


For: FFAS Employees

Emergency Preparedness Division (EPD) Personnel Security Transition

Approved by: Deputy Administrator, Management



1 Background Investigation Transition

A Background

HRD in Washington, DC, and Kansas City, MO, has been responsible for all personnel security functions for all FFAS employees serviced by those locations. As part of creating EPD that is located in Washington, DC (EPD-WDC), and Kansas City, MO (EPD-KC), all personnel security functions are scheduled to transition to EPD on October 1, 2010.

To meet OPM requirements, paper versions of SF-85's, SF-85P's, and SF-86's will **no** longer be accepted. Instead, the Electronic Questionnaires for Investigations Processing (e-QIP) system will be used to initiate background investigations.

All employees hired require a **favorable** OF-306 and pre-employment fingerprint adjudication before establishing an enter-on-duty date. The **only** exception is when an employee is promoted or reassigned within the same Agency, such as FSA, FAS, or RMA. Employees moving from FSA CO to GS must be fingerprinted for IT security reasons.

B Purpose

This notice informs all FSA State Offices and other employees serviced by HRD in Washington, DC, and Kansas City, MO, that effective October 1, 2010, EPD will:

- remind State and County Offices that all new hires must have a National Criminal History Check using SF-87 before starting work and individuals who will be employed longer than 6 months require at least a National Agency Check With Inquiry (NACI) background check

Note: NACI is initiated after employee starts work, while fingerprints are checked before entry-on-duty.

- begin performing pre-employment SF-87's for all FFAS employees

Note: This notice does **not** apply to contractors.

Disposal Date	Distribution
January 1, 2011	All FAS, FSA, and RMA Employees; State Offices relay to County Offices

Notice AO-1477

1 Background Investigation Transition (Continued)

B Purpose (Continued)

- initiate background investigations for all FFAS employees, **except** FAS employees requiring a security clearance, for example, confidential, secret, or top secret clearances
- only submit background investigations to OPM using the e-QIP process (no paper SF-85's, SF-85P's, or SF-86's will be accepted)
- adjudicate all investigation results for nonsecurity clearance investigations, for example, NACI
- coordinate suitability with FSA State Offices and HRD, Employee/Labor Relations and Benefits Branch (ELRB), as needed
- perform administrative tracking and processing associated with these processes.

Note: These processes do not apply to contractors, interns, or volunteers.

2 Implementation Actions

A FSA State Office Actions

Pre-employment Fingerprint and Adjudication shall be handled as follows:

- for **CO positions**, the FSA State Office will submit selectee's SF-87, FSA-786 (Exhibit 1), FSA-787 (Exhibit 2), resume or FSA-675, and OF-306 to EPD-KC for processing at the following address:

EPD
BEACON FACILITY - MAIL STOP 8388
9240 TROOST AVENUE
KANSAS CITY, MO 64131
Telephone: 816-926-6689

Notes: OF-306 should be acceptable to State Office human resources contact before submission of security package to EPD-KC.

After fingerprints are adjudicated, EPD-KC will alert ITSD and the FSA State Office as to the preliminary suitability of the selectee.

Notice AO-1477

2 Implementation Actions (Continued)

A FSA State Office Actions (Continued)

- for **Federal positions**, the FSA State Office will submit selectee's OF-306 to HRD for review and approval.

Note: After approved, HRD will initial OF-306 and return it to the State Office. The State Office will send OF-306, SF-87, FSA-786 (Exhibit 1), and resume or OF-612 to EPD-KC for processing. After fingerprints are adjudicated, EPD-KC will alert ITSD, HRD, and the State Office as to the preliminary suitability of the selectee.

Note: After finding criminal activity on the selectee's fingerprint results that should have been recorded on his/her OF-306, EPD-KC adjudicator will contact the appropriate offices listed in this subparagraph, including ELRB if necessary, to discuss findings. After consulting with all parties involved, including selectee, it will be determined if the selectee is suitable for employment.

FSA Administrative Officers and Executive Officers will receive instructions by e-mail in the coming days.

