will exceed 6 months or longer and if any of the following applies:

- Level 2 or greater eAuthentication account is required
- USDA e-mail or other protected IT resources are needed
- access to sensitive information is required
- unescorted access in a USDA Federally-controlled facility is required.

#### B Exceptions to Requirements for USDA LincPass

This notice is **not** applicable to janitorial staff and landlords.

See paragraph 7 for non-Federal employees/contractors if their:

- employment will be for 6 months or less
- need for access to a USDA Federally controlled facility is intermittent.

### 3 Responsibilities

#### A COTR Responsibilities

COTR, herein referred to as a sponsor for contractors, will play a part in the process for non-Federal employees/contractors who require access to Federally-controlled facilities and/or information systems.

Sponsors shall ensure that non-Federal employees/contractors that meet the requirements in paragraph 2, obtain a LincPass according to the following.

Step	Action
1	<p>Sponsor must:</p> <ul style="list-style-type: none"> <li>• be designated in USAccess by their agency Role Administrator for HSPD-12</li> <li>• complete GoLearn training for sponsors</li> <li>• complete NEIS sponsor training and successfully pass the NEIS sponsor test (administered by EPD) with a grade of 80 percent or better</li> <li>• obtain a NEIS Login from the EPD Role Administrator</li> <li>• obtain a NEIS Sponsor Package (including agency-determined data collection materials).</li> </ul> <p><b>Note:</b> Sponsor package is available from EPD.</p>
2	Sponsor must ensure that non-Federal employee(s) have a successfully adjudicated existing security background investigation (BI) within the last 5 years or BI is initiated.
3	<p>Sponsor is responsible for:</p> <ul style="list-style-type: none"> <li>• coordinating data gathering and entering the non-Federal employee/contractor information into NEIS with the nonemployee and/or the contracting company</li> <li>• initiating BI</li> <li>• authorizing individuals for a LincPass.</li> </ul>
4	Sponsor is responsible for collecting LincPass when contractor is terminated, leaves, or completes assignment.
5	Sponsor is responsible for returning LincPass to the EPD Security Officer.

### 3 Responsibilities (Continued)

#### B Presenting Documentation to Registrar for Fingerprinting

Documentation for fingerprinting shall be submitted to the Registrar according to the following.

Step	Action												
1	<p>Sponsor must call the respective EPD Registrar (see subparagraph C) and request an appointment for fingerprinting.</p> <p>The non-Federal employee/contractor shall bring 2 identity source documents in original form to the fingerprint appointment. Applicants who possess a current State driver’s license shall present that document as 1 identity source document. See Form I-9 (Exhibit 1) for approved forms of identity from lists A and B, and required documents from list C.</p> <p><b>Note:</b> There are no exceptions to the fingerprinting requirements; all USDA non-Federal employee/contractors must be fingerprinted.</p> <p>All USDA non-Federal employee/contractors that have not had a background investigation will be fingerprinted and must complete a Security Background Clearance Check application package in Electronic Questionnaires for Investigation Processing (eQIP). EPD will forward an invitation and instructions to non-Federal employee/contractors concerning eQIP. Response date will be included in the eQIP invitation. COTR’s will receive a copy of the eQIP invitation. Also, COTR is responsible for ensuring that all USDA non-Federal employees/contractors respond timely to the eQIP invitation.</p> <p><b>Note:</b> COTR’S shall refrain from gathering and creating records containing PII data. USDA non-Federal employees/contractors are responsible for hand carrying security background documentation to EPD.</p> <p>All USDA non-Federal employee/contractors who have a current adjudicated security clearance, National Agency Check Inquiry (NACI) or higher, which would include a FBI fingerprint check, that is still in good standing and that was completed within the past 5 years, must submit documentation of the investigation to EPD. The security background clearance information will be verified with OPM. For verification purposes, the following information is needed for each applicant.</p> <table><tr><th>Name (Full Legal Name)</th><th>Social Security Number</th><th>Date of Birth</th><th>Place of Birth</th></tr><tr><td>Jane Doe</td><td>xxx xx xxxx</td><td>xx-xx-xxxx Month/Date/Year</td><td>City/State or City/Country</td></tr><tr><td>////////</td><td>/// // ///</td><td>// // ///</td><td>////////////////</td></tr></table> <p>Also, USDA non-Federal employee/contractors who have had a break in service for more than 90 calendar days and who have had a security clearance check NACI or higher, that is still in good standing, will need to be fingerprinted (FBI fingerprint check). The security background clearance information will be verified with OPM.</p>	Name (Full Legal Name)	Social Security Number	Date of Birth	Place of Birth	Jane Doe	xxx xx xxxx	xx-xx-xxxx Month/Date/Year	City/State or City/Country	////////	/// // ///	// // ///	////////////////
Name (Full Legal Name)	Social Security Number	Date of Birth	Place of Birth										
Jane Doe	xxx xx xxxx	xx-xx-xxxx Month/Date/Year	City/State or City/Country										
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### 3 Responsibilities (Continued)

