



**U.S. Department of Agriculture
Personnel Security Bulletin #10-07
Subject: End of Year Case Processing –
Action Due Prior to September 17, 2010**

United States
Department of
Agriculture

Office of the
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Secretary
For Administration

Office of
Homeland Security
and Emergency
Coordination

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Document Security
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Issue:

Due to a high volume of investigations requests made at the end of the fiscal year, a cut-off deadline must be set to ensure those requests can be processed by the Personnel and Document Security Division (PDSD) and received by the U.S. Office of Personnel Management (OPM).

Date Issued:

July 30, 2010

Effective Date:

July 30, 2010

Scope and Effect:

This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program.

Supersession:

None.

Procedure:

Background investigation requests for FY10 must be received by PDSD **no later than September 17, 2010** -to ensure processing to OPM before the close of business on September 30, 2010.

All requests must be submitted with the required items along with properly completed security forms to ensure prompt processing by PDSD. Incomplete packets will be returned to the submitting agency for submission in FY11.

Further Information:

For further information, please contact PDSD at 202-720-7373.