All fingerprints for State and County Offices will be processed by **EPD-KC**, and **all investigations** will be processed in **EPD-WDC**. However, **all field paperwork** will be sent to **EPD-KC**. States will now submit SF-87's and OF-306's, resumes, and FSA-786's (Exhibit 1) by FedEx to:

KC-EMERGENCY PREPAREDNESS DIVISION
BEACON FACILITY - MAIL STOP 8388
KANSAS CITY, MO 64131
Telephone: 816-926-6689.

If FSA State Offices have any questions, contact EPD according to paragraph 3.

Notice AO-1477

2 Implementation Actions (Continued)

A FSA State Office Actions (Continued)

For **background investigations**, instead of submitting SF-85's, FSA State security contacts will submit FSA-786 (Exhibit 1) to EPD with the information necessary to initiate the employee in the e-QIP system.

After EPD receives FSA-786, and after the fingerprints results are successfully adjudicated, the selectee will be invited to the e-QIP web site and receive instructions on completing the electronic SF-85.

Note: To assist new employees and expedite completing their electronic SF-85, servicing offices will include a link to the SF-85 worksheet in their Official Offer Letter. After the employee has been initiated in e-QIP, EPD-WDC will send an e-mail to the employee with instructions on how to complete SF-85.

B EPD Personnel Security Office Actions - National Office-Based Employees (Non-State and County Office)

For all offices serviced by HRD in Washington, DC, and Kansas City, MO, EPD will now complete pre-employment fingerprinting and adjudication, as follows.

IF employee is located in...	THEN office will now be serviced by...
FAS , FSA, and RMA office that is located in the Washington, DC, metropolitan area	EPD-WDC and should contact either of the following for pre-employment fingerprinting: <ul style="list-style-type: none">• Renea Morton by telephone at 202-720-1607• Mike Hill by telephone at 202-690-4767.
FSA and RMA offices outside the Washington, DC, metropolitan area, including the following: <ul style="list-style-type: none">• Kansas City, MO, RMA Regional Offices• St. Louis, MO• APFO	EPD-KC and should contact either of the following for pre-employment fingerprinting: <ul style="list-style-type: none">• Carmen Pitts by telephone at 816-926-6112• Don Butler by telephone at 816-926-1679. <p>Note: Submit SF-87's to EPD-KC using FedEx to the following address:</p> <p>KC-EMERGENCY PREPAREDNESS DIVISION 6501 BEACON DRIVE, ROOM 109 KANSAS CITY, MO 64133-4676 Telephone: 816-926-1714.</p>

2 Implementation Actions (Continued)

B EPD Personnel Security Office Actions (Continued)

After fingerprints are adjudicated, EPD will alert ITSD and the submitting HRD official as to the suitability of the selectee.

EPD-WDC will initiate all employees, **except** FAS employees that require a security clearance (confidential, secret, and top secret) in the e-QIP system for the **background investigation** to be completed, **except** employees physically located in Kansas City, MO. EPD-KC will initiate Kansas City, MO, employees.

New employees will have 10 workdays from date of initiation to complete the information in the e-QIP system.

EPD will review and adjudicate all SF-85 investigations.

Note: To assist new employees and expedite completing their e-QIP SF-85/SF-86, servicing offices will include a link to SF-85/SF-86 worksheet in their Official Offer Letter. After the employee has been initiated in e-QIP, EPD-WDC will send an e-mail to the employee with instructions on how to complete the e-QIP SF-85, SF-85P, and SF-86.

3 Contacts

A EPD Contacts

If there are any questions about this notice, contact any of the following:

- Jerry Epting, EPD Director, by either of the following:
 - e-mail to **jerry.epting@wdc.usda.gov**
 - telephone at 202-720-7696
- Josh Bornstein, EPD Deputy Director, by either of the following:
 - e-mail to **josh.bornstein@wdc.usda.gov**
 - telephone at 202-690-4770
- Arthur Greene, EPD Kansas City Chief, by either of the following:
 - e-mail to **arthur.greene@kcc.usda.gov**
 - telephone at 816-926-1714.

Example of FSA-786

The following is an example FSA-786.

