



# U.S. Department of Agriculture

## Personnel Security Bulletin #05- 02 Subject: 30 Day Suspense for Accomplishing Initial and Refresher Security Briefings

United States  
Department of  
Agriculture

**Subject:**

This Bulletin establishes new suspense dates by which security indoctrination and refresher briefings must be accomplished.

Office of the  
Assistant  
Secretary  
For Administration

**Issue:**

Some USDA employees who have been approved for a security clearance are not completing their security indoctrinations in a timely manner. Such employees must complete indoctrination prior to having access to classified information.

Office of  
Procurement and  
Property  
Management

**Date Issued:**

July 7, 2005

**Effective Date:**

July 7, 2005

Personnel and  
Document Security  
Division  
Mail Stop 9305

**Scope and Effect:**

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

1400  
Independence  
Avenue SW

**Supersession:**

None

Washington, DC  
20250-9305

**Background:**

When a background investigation is favorably adjudicated by a PDSD personnel security specialist, the specialist notifies the employee in question that the investigation has been favorably adjudicated and a security briefing is required **prior** to granting the security clearance. For USDA employees located outside of the National Capital Region (NCR), the employee is then required to review appropriate material provided by the specialist and notify the specialist when the online briefing has been accomplished so that a Standard Form (SF) 312, "Classified Information Non-disclosure Agreement," can be executed and the clearance granted. Employees within the NCR must contact the PDSD specialist to schedule an appointment to attend a security indoctrination or refresher briefing. These briefings are held in room S-310 twice per month and attendees must have advance approval to attend. (Individuals with a favorably adjudicated Periodic Reinvestigation are only required to attend a refresher briefing when there is no record of a SF 312 on file.)

**New Procedure:**

USDA employees will now be required to either schedule to attend an in-person briefing or accomplish the online briefing, if applicable, within 30 calendar days from the date they are contacted by PDSD specialist. Failure to do either within 15 calendar days of the original contact will result in an email reminder to the employee, with a courtesy copy to the employee's supervisor and the appropriate Personnel Security Point-of-Contact (POC) for the employee's agency or staff office. Should the employee fail to attend or accomplish a briefing within the required 30 days, the PDSD will provide the Personnel Security POC with a Certificate of Eligibility-NO ACCESS and the employee will not be granted the requested security clearance.

It will be incumbent upon to the employee and supervisor to arrange for a security briefing at a later date, which will be scheduled on a space available basis.

Note: Exceptions shall be made on a case-by-case basis when dealing with employees assigned to an overseas location.

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