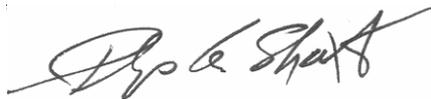


For: State and County Offices

Personnel Security Update

Approved by: Deputy Administrator, Management



1 Overview

A Background

Notice AO-1498 directed State and County Offices **not** to process State and County Office building landlords and their contractors (janitors, maintenance personnel, etc.) for National Criminal History Checks (fingerprint checks) or background investigations. This notice reminds State and County Offices that this policy is still in effect.

B Purpose

This notice reminds State and County Offices about security processing for State and County Office building landlords and their contractors (janitors, maintenance personnel, etc.).

C Contact

Direct questions about this notice to Jerry Epting, EPD Director, by either of the following:

- e-mail at jerry.epting@wdc.usda.gov
- telephone at 202-720-7696.

2 Action

A State and County Office Action

In December 2010, EPD was instructed by the Administrator to conduct National Criminal History Checks (fingerprint checks) on building landlords and their contractors (janitors, maintenance personnel, etc.). EPD was authorized to hire personnel to conduct the checks; however, because of the current budget environment, the authority to hire for these positions has been suspended.

State and County Offices should **not** submit cases on building landlords and their contractors (janitors, maintenance personnel, etc.) as directed in 1-SEM until notified by EPD that EPD has ample staffing to conduct these National Criminal History Checks (fingerprint checks).

Disposal Date	Distribution
July 1, 2012	State Offices; State Offices relay to County Offices