

For: FSA Employees and Contractors

**Requirements for Shipping Background Investigation (BI) Material Through Physical
Transportation Systems**

Approved by: Deputy Administrator, Management



1 Overview

A Background

All USDA employees and contractors are responsible for protecting the privacy of USDA employees, contractors, and customers. This responsibility includes ensuring that BI PII is moved through physical transportation systems in a manner designed to protect PII from accidental loss and/or inadvertent disclosure.

B Purpose

This notice:

- identifies types of BI reports and material
- supplements PII physical transportation guidance provided in Notice AS-2188.

C Contact

If there are questions about this notice, contact John W. Underwood, Privacy Act Officer/ PII Officer at either of the following:

- e-mail to john.underwood@kcc.usda.gov
- telephone at 816-926-6992.

Disposal Date	Distribution
November 1, 2009	All FSA employees and contractors; State Offices relay to County Offices

2 Common Types of BI Reports

A National Agency Checks with Inquiries (NACI)

NACI’s are the minimum level of investigation required of FSA Government employees/contract employees as a condition of:

- employment with the Federal Government
- gaining access to Federal facilities and information systems.

B Special Agency Check (SAC)

SAC’s are pre-employment checks or limited investigations on persons in positions for which there is a special agreement with OPM that permits and specifies alternative procedures to meet investigative requirements.

C Integrated Automated Fingerprint Identification System (IAFIS)

IAFIS reports, generated from the National Fingerprint and Criminal History System, are maintained by FBI.

3 Additional Information

A Types of PII Material Contained in NACI’s, SAC’s, and/or IAFIS Reports

The following table lists various PII information contained in NACI’s, SAC’s, and/or IAFIS reports.

Form	PII Information
Standard Form 85	Questionnaire for non-sensitive positions.
Standard Form 85P	Questionnaire for public trust positions.
Standard Form 86	Questionnaire for national security positions.
Optional Form 306	Declaration for Federal employment.
INV Form 79A	Agency adjudicative action on OPM personnel investigations.
	OPM case closing transmittal.
	OPM certification of investigation.
INV Form 40	General request for investigative data.
INV Form 41	Investigative request for employment data and supervisor information (OPM).
INV Form 42	Investigative request for personal information.
INV Form 43	Investigative request for educational registrar and dean of student’s record data.
INV Form 44	Investigative request for law enforcement data.
OFI Form 86C	SAC’s.

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3 Additional Information (Continued)

A Types of PII Material Contained in NACI's, SAC's, and/or IAFIS Reports (Continued)

Form	PII Information
Form I-9	<p>Employment eligibility verification including the following:</p> <ul style="list-style-type: none"> • U.S. Passport (unexpired or expired) • Form N-560 or N-561, Certificate of U.S. Citizenship • Form N-550 or N-570, Certificate of Naturalization • unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization • Form I-151 or I-551, Permanent Resident card or Alien Registration receipt card with photograph • Form I-688, Unexpired Temporary Resident Card • Form I-688A, Unexpired Employment Authorization Card • Form I-327, Unexpired Reentry Permit • Form I-571, Unexpired Refugee Travel Document • Form I-688B, Unexpired Employment Authorization Document issued by Department of Homeland Security (DHS) that contains a photograph • driver's license or ID card issued by a State or outlying possession of the U.S. • ID card Issued by Federal, State or local Government agencies or entities <p>Note: Driver's license or ID cards may be used for employment verification provided they contain a photograph or information such as the following:</p> <ul style="list-style-type: none"> • name • date of birth • gender • height • eye color • address.

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3 Additional Information (Continued)

A Types of PII Material Contained in NACI's, SAC's, and/or IAFIS Reports (Continued)

Form	PII Information
Form I-9 (Continued)	<ul style="list-style-type: none">• school ID card with a photograph• voter registration card• U.S. military card, draft record, or military dependent's ID card• U.S. Coast Guard Merchant Mariner Card• Native American Tribal document• Driver's license issued by a Canadian Government authority• U.S. Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)• Form FS-545 or Form DS-1350, Certification of Birth Abroad issued by the Department of State• original or certified copy of a birth certificate issued by a State, county, municipal authority or outlying possession of the U.S. bearing an official seal• Form I-197, U.S. Citizen ID Card• Form I-179, ID Card for use of Resident Citizens in the United States• unexpired employment authorization document issued by DHS.

B BI Shipping Requirements

When shipping BI material, the sending office **shall** follow the PII physical transportation system guidance specified in Notice AS-2188.

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3 Additional Information (Continued)

C OPM Address

When shipping NACI, SAC, and/or IAFIS information to OPM, offices **shall** send the envelope, pouch, package, or box to the following address:

United States Office of Personnel Management
Federal Investigations Processing Center
Mailroom
1137 Branchton Road
Boyers PA 16018-0618
Telephone: 724-794-5228.

Important: FedEx will **not** deliver to OPM's P.O. box address.

D Reporting Loss/Suspected Compromise of PII

Employees or contractors with any reason to suspect that PII has been lost or compromised **shall report** concerns within 1 workday of becoming aware of the issue. Contact the 24-hour support Security Incidents Hotline at either of the following:

- 888-926-2373
- 877-PII-2YOU.