



# U.S. Department of Agriculture

## Personnel Security Bulletin #08-01,

### Subject: Background Investigation Processing Requirements

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Agriculture

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**Issue:** This Bulletin clarifies case processing procedures for Standard Form (SF) 86 "Questionnaire for National Security Positions," and SF 85P "Questionnaire for Public Trust Positions" within the Electronic Questionnaires for Investigations Processing (e-QIP) system. Specific timelines are set forth below.

**Date Issued:** February 29, 2008

**Effective Date:** February 29, 2008

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

**Supersession:** Personnel Security Bulletin #06-05, dated March 7, 2006.

**Background:** In an effort to develop plans to meet the timeliness expectations set forth by the Intelligence Reform and Terrorism Protection Act of 2004, the Office of Management and Budget (OMB) has established various performance requirements for departments and agencies that process and grant national security clearances. A key requirement affecting the Personnel and Document Security Division (PDS) and USDA agencies is that required investigations are scheduled by the Office of Personnel Management (OPM) within **14 calendar days** of Subject's completion of the SF 86 or SF 85P (i.e. signature date listed on certification and releases).

**Procedure:** USDA agencies shall provide a completed security packet to the PDS within no more than 7 calendar days of the Subject signing the form and required releases. This short turn around time is required in order for the Department to meet the OMB performance requirements. The PDS will not accept e-QIP forms separate from the timely receipt of a completed security packet, which includes an AD-1187 (Request for Personnel Security Services form), AD-1188 and Justification, and all other applicable attachments. It is recommended that agencies attempt to coordinate the electronic release of the SF-86 or SF 85P to PDS in e-QIP with the expeditious transfer of the packet to PDS. Agencies mailing packets to PDS should make full use of priority mail services to help comply with the timeliness requirements noted above. This Bulletin applies to all forms sent to PDS.

Agencies are further advised that in coordination with OPM guidance the PDS will automatically reject SF-86 and SF-85P packets whenever the General or Medical Release **paragraph text** is altered in any fashion.

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