#### B Presenting Documentation to Registrar for Fingerprinting (Continued)

Step	Action
2	EPD will review and copy USDA non-Federal employee/contractor identity source documents.
3	EPD will capture and transmit USDA non-Federal employee/contractor fingerprints. Fingerprint results are usually returned within 24 working hours.
4	Upon receiving a favorable fingerprint check from DOJ with no disqualifying information on the USDA non-Federal employee/contractor, the Registrar will notify sponsor to start the NEIS sponsor role.

#### C EPD Registrars

Documentation shall be submitted to the following EPD registrars.

Name	Telephone Number	Office Location
Renea Morton	202-720-1607	Room 0098, South Building, WDC
Carol Fleming	202-720-9865	Room 0098, South Building, WDC
Carmen Pitts	816-926-6112	Room 111A, Beacon Building, KC
Donald Butler	816-926-1679	Room 111A, Beacon Building, KC

### 4 Data Collection and Entry

#### A Data Collection

After reviewing paragraph 2, and using the Agency Risk Assessment in paragraph 8, sponsor shall identify applicable contractors that will need a LincPass, and begin data collection.

#### B Data Entry

Data entry personnel must:

- have a LincPass
- complete NEIS sponsor training
- obtain a NEIS login.

#### 4 Data Collection and Entry (Continued)

##### C Data Collection of Non-Federal Employee Information

Sponsors shall collect non-Federal employee information according to the following.

Step	Action
1	Sponsor must send a list of proposed non-Federal employee/contractor names to the vendor and a copy to data entry personnel to initiate data collection.
2	Data entry personnel shall e-mail PII Worksheet to the vendor's Point of Contact (POC).
3	Vendor's POC shall then facilitate completion of PII worksheets for each non-Federal employee/contractor and hand carry the data back to the USDA data entry personnel and notify sponsor of record transmittal.
4	Data entry personnel will receive PII worksheets and populate NEIS with the information provided.
5	Data entry personnel shall notify sponsor that data entry into NEIS has been completed.
6	Data entry personnel shall retain PII worksheets in a locked file cabinet.

##### D Sponsorship in NEIS

Sponsor or data entry personnel shall sponsor non-Federal employees/contractors according to the following.

Step	Action
1	Sponsor or data entry personnel shall log-in to NEIS and enter contract company information.
2	Sponsor shall verify that all non-Federal employee/contractor information entered by data entry personnel is accurate.
3	Sponsor shall make contract assignment in NEIS.
4	Non-Federal employees will receive a sponsorship e-mail and schedule an appointment to enroll for LincPass.
5	Sponsor or data entry personnel shall e-mail the EPD adjudicator a list of non-Federal employees who have been sponsored and are ready for adjudication in NEIS. The EPD adjudicator is responsible for entering adjudication results into NEIS upon receipt and saving adjudication records in USAccess.

