

For: FSA and RMA Employees

Processing Personnel Security Documentation

Approved by: Deputy Administrator for Management



1 Overview

A Background

In an effort to reduce processing times for new hires, the Emergency Preparedness Division (EPD) has streamlined the processes utilized and reduced duplicative efforts by using lessons learned from recent hiring activities. EPD’s goal is to provide a preliminary decision regarding approval to work within five workdays of receiving the required documents for new hires. This will help meet the federal hiring timeline and also help meet FSA’s goal to have county office employees reporting to work within 14 calendar days of being selected for a position. Accomplishing these goals requires collaboration between EPD, Human Resources Division (HRD), the state office, and county office personnel.

B Purpose

This notice provides guidelines for:

- obtaining required documentation,
- creating adjudication records in EmpowHR, and
- submitting required documents to EPD.

C Contact

For questions regarding this notice, contact the appropriate point of contact listed below.

For...	Point of Contact...
county office employees	state office.
state offices/HRD personnel	<ul style="list-style-type: none"> • Robert Haughton by either of the following: <ul style="list-style-type: none"> • e-mail to robert.haughton@wdc.usda.gov, or • telephone at 202-720-0135 • EPD Customer Service Help Line at 202-720-7696.

Disposal Date	Distribution
April 1, 2015	All FSA and RMA employees; State Offices relay to County Offices

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2 Personnel Security Documentation

A Guideline for Required Hiring Documents

The following identifies the required documents for the different types of hires for federal and county employees.

IF employee is hired from...	THEN the following documentation is required...
private sector	<ul style="list-style-type: none"> • FSA-790, Central Verification System (CVS) Check Request, • OF-306, Declaration for Federal Employment, • two distinct sets of FD-258, Applicant Fingerprint Charts, or SF-87, Fingerprint Charts, for processing, and • FSA-675, Application for FSA County Employment, or Resume. <p>EPD will generate an e-mail to the applicant requiring completion of the electronic Questionnaire for Investigations Processing (eQIP) within three workdays. A preliminary decision will be provided once EPD reviews the investigative documents including the fingerprint results.</p>
other federal agencies, including USDA sub agencies	<ul style="list-style-type: none"> • FSA-790, Central Verification System (CVS) Check Request, • OF-306, Declaration for Federal Employment, and • FSA-675, Application for FSA County Employment, or Resume. <p>A prospective employee with a current investigation that meets or exceeds the requirements for the position will be granted immediate approval; completion of the eQIP is not required.</p> <p>Applicants who are not granted immediate approval will be notified by EPD to complete the eQIP within three workdays. A preliminary decision will be provided once EPD reviews the investigative documents, including the fingerprint results.</p>
within FSA (current FSA employee hired for a different position that requires a higher security clearance level)	<p>FSA-790, Central Verification System (CVS) Check Request.</p> <p>EPD will provide approval for all internal hires within two workdays of receiving the CVS check. If completion of eQIP and/or fingerprinting is required, EPD will notify the employee via email and will request the eQIP be completed by the employee within 14 workdays.</p>

Note: Because of EPD's transition to electronic fingerprint submission, the FSA-258 and SF-87 are both acceptable for electronic processing.

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2 Personnel Security Documentation (Continued)

B Explanation of eQIP Documents

EPD will initiate an eQIP notification for each prospective employee and will request additional information as appropriate for the risk level of the position. The eQIP process will generate a number of forms and signature pages. Employees will be required to submit the documentation based on the position for which they are being considered.

IF the position risk level is...	THEN the following documents are required...
National Agency Checks with Inquiries (NACI) (Low Risk)	<ul style="list-style-type: none">• eQIP Signature Form (CER), and• Authorization for Release of Information (REL).
Minimum Background Investigation (MBI) (Moderate Risk)	<ul style="list-style-type: none">• eQIP Signature Form (CER),• Authorization for Release of Information (REL), and• Fair Credit Reporting Act of 1970 Release.
Background Investigation (BI) (High Risk)	<ul style="list-style-type: none">• eQIP Signature Form (CER),• Authorization for Release of Information (REL),• Authorization for Release of Medical Information (MEL), and• Fair Credit Reporting Act of 1970 Release.
Access National Agency Check with Written Inquiries (ANACI) (National Security Confidential or Secret)	<ul style="list-style-type: none">• eQIP Signature Form (CER),• Authorization for Release of Information (REL),• Authorization for Release of Medical Information (MEL), and• Fair Credit Reporting Disclosure Authorization (FRCA).
Single Scope Background Investigation (SSBI) (Top Secret)	<ul style="list-style-type: none">• eQIP Signature Form (CER),• Authorization for Release of Information (REL),• Authorization for Release of Medical Information (MEL), and• Fair Credit Reporting Disclosure Authorization (FRCA).

Note: State and county office hires shall submit documents to EPD **through** the state office point of contact.

3 Adjudication Records in EmpowHR

A Creating Adjudication Records

Collaboration between state office, HRD, and EPD personnel is essential to provide new employees timely access to information systems. It is essential for state offices to create a new employee record in EmpowHR for CO positions no later than the employee's first day on duty.

Approximately 24 hours after the record is created in EmpowHR, EPD personnel will be able to submit the employee's fingerprint or reciprocity investigation adjudication.

Approximately 48 hours after the record has been adjudicated in EmpowHR, security liaison representatives will be able to process the employee's system access in the Electronic Repository for Security Request (ERSR).

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4 Submitting Required Documentation to EPD

A State Office Action

State offices shall work with county offices to ensure that all required documentation is submitted to EPD electronically via the personnel security mailbox at:

RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov.

All documents must be encrypted with the password provided to the state by EPD.

If documents cannot be sent electronically, state offices shall submit documents via UPS to the following address:

Emergency Preparedness Division
Farm Service Agency, USDA
1400 Independence Avenue SW Room 0092-S
Mail Stop 0543
Washington, DC 20250-0543
Telephone: 202-720-7696.