

PDSD Newsletter

Office of Homeland
Security & Emergency
Coordination (OHSEC)
Personnel & Document
Security Division (PDSD)



*Happy New Year
2012*

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USDA/OHSEC/PDSD
1400 Independence Ave, SW
RM S-310
Washington, DC 20250-5050

(202) 720-7373
(202) 720-1689 (fax)
pdspd@dm.usda.gov



Personnel Security

The Personnel Security Branch ended FY11 on a high note, receiving a “A” grade from OPM by meeting the initiation and adjudication timeliness goals, deficient submission rate, and use of automation. We look forward another successful year with the addition of e-Delivery, webSETS enhancements, and working with the agencies to streamline services.

**Public
Trust
Reinv**

**Direct
Submission
of the SF85P**

e-QIP 3.0

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Reinvestigations

On December 9, 2011, the U.S. Office of Personnel Management (OPM) issued new requirements to reinvestigate individuals in public trust positions under Executive Order (E.O.) 13488, Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust, to ensure their continued employment is appropriate.

Public trust positions are those covered by 5 CFR part 731 that are designated at a **moderate or high risk level**, based on the position's potential for adverse impact on the efficiency or integrity of the service.

Agencies must ensure that reinvestigations are conducted and a determination made regarding continued employment of persons occupying public trust positions at least once **every 5 years**. Reciprocity rules still apply. A new investigation is not required when there has been a break in service of less than 24 months.

OPM is working on an implementation plan for this new requirement that is expected to be completed in late January 2012.

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SF85P Submissions

PDSD is working with our Agency Points-of-Contact (POCs) to delegate the authority to directly submit public trust (SF85P) investigation requests from the Electronic Questionnaire's for Investigations Processing (e-QIP) system to OPM by a Memorandum of Understanding (MOU) between both parties.

Currently, agencies send investigation packages to PDSD who in turn releases the requests to OPM. Allowing agencies to release their own public trust investigation requests will improve the overall initiation timeliness.

Agreements are in place or are underway with nearly all mission areas.

The responsibility of releasing national security (SF86) investigation requests will remain with PDSD.

If you have any questions regarding this capability, please contact Carrie Moore at carrie.moore@dm.usda.gov.

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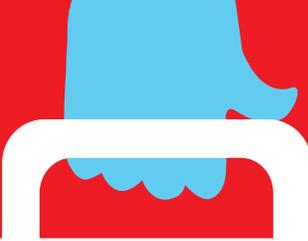
New e-QIP 3.0 Release

The new delivery date for e-QIP 3.0 is 1/22/2012. E-QIP version 3.0 will expand the functionality and performance of the e-QIP application and hardware. All of your information will be converted from e-QIP 2.0 to 3.0 so you will not have to add or make changes due to the switch.

There will be a number of changes in the updated version. OPM released Federal Investigations Notice (FIN) 12-03 (<http://www.opm.gov/investigate/fins/2012.aspx>) on December 1, 2011 that outlines some of the changes that you will notice when you get into the e-QIP system on the 22nd of January.

The FIN also provides a number of different training opportunities (online or Train-the-Trainer at the OPM Crystal City Training Lab) for agencies to get familiar with the new version. The e-QIP training system has been updated with e-QIP 3.0 and is located at <http://www.opm.gov/e-qip.information.asp>.

If you have questions regarding e-QIP, please contact Opal Jones at opal.jones@dm.usda.gov.



TRAVEL VACATIONS

Foreign Travel Reporting
Requirements for SCI
Holders

Information
Security Staff
(ISS)

Requirement

All personnel with access to sensitive compartmented information (SCI) are required to report all personal foreign travel to PDS. Please contact PDS as soon as you are planning your foreign travel.

This reporting requirement is outlined in the Office of the Director of National Intelligence, Intelligence Community Policy Memorandum 2007-700-3, dated 9/13/2007.

Why Report Foreign Travel?

The primary reason is for compliance with ICPM 2007-700-3; however, the also gives PDS the opportunity to research the area you are traveling to and determine if a foreign travel defensive security briefing. If such a briefing is required, PDS will arrange for you to receive a briefing. The purpose of the briefing is to prepare the traveler for any specific threats or risks associated with traveling to a certain location.

It also gives PDS the opportunity to give the traveler all the tools they will need should they encounter any problems while on their trip, i.e., Regional Security Officer's (RSO) contact information at the American Embassy should the traveler have a need to contact them.

In Addition...