## 5 Enrollment and Activation

### A LincPass Enrollment and Activation

Sponsor shall advise non-Federal employees/contractors to enroll and activate the LincPass according to the following.

Step	Action
1	Upon sponsorship in NEIS, the non-Federal employee/contractor will receive e-mail notification and instructions to schedule their enrollment.
2	Non-Federal employees/contractors shall go to a HSPD-12 enrollment station and enroll for a LincPass.
3	Upon entry of approved fingerprint results in NEIS, the provisional LincPass is printed and shipped. When the LincPass card arrives at the HSPD-12 activation station, the non-Federal employee/contractor will receive e-mail notification and instructions to schedule their card pickup.
4	Non-Federal employees/contractors shall go back to the HSPD-12 activation station to activate their LincPass.
5	Upon entry of final approved BI results in NEIS, the LincPass goes from provisional status to permanent.

## 6 Sponsorship and Disposition of LincPass

### A Post-Sponsorship Activities

Sponsors are responsible for maintaining non-Federal employee's/contractor's records and performing any of the following various credential actions throughout the LincPass lifecycle:

- maintaining non-Federal employee/contractor sponsorship information
- employment status changes
- requesting reissues and renewals from the EPD Registrar
- requesting reprints of damaged badges from EPD Registrar
- marking the LincPass as destroyed/terminated
- ensuring that the LincPass is returned to an EPD Security Officer
- notifying the Security Officer of lost, stolen, and damaged badges.

## 6 Sponsorship and Disposition of LincPass (Continued)

### B Disposing of Non-Federal Employee/Contractor LincPass

The sponsor is responsible for collecting non-Federal employee/contractor LincPass' and returning the LincPass according to the following.

Location	Return Address
National Office	EPD-WDC 1400 Independence Avenue SW, Room 0098 Washington, DC 20250-0567.
KC/State Offices	EPD-KC 6501 Beacon Drive, Room 111A Kansas City, MO 64133-4676.

### C Report of Lost, Stolen, or Damaged LincPass

The sponsor is responsible for notifying their EPD Security Officer of lost, stolen, or damaged LincPass within 24 hours of the first workday following discovery of missing or damaged badge.

**Note:** Lost, stolen, or damaged LincPass shall be reported on FSA-1065.

## 7 Requirements for Site/Visitor Badging and Fingerprinting

### A Site/Visitor Badging

All FFAS non-Federal employees/contractors are required to obtain a USDA site/visitor badge if their employment, as a USDA non-Federal employee, **will not** exceed 6 months or longer and if any of the following applies:

- Level 2 or greater eAuthentication account is required
- USDA e-mail or other protected IT resources are needed
- access to sensitive information is required
- unescorted access in a USDA Federally controlled facility is required.

### B Fingerprinting

All USDA non-Federal employee/contractors are required to be fingerprinted according to subparagraph 3 B.



## 7 Requirements for Site/Visitor Badging and Fingerprinting (Continued)

### C Obtaining a Site/Visitor Badge

Sponsors and all FFAS non-Federal employees/contractors **must** follow the following steps to obtain a site/visitor badge.

Step	Action
1	The EPD Registrar will advise the sponsor, by e-mail, upon receiving a favorable fingerprint check from DOJ, with no disqualifying information on the USDA non-Federal employee/contractor. Unfavorable fingerprint checks will be forwarded to the appropriate FFAS adjudicator for disposition.
2	Sponsor <b>must</b> call the EPD Registrar and request an appointment for the EPD Registrar to sign the USDA non-Federal employee's/contractor's AD-1197 (Exhibit 2).
3	Sponsor and USDA non-Federal employee/contractor <b>must</b> complete AD-1197, Part A, items 1 through 23.
4	Sponsor shall escort USDA non-Federal employee/contractor to the EPD Registrar at agreed to appointment time and obtain signature from the Registrar. Sponsor <b>must</b> remind USDA non-Federal employee/contractor to bring the original of two ID's used for fingerprinting to the EPD Registrar.
5	After Registrar's approval of AD-1197 has been obtained, if applicable, the Sponsor <b>must</b> escort USDA non-Federal employee/contractor, with the approved AD-1197 to be badged.

