



U.S. Department of Agriculture
Personnel Security Bulletin #04-04
Subject: End of Year Processing - Action Due Prior to
September 10, 2004

United States
Department of
Agriculture

Office of the
Assistant Secretary
For Administration

Office of
Procurement and
Property
Management

Personnel and
Document Security
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Subject: End-of-year investigations requests must be received by the Personnel and Document Security Division (PDSD) no later than September 10, 2004.

Issue: Due to the 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 PDSD and received by the U.S. Office of Personnel Management by c.o.b. September 30, 2004.

Date Issued: August 24, 2004

Effective Date: August 24, 2004

Scope and Effect:: This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program

Supersession: This Bulletin does not supercede any previous guidance issued.

End of Fiscal Year Requests for Investigation

Year-end requests for background investigations must be received in PDSD no later than **September 10, 2004**, to ensure processing before c.o.b. September 30. Submit all required items along with properly completed security forms to ensure prompt processing.

Further Information: For further information, please contact the Personnel and Document Security Division at 202 720-7373