<p>This form is available electronically.</p> <p>FSA-786 (09-16-10)</p> <p>U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p> <p align="center">BACKGROUND INVESTIGATIONS FOR ALL NEW HIRES</p>		<p>1. Fiscal Year</p>
		<p>2. Employed By</p> <p><input type="checkbox"/> FSA <input type="checkbox"/> FAS</p> <p><input type="checkbox"/> FSA/CO <input type="checkbox"/> RMA</p>
<p>NOTE: <i>This collection of information is completed by current Federal Government employees and is therefore excluded from the Paperwork Reduction Act requirement as specified in the 5 CFR 1320.3, and OMB approval is not required for this collection of information.</i></p> <p><i>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.</i></p>		
<p>Instructions: Enter the information below for the applicant. Enter the applicant's complete name and address as it appears on their government-issued ID, such as a driver's license or passport. If the information doesn't match, the applicant will encounter problems during the enrollment process and may have to reapply. THIS FORM IS NOT FOR CONTRACTORS, VOLUNTEERS OR INTERNS. ROUTING: COUNTY OFFICE SEND TO STATE OFFICE, STATE OFFICE SEND TO KC-EPD.</p>		
1. New Employee Name (First, Middle (if any), Last, Suffix (if any))		2. Telephone Number (Include Area Code)
		3. Email Address (This is for enrollment notification)
4. Social Security Number (9-Digits)	5. Date of Birth	6. Place of Birth (City/State, If outside U.S., enter City/Country)
7. County of Citizenship (Enter the applicant's country of citizenship)		8. Country (Enter the country in which the applicant resides)
Home address (Enter the applicant's home address as shown on their government-issued ID, such as a driver's license or passport)		
Previous Background Investigation (Has the United States government ever investigated applicant's background and/or granted him/her a security clearance?)		
Please check one: YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW <input type="checkbox"/>		
If "YES", enter Agency Name:		
Federal Emergency Response Official : Check one YES <input type="checkbox"/> NO <input type="checkbox"/> If you checked "YES", explain the applicant's designation as an Emergency Response Official, e.g., "Continuity Coordinator". NOTE: Permission must be obtained from SED or AO/ExO for the field and from EPD for National Office employees. This only applies to an Agency-identified person serving in an Emergency Response Official capacity. Contact your security officer for more information.		
TO BE COMPLETED BY HRD/STO:		Position Sensitivity Level
HRD Point of Contact Name and Phone Number (Include Area Code)		STO Point of Contact Name and Phone Number (Include Area Code)
<p><i>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</i></p>		

Example of FSA-787

The following is an example FSA-787.

<p>This form is available electronically.</p> <p>FSA-787 U.S. DEPARTMENT OF AGRICULTURE (09-16-10) Farm Service Agency</p>			1. State Office Name	3. Fiscal Year
<p>COUNTY OFFICE/NON-FEDERAL EMPLOYEE NEW HIRE</p>			2. County Office Name	4. EOD Pay Period
			<p>NOTE: This collection of information is completed by current Federal Government employees and is therefore excluded from the Paperwork Reduction Act requirement as specified in the 5 CFR 1320.3, and OMB approval is not required for this collection of information.</p> <p>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.</p>	
<p>Instructions: This information is required to alert EPD of new hires for personnel security processing. Enter the information below for the selectee. This must be sent to EPD within 7 business days from EOD. THIS FORM IS NOT FOR CONTRACTORS, VOLUNTEERS OR INTERNS. ROUTING: COUNTY OFFICE SEND TO STATE OFFICE, STATE OFFICE SEND TO KC-EPD.</p>				
5. Employee Name (First, Middle, Last)		6. Employee EmpowHR ID		
7. Agency (Check applicable box): <input type="checkbox"/> FSA <input type="checkbox"/> FAS <input type="checkbox"/> FSA/CO <input type="checkbox"/> RMA		8. Employee Title		
9. Office Location (Address)		10. Employee Telephone Number (Include Area Code)		
		11. Employee Email Address		
12A. Supervisor (Signature)	12B. Supervisor Name and Title		12C. Supervisor Telephone No. (Include Area Code)	
13A. Reviewed by STO (Signature)	13B. Reviewed by STO Name and Title		13D. Reviewed by STO Date	
	13C. Telephone No. (Include Area Code):			
<p>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</p>				