## 8 Determining Non-Federal Employee/Contractor Risk Levels

### A Defining Computer/ADP Risk Levels

The following shall be used to determine if the non-Federal employee/contractor needs to complete SF-85 or SF-85P based on the risk level of the work being performed under the contract.

Computer/ADP Risk Levels	Risk Level Definitions
<b>High Risk (HR)</b> Public Trust Position  Complete SF-85P	Potential for <b>exceptionally serious impact</b> involving duties especially critical to the agency mission, with broad scope and authority, with major program responsibilities, which affect a major computer/ADP system.
<b>Moderate Risk (MR)</b> Public Trust Position  Complete SF-85P	Potential for <b>moderate to serious impact</b> involving duties of considerable importance to the agency mission, with significant program responsibilities that affect large portions of a computer/ADP system.
<b>Low Risk (LR)</b>  Complete SF-85	Potential for impact involving duties of <b>limited relation</b> to the agency mission through the use of computer/ADP systems.

## 8 Determining Non-Federal Employee/Contractor Risk Levels (Continued)

### B Risk Level Assessment

**High Risk:** Includes any position at the highest level of risk to a computer/ADP system. These positions may involve any of the following activities.

- Responsibility for the development, direction, implementation, and administration of agency computer security programs, including direction and control of risk analysis or threat assessment.
- Significant involvement in life-critical or mission-critical systems.
- Responsibility for preparing or approving data for input into a system which does not necessarily involve personal access to the system, but which creates a high risk for effecting grave damage or realizing significant personal gain.
- Assignments associated with or directly involving the accounting, disbursement, or authorization for disbursement from systems of amounts of \$10 million per year or greater, or lesser amounts if the activities of the individual are not subject to technical review by higher authority to insure the integrity of the system.
- Major responsibility for the direction, planning, design, testing, maintenance, operation, monitoring, or management of systems hardware and software.
- Access to a system during the operation or maintenance in such a way to permit high risk for causing grave damage or realizing a significant personal gain.
- Other positions as designated by the agency head that involve high risk for effecting grave damage or realizing significant personal gain.

## 8 Determining Non-Federal Employee/Contractor Risk Levels (Continued)

### B Risk Level Assessment (Continued)

**Moderate Risk:** Includes positions in which the incumbent is responsible for the direction, planning, design, operation or maintenance of a computer system, and whose work is technically reviewed by a higher authority at the high risk level to insure the integrity of the system. These positions may involve responsibility for systems design, operation, testing, maintenance, or monitoring that is carried out under technical review of higher authority at the high risk level, to insure the integrity of the system. This level includes, but is not limited to the following activities.

- Access to or processing of proprietary data, Privacy Act of 1974, and Government-developed privileged information involving the award of contracts.
- Accounting, disbursement, or authorization for disbursement from systems with amounts less than \$10 million per year.
- Other positions designated by the agency head that involve a degree of access to a system that creates a significant potential for damage or personal gain less than that in High Risk positions.

**Low Risk:** Includes all computer/ADP positions not falling into 1 of the other risk levels.

## Example Form I-9 Authorized Identity Source Documents

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be unexpired		
LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
	9. Driver's license issued by a Canadian government authority	
	<b>For persons under age 18 who are unable to present a document listed above:</b>	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Form I-9 (Rev. 08/07/09)

## AD-1197, Request for USDA Identification (ID) Badge

Print Form

## Request for USDA Identification (ID) Badge

Privacy Notice: Public Laws 95-113 and 93-579 permit collection of the data requested on this form. The information is used to determine eligibility for the issuance of USDA Identification Badges. The information will be used to identify proof and register applicants as part of the Personal Identity Verification process. Providing this information is voluntary; however, failure to submit this information may result in denial of a USDA Identification Badge.

