

For: FFAS Employees

Personnel Security Update

Approved by: Deputy Administrator, Management



1 Overview

A Background

To provide additional information to employees on the FSA Personnel Security Program, EPD has provided a redacted version of the FSA Personnel Security Program guide online at <http://fsaintranet.sc.egov.usda.gov/fsatraining/>.

Notes: The full version contains sensitive information that has been removed as is required by OPM guidelines.

This notice does **not** apply to STC's or COC's.

B Purpose

This notice informs FFAS employees that are served by the FSA Personnel Security Program that the online guide:

- provides insight into security processing that will help explain the “why” behind much of what EPD does, including, but **not** limited to the following:
 - approval to work
 - fingerprinting
 - electronic questionnaire investigation processing system
 - reciprocity (investigations previously conducted from other agencies)
- obsoletes Notice AO-1485 because the content has been incorporated into the online FSA Personnel Security Program guide
- contains slight changes to State Office reviews of OF-306
- reminds FFAS employees that FD-258's are only for non-employees (that is contractors, landlords, etc.) and SF-87 are for Federal and county employees

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

Notice AO-1498

1 Overview (Continued)

B Purpose (Continued)

- provides guidance for processing landlords and their contractors (for example, janitors)

Notes: According to a Decision Memorandum from the Administrator, landlords and their contractors (for example, janitors) only require a fingerprint check.

At this time, EPD is not prepared to process landlord and their contractor's cases because of a lack of personnel resources. When EPD is authorized to hire the necessary staff, offices will be notified to start submitting cases to EPD.

- addresses how sensitivity levels impact investigations; however, the position sensitivity level determination process is covered by other regulatory Agency policy.

Note: The guide addresses how sensitivity levels impact investigations.

C Contact

Direct questions about this notice or the Personnel Security Program guide to Josh Bornstein, EPD Deputy Director, by either of the following:

- e-mail to josh.bornstein@wdc.usda.gov
- telephone at 202-690-4770.

2 State and County Office Actions

A Reviewing the Personnel Security Program Guide

Employees shall review the guide for detailed procedures about personnel security processing of employees and non-employees (for example, contractors, students, building landlords, and janitors).

Note: Pay particular attention to changes about OF-306 HRD and State Office reviews.

B Building Landlord/Janitor Document Submissions

EPD was instructed by the Administrator to conduct National Criminal History Checks on building landlords and their contractors. EPD was authorized to hire personnel to conduct the checks; however, because of the current budget environment, the authority to hire has been suspended.

State and County Offices should **not** submit cases until notified by EPD that personnel are on board to conduct National Criminal History Checks (fingerprint checks) on building landlords and their contractors.