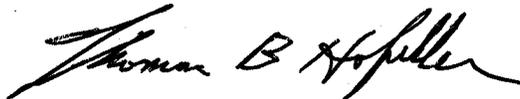


For: State and County Offices

Background Investigation (BI) and LincPass Requirements

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The President issued Homeland Security Presidential Directive 12 (HSPD-12) on August 27, 2004. HSPD-12’s goal is to eliminate wide variations in the quality, security, and types of ID that are issued to Government employees and contractors. The Personal Identity Verification (PIV) process was divided into 2 parts to help all Federal agencies meet the deadlines to produce a standard ID badge for all contractors and employees, as follows:

- Part I, known as PIV-I, standardized the processes used by Federal departments and agencies in issuing existing ID badges to its employees and contractors; specifically, as of October 27, 2005, the process requires employees and contractors to:
 - be sponsored by a designated Federal employee **before** being issued a badge
 - have their identities verified using a defined list of acceptable documents
 - undergo a minimal BI or hold verification that a completed BI exists
- Part II, known as PIV-II, requires issuing a standardized common ID card that is based on “smart card” technology; by October 2008, **all** Federal employees and contractors are required to have a PIV-II compliant ID.

USDA has named their common ID card the LincPass, as it is designed to link a person’s identity to an ID card and the card to a person’s ability to access Federal buildings and computer systems.

For employees to obtain a LincPass, State Offices are responsible for:

- obtaining the SF-87’s, FD-258’s, and BI’s
- coding information into both EmpowHR and GSA Certification Portal.

Disposal Date	Distribution
November 1, 2008	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice provides:

- contacts
- BI requirements for new and current FFAS employees
- requirements to enroll for a LincPass
- State Office action
- actions taken when an employee fails to comply with BI package requirements
- HSPD-12 web site.

C Contacts

County Offices with questions about PIV-I policy or SF-87 and FD-258 submission and results should contact the State Office.

The following table provides contacts for State Offices with questions about this notice.

IF questions are about...	AND location is...	THEN contact...
PIV-I policy	any State Office	Kathy Williams by either of the following: <ul style="list-style-type: none">• e-mail to kathy.williams@kcc.usda.gov• telephone at 816-926-1392.
SF-87 and FD-258 submission and results	Northwest and Southwest States	Connie Crook by either of the following: <ul style="list-style-type: none">• e-mail to connie.crook@kcc.usda.gov• telephone at 816-823-2304.
	Northeast and Midwest States	Elgin Ervin by either of the following: <ul style="list-style-type: none">• e-mail to elgin.ervin@kcc.usda.gov• telephone at 816-823-1953.
	Southeast States	Debbie Lee by either of the following: <ul style="list-style-type: none">• e-mail to debbie.dale@kcc.usda.gov• telephone at 816-823-3997.

2 Preparing for Obtaining LincPass

A BI's

BI's are required for **all** new and current FFAS employees. A National Agency Check with Inquires (NACI) is the minimum BI that **must** be performed for **all** applicable Federal employees and affiliates, **except** when the position requires a more in-depth suitability or security BI. USDA has determined that non-Federal County Office employees are required to meet the same requirements as Federal employees. NACI is both of the following:

- a search of the fingerprint and investigative files of FBI and other records held by Federal agencies, such as OPM
- written inquires of current and past employers, schools attended, references, and local law enforcement authorities.

OPM requires the following for the BI package:

- SF-85, SF-85P, or 86 (Original)
- SF-87, FD-258, or FBI Certification Results page
- OF-306 (copy)
- SF-171, OF-612, FSA-675, or resume (employee **must** provide current information in the application package and sign with a current date)
- Fair Credit Release form for Public Trust and National Security.

Note: For positions that require NACI, the Fair Credit Release form is maintained in the State Office.

The completed BI package should be sent to:

OPM-FIPC
1137 BRANCHTON RD
BOYERS PA 16018-0618.

For more information on BI's, go to <http://www.opm.gov/extra/investigate/IS-15.pdf>.

B Requirements to Enroll for a LincPass

All employees **must** have BI's on file to be eligible for a LincPass. If there is **no** BI on file, the employee **must** have a successful adjudicated FBI fingerprint check completed **before** the employee can be sponsored in the EmpowHR system. The BI package will need to be forwarded to OPM for processing.

USDA has issued the PIV-II Employee On-Boarding in EmpowHR Guide that gives detailed information for entering information for LincPass. To access the detailed information, go to <http://hr.ffas.usda.gov> and CLICK "Web Applications" and CLICK "PIV-II Employee On-Boarding in EmpowHR".

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2 Preparing for Obtaining LincPass (Continued)

C State Office Action

State Offices **must** do the following:

- ensure that all **new** employees (except when appointments are less than 6 months) have a successful SF-87 or FD-258 for pre-employment fingerprint checks **before** an offer of employment is made

Note: When entering on duty (EOD), the BI package **must** be completed and forwarded to OPM for processing.

- verify that all **current** employees have a record of NACI (or higher level clearance)

Note: If **no** record of a previous BI exists for an individual, State Offices **must** initiate and forward a BI package to OPM for processing.

- update employee records using the PIV-II Employee On-Boarding in EmpowHR Guide **after** an enrollment station is operational in employee's location and is added to Card Shipping Address
- identify sponsors and adjudicators to input data into EmpowHR and the GSA Certification Portal

Notes: Sponsors and adjudicators **must** complete AgLearn training **before** entering data into EmpowHR and the GSA Certification Portal.

Sponsor and adjudicator names shall be forwarded to Bessy Plaza at **bessy.plaza@wdc.usda.gov**. Bessy will ensure **that** the training modules are added to sponsors and adjudicators individual AgLearn accounts.

- for **new** employees, send completed SF-87's or FD-258's for all **new** permanent and temporary employees (appointments for more than 6 months) to the Kansas City Human Resource Office (KCHRO) for processing

Note: When KCHRO receives Fingerprint Identification System (FIS) results from FBI, KCHRO will do the following:

- for Federal positions, forward the Certification Page to the appropriate staffing specialist who will contact the State Office to establish an EOD date
- for non-Federal positions, notify the State Office and FAX the Certification Page to establish an EOD date.

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2 Preparing for Obtaining LincPass (Continued)

C State Office Action (Continued)

- for **current** employees, immediately send completed SF-87's and FD-258's, attached to OFI-Form 86C, Special Agreement Checks (SAC), to OPM for an adjudicated fingerprint check, when a successful adjudicated fingerprint check is received, State Offices should forward the complete BI package to OPM for processing of the investigation; SAC form, Block 7 **must** contain code "B". To access detailed information, go to **<http://hr.ffas.usda.gov>**, CLICK "Web Applications", then CLICK "Special Agreement Check."

Note: Do **not** send the SF-87's or FD-258's for adjudicated fingerprint checks and BI package in 1 shipment. OPM will conduct a FBI fingerprint check within several weeks and return to FSA. When a BI package is sent, it takes several months to complete. Employees with a successful adjudicated fingerprint result are eligible to be enrolled into the EmpowHR system once an enrollment station is operational within the area.

D Failure to Comply

If an employee fails to comply with the requirement to complete all items required for a BI package, disciplinary action may be taken up to and including **removal**.

E Additional Information

For more information on HSPD-12 and LincPass go to **<http://hspd12.usda.gov/>**.