**A. Source Document Confirmation (To be completed by Human Resources)**

1. Replacement ID Badge? ☐ No ☐ Yes Reason for Replacement: \_\_\_\_\_  
 2. BI\* Application Complete? ☐ Yes (required for new cards only) \_\_\_\_\_  
 [\*\*BI\* is a generic reference to all investigations for federal employment purposes]

**Applicant Information**

3. Compliant ID Badge: ☐ Federal Employee ☐ Law Enforcement/Physical Security ☐ Contractor  
☐ Press Corp ☐ Foreign National ☐ Affiliate
- 3a. Non-Compliant ID Badge: ☐ Site ☐ Temporary ☐ Retiree 3b. Expiration Date (mm/dd/yyyy): \_\_\_\_\_
4. Name: \_\_\_\_\_ 8. Organization: \_\_\_\_\_
5. Phone: \_\_\_\_\_ 5a. SSN: \_\_\_\_\_ 9. Work Address: \_\_\_\_\_
6. Position: \_\_\_\_\_ 10. City: \_\_\_\_\_ 11. State: \_\_\_\_\_ 12. Zipcode: \_\_\_\_\_
7. Birth Date (mm/dd/yyyy): \_\_\_\_\_ 13. Email: \_\_\_\_\_

**Identity Source Document 1 (Attach copy)**

14. Name: \_\_\_\_\_  
 15. Doc. #: \_\_\_\_\_  
 16. Doc Title: \_\_\_\_\_  
 17. Issuer: \_\_\_\_\_  
 18. Doc. Expiration Date (mm/dd/yyyy): \_\_\_\_\_

**Identity Source Document 2 (Attach copy)**

19. Name: \_\_\_\_\_  
 20. Doc. #: \_\_\_\_\_  
 21. Doc Title: \_\_\_\_\_  
 22. Issuer: \_\_\_\_\_  
 23. Doc. Expiration Date (mm/dd/yyyy): \_\_\_\_\_

**B. USDA Identification Badge Request (To be completed by Sponsor)****Sponsor Information**

24. Name: \_\_\_\_\_ 27. Email: \_\_\_\_\_  
 25. Phone: \_\_\_\_\_ 27a. Access Required: \_\_\_\_\_  
 26. Organization: \_\_\_\_\_

**I agree to sponsor the above application for a USDA Identification Badge and certify that the information is accurate to the best of my knowledge.**

28. \_\_\_\_\_ 29. Date \_\_\_\_\_  
 PRINTED NAME OF SPONSOR SIGNATURE (mm/dd/yyyy)

**C. Issuance Approval (To be completed by Registrar for new USDA ID badges ONLY, after Section A & B are completed)****FBI Fingerprint Check/NAC Results**

30. Date Completed (mm/dd/yyyy): \_\_\_\_\_  
 31. Successfully adjudicated? ☐ Yes ☐ No  
 32. Comments: \_\_\_\_\_

**Registrar Information**

33. Name: \_\_\_\_\_  
 34. Organization: \_\_\_\_\_  
 35. Phone: \_\_\_\_\_  
 36. Email: \_\_\_\_\_

**37. I hereby certify that the information regarding the above applicant is accurate to the best of my knowledge. I hereby ☐ approve ☐ do not approve this application for USDA Identification Badge issuance.**

38. \_\_\_\_\_ 39. Date \_\_\_\_\_  
 PRINTED NAME OF REGISTRAR SIGNATURE (mm/dd/yyyy)

## AD-1197, Request for USDA Identification (ID) Badge (Continued)

**D. USDA Identification Badge Details** (To be completed by Issuer, after Section A, B [and C, if required] is completed)**Badge Information****Issuer Information**

