



**U.S. Department of Agriculture
Personnel Security Bulletin #10-05
Subject: Revised AD-1187,
Request for Personnel Security Services**

United States
Department of
Agriculture

Office of the
Assistant Secretary
For Administration

Office of Homeland
Security and
Emergency
Coordination

Personnel and
Document Security
Division
Mail Stop 5050

1400 Independence
Avenue SW

Washington, DC
20250-5050

Subject: All requests for personnel security services regarding background investigations, suitability determinations, or security clearances from PDSD must be submitted in writing on the revised AD-1187, Request for Personnel Security Services.

Date Issued: May 27, 2010

Effective Date: May 27, 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.

Background: To ensure standardization, all investigation related services that are requested from PDSD must be submitted on the AD-1187 form. This form is signed by an official with the authority to expend funds to compensate the Office of Personnel Management (OPM) for the cost of investigation, except in cases of internal transfers or reciprocity requests where a new investigation is not required.

New Procedure: All personnel security requests must be submitted on the AD-1187 that was revised in May 2010.

The Microsoft Word[®] version of the revised AD-1187 can be found at <http://www.dm.usda.gov/pdsd/forms.htm>.

This revised form includes new statements to the first action block to ensure that PIPS is checked prior to requesting an initial investigation, that security clearance justification forms (AD-1188) accompany internal transfers, and that reciprocity requests do not occur if there has been a break in service for more than two years. It is the responsibility of the agency point-of-contact to ensure that no break in service of more than two years has occurred when submitting a reciprocity request to PDSD. A request for the subject's social security number (SSN) has been placed in the name block on reciprocity requests only.

**Effective immediately, previous versions of the AD-1187
will no longer be accepted.**

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