



U.S. Department of Agriculture  
Personnel Security Bulletin #11-01  
**Subject: Revised AD-1187,  
Request for Personnel Security Services**

United States  
Department of  
Agriculture

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**Subject:** All requests for services submitted to PDSD must be in writing on the revised AD-1187, Request for Personnel Security Services.

**Date Issued:** October 1, 2010

**Effective Date:** October 1, 2010

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

**Supersession:** PDSD Bulletin #10-05, May 27, 2010

**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 October 2010.  
The Microsoft Word<sup>®</sup> version of the revised AD-1187 can be found at <http://www.dm.usda.gov/pdsd/forms.htm>.

This revised form includes changes to the "Type of Investigation" box to match the aligned investigative products offered by OPM in FY11.

The AD-1187 must be fully and accurately completed in order to ensure timely processing.

**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.

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