40. Name on Badge: \_\_\_\_\_

43. Name: \_\_\_\_\_

41. Badge Identifier: \_\_\_\_\_

44. Organization: \_\_\_\_\_

42. Badge Expiration Date (mm/dd/yyyy): \_\_\_\_\_

45. Phone: \_\_\_\_\_

46. Email: \_\_\_\_\_

**I hereby acknowledge issuance of a USDA Identification Badge to the applicant identified above based on verification of the applicant's identity and verification of the above Registrar's issuance approval.**

47. \_\_\_\_\_ 48. Date \_\_\_\_\_  
 PRINTED NAME OF ISSUER SIGNATURE (mm/dd/yyyy)

**E. Applicant Acknowledgement** (To be completed by Applicant, after Section D is completed)

**I, the Applicant, confirm receipt of the USDA Identification Badge identified above and that the information is accurate to the best of my knowledge.**

49. \_\_\_\_\_ 50. Date \_\_\_\_\_  
 PRINTED NAME OF APPLICANT SIGNATURE (mm/dd/yyyy)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0505-0022. The time required to complete this collection of information is estimated to average .25 hours per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed and completing and reviewing the form. (e) Agency Requirements.—Each agency that maintains a system of records shall— (1) maintain in its records only such information about an individual as is relevant and necessary to accomplish a purpose of the agency required to be accomplished by statute or by executive order of the President; (2) collect information to the greatest extent practicable directly from the subject individual when the information may result in adverse determinations about an individual's rights, benefits, and privileges under Federal programs; (3) inform each individual whom it asks to supply information, on the form which it uses to collect the information or on a separate form that can be retained by the individual— (A) the authority (whether granted by statute, or by executive order of the President) which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary; (B) the principal purpose or purposes for which the information is intended to be used; (C) the routine uses which may be made of the information, as published pursuant to paragraph (4)(D) of this subsection; and (D) the effects on him, if any, of not providing all or any part of the requested information.

PRIVACY ACT ROUTINE USE 1. To the Department of Justice when: (a) the agency or any component thereof, or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States Government, is a party to litigation or has interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records. 2. To a court or adjudicative body in a proceeding when: (a) the agency or any component thereof, or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States Government, is a party to litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records. 3. Except as noted in question 24, when a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, particular program statute, regulation, rule, or order issued pursuant thereto, the relevant records may be disclosed to the appropriate Federal, foreign, State, local, tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order. 4. To any source or potential source from which information is requested in the course of an investigation concerning the hiring or retention of an employee or other personnel action, or the issuing or retention of a security clearance, contract, grant, license, or other benefit, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested. 5. To a Federal, State, local, foreign, tribal, or other public authority the fact that this system of records contains information relevant to the retention of an employee, or the retention of a security clearance, contract, license, grant, or other benefit. The other agency or licensing organization may then make a request supported by written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action. 6. To contractors, grantees, experts, consultants, or volunteers when necessary to perform a function or service related to this record for which they have been engaged. Such recipients shall be required to comply with the Privacy Act of 1974, as amended. 7. To the news media or the general public, factual information the disclosure of which would be in the public interest and which would not constitute an unwarranted invasion of personal privacy. 8. To a Federal, State, or local agency, or other appropriate entities or individuals, or through established liaison channels to selected foreign governments, in order to enable an intelligence agency to carry out its responsibilities under the National Security Act of 1947 as amended, the CIA Act of 1949 as amended, Executive Order 12333 or any successor order, applicable national security directives, or classified implementing procedures approved by the Attorney General and promulgated pursuant to such statutes, orders or directives. 9. To a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained. 10. To the National Archives and Records Administration for records management inspections conducted under 44 USC 2904 and 2906. 11. To the Office of Management and Budget when necessary to the review of private relief legislation.