Reporting personal foreign travel allows PDS to track where our SCI cleared employees are around the world. It also allows PDS to support your electronic concerns as you consider taking a BlackBerry, cell phone, or laptop/iPad along with you. PDS wants to prepare "you" the traveler to the best of our ability for any questionable situations you may encounter in another country.

Required Form

Please fill out form **AD-1196** (6/07) located at <http://www.dm.usda.gov/ohsec/pdsd/forms.htm>. You may fax (202/720-1689) or email the form to pdsd@usda.gov.

You will receive a written response from our office on whether a foreign travel defensive security briefing is required along with some helpful sites.

Resources

State Department Smart Traveler Enrollment Program (STEP)
<https://travelregistration.state.gov/ibrs/ui/>

State Department Travel Warnings
<https://travelregistration.state.gov/ibrs/ui/pages/common/Subscribe.aspx>

If you have any questions, please contact ISS at 202/720-7373.



Fingerprinting Best Practices

The two best options agencies have for obtaining a fingerprint only Special Agreement Check (SAC) for pre-Entry on Duty (EOD) purposes are:

- (1) Use LiveScan to **electronically submit fingerprints to OPM** for a charge of \$24.25; or
- (2) **Mail in hard-copy fingerprint charts directly to OPM** to initiate the fingerprint only SAC for a charge of \$17.25 plus the \$9 processing rate for all SAC requests = \$26.25 (see Billing Rates for FY12 FIN 11-05)

Although the turnaround is faster when electronically submitting fingerprints directly to the FBI, the cost savings of using OPM are significant per applicant as the FBI costs over \$40 (includes costs paid to contracting company).

Once an employee (whether fed or contractor) is on board (post-EOD), the most cost effective way for agencies to obtain advance fingerprint results would be to mark the investigation (regardless of type) with an "R" in the FIPC codes portion of the Agency Use Block for an Advance Fingerprint Result.

This Advance Fingerprint Results coding will provide for priority processing of your request and will trigger an Advance Fingerprint Report to be generated the day after completion of the criminal history check at **no cost**.

DID YOU KNOW?

Bi-Weekly Collateral Indoctrination Briefings

These briefings are given to individuals who have received a favorable adjudication for access to classified national security information. Reservations are made following an email notification from the assigned Adjudicator. If you are scheduled to attend one the briefings listed below and are unable to make it, please contact the assigned Adjudicator or PDSO at (202) 720-7373 to reschedule. Below are upcoming dates in the 3rd quarter:

January 25
February 8

February 22
March 7

March 21

PDSO is also working on uploading the annual collateral security refresher training in AgLearn thereby making it available to all USDA employees. The goal is to have this completed in FY 12.

Initial vs. Reinvestigation

An investigation should not be considered a reinvestigation just because the subject has had a previous investigation in his/her career. The initial investigation must be at the correct level (BI for High Risk, for example) and the levels need to match (SSBI/SSBI-PR, etc) in order for a subsequent investigation to truly be considered a reinvestigation.

If a subject moving into a new appointment had an ANACI previously and is now being submitted for a BI, it is not a reinvestigation because the two investigations are used for different position levels, and all of the appropriate forms for an initial investigation must be submitted.

Subject's who did not complete their reinvestigation paperwork in a timely manner and pass their reinvestigation due date (5 years for PT positions; 7 years for TS clearances), must have initial investigations submitted.

webSETS Lockouts

Please be sure to log into webSETS once a month.

If there is no activity on the account it risks being made inactive.

Unlike password resets, requests to make an inactive account available again can take up to 30 days with NFC.

e-QIP Lockouts

Please log into your e-QIP account once a month to prevent lockout.

e-QIP users receiving a 35 day lockout error message when attempting to login need to be unlocked by their User Administrator.

Contact Opal Jones at opal.jones@dm.usda.gov for e-QIP access issues.

OPM Suitability Course

OPM has a new two-week Suitability course directed towards federal employees who perform suitability adjudications.

This is the course that OPM created based on the PAC Training Subcommittee requirements, and is intended to be used as the standard for all suitability adjudicators in the federal government.

The cost is \$3000 and will be available later in 2012.

OPM Resources Online

The OPM Federal Investigative Services website provides information to applicants and employees undergoing the investigation process and to human resources and security specialists whose job functions relate to the investigation and adjudication process.

<http://www.opm.gov/investigate/index.aspx>

Visit Us Online!

<http://www.dm.usda.gov/ohsec/pdsd/>

View previous PDSO Newsletters at:

<http://www.dm.usda.gov/ohsec/pdsd/newsletters.htm>