



PDSD NEWS

Office of Homeland Security & Emergency Coordination (OHSEC) /
Personnel & Document Security Division (PDSD)

Earth Day - April 22nd
40th Anniversary

Coming Soon:

e-Delivery and eSEC

FBI Scheduled Delay in Fingerprint Check Results

The Federal Bureau of Investigation (FBI) has notified OPM that due to the processing of fingerprint results for Census Bureau, **fingerprint results for non-criminal justice agencies will be delayed between April 28th and May 3, 2010.**

Fingerprints submitted within this timeframe will be held in a queue by FBI until May 4th, when the FBI will then begin processing this backlog of fingerprints. The FBI expects they will work through the accumulated backlog in approximately two weeks.

If an agency has a priority clearance or interim clearance request, those requests should be submitted as soon as possible to prevent any delays in the fingerprint results for a full investigation or Advance NAC request.

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The Office of Personnel Management's (OPM) e-Clearance initiative, part of the overall e-GOV initiative, utilizes information technology to improve the effectiveness and efficiency of the personnel security investigations process.

One component of e-Clearance is **e-Delivery**, where paper investigative records are converted to electronic records and delivered to the agencies electronically through a secure connection.

Currently, agencies can wait approximately one week to receive an investigation report from OPM in paper form in the mail after the case closing date. With tight adjudicative deadlines (20 days for national security cases) set in place by the Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA), the electronic receipt route is a more efficient business practice.

To kickoff the e-Delivery initiative, PDSD is working with Rural Development (RD) in FY10 to build the **Enterprise Content Management (ECM)** application to link with OPM to receive and temporarily store the investigation reports. ECM is a web-based application that allows users to manage documents and workflows. This includes document scanning, work assignment and routing, user workflow inbox, query and retrieval, and monitoring and reporting.

Workflows will be established to route closed investigations to the assigned personnel security specialist to begin the adjudication process. Management will be able to use ECM to monitor the timeliness of adjudications. The specialist will also be able to automate the business process by routing letters that require supervisory review and signature through ECM to their supervisor.

ECM will mainly function as a document repository; housing folders that contain documents scanned from personnel security files within PDSD with role-based security for access to the records. This module in ECM will be referred to as **eSEC**, the electronic version of the paper personnel security folder.

The personnel security folder is a file containing records that covers a federal employee's investigation history at USDA. Similar files are created for contractor personnel when the investigation is initiated and adjudicated by USDA. Specific documents relating to each investigation are maintained throughout the individual's career at USDA, and for a period following their inactivity, as required by the retention standards set by the National Archives and Records Administration (NARA).

PDSD currently maintains these folders in a secured files room. Moving these files to a web-based location will speed the retrieval process and eliminate filing errors, possible damage from fire or water, and future space concerns.

Once eSEC is ready to launch, PDSD will begin the imaging process of all active personnel security folders. This project is expected to be completed in FY11.

Future plans include extending the access to eSEC to our personnel security points-of-contact in the field. This will allow for an electronic exchange of documents between PDSD and the agencies, eliminating the need for PDSD to copy, fax and mail documents required by the agencies following a completed adjudication.

For questions regarding this initiative, please contact Carrie Moore at carrie.moore@usda.gov.

What's new @ OPM?



Federal Investigations Notice (FIN), #10-03: INV Form 79A

On March 18, 2010, OPM released FIN #10-03 titled “INV Form 79A, Report of Agency Adjudicative Action on OPM Personnel Investigations” to announce revisions to the current 79A.

The 79A is completed by a personnel security specialist to report their adjudicative decision on OPM background investigations. PDSO reports their adjudicative actions through OPM’s Personnel Investigations Processing System (PIPS). This is the preferred method, versus completing the paper version and mailing it back to OPM, to expedite adjudicative reporting to OPM. **USDA’s goal is to submit ALL 79A forms, from PDSO and field HR offices, electronically by December 31, 2010.**

Closed investigations will now include the revised 79A. The determination selections have changed to help facilitate clearance and suitability reciprocity. FIN #10-03 includes a 79A fact sheet that provides examples of when it is appropriate to select the various codes for different adjudicative actions, and provides other helpful implementation guidance.

Mission Area Personnel Officers are reminded to refer to the March 10th email from Susan Gulbranson, Chief of PDSO, requesting they identify **at least one person** for each Security Office Identifier (SOI) to gain access to PIPS/CVS in order to begin electronically reporting their adjudicative actions via the 79A. **Completed INV-70B forms, revised 3/10, should be sent to PDSO by fax to (202) 720-1689.** Contact John Loveless at (202) 720-7373 with any questions.

Federal Investigations Notice (FIN), #10-04: Central Verification System (CVS) Enhancements

On March 18, 2010, OPM released FIN #10-04 titled “Enhancements to the Central Verification System (CVS) for Reciprocity”. Formally named the Clearance Verification System, the new Central Verification System better represents the scope of the information contained in the system.

The enhancements include new data fields to support the expanding application of reciprocity rules to Federal Government vetting determinations relating to credentialing determinations under Homeland Security Presidential Directive 12 (HSPD-12), suitability or fitness for Federal employment, fitness for contractor employees, and eligibility for access to classified information.

Agencies are responsible for practicing reciprocity. CVS will be checked to determine if an existing investigation and favorable adjudication exists that can be reciprocally accepted based on the individual’s current position designation.

Users will notice redesigned screens that offer greater functionality and accessibility. A new user’s guide for CVS 2.0 is available through the library in OPM’s Secure Portal.

CVS is housed in the PIPS application which is accessed through OPM’s Secure Portal. Security officers and adjudicators that do not have access to CVS should complete the INV-70B and return it to PDSO as soon as possible. Users must be U.S. citizens and have a minimum investigation of an ANACI or NACLC. OPM regulations and policies state that Suitability Adjudicators must have a minimum BI level investigation to perform their duties. This exceeds the investigation requirement for CVS.



Information Security

<http://www.dm.usda.gov/pdsd/infosec.htm>

Information Security Coordinator's Annual Seminar

On March 31st, the PDS Information Security Staff will host an Information Security Coordinator (ISC) seminar in the S-310 Conference Room. The annual event will cover the process undertaken by the Personnel Security Branch to support those employees requiring a security clearance, from initiating the request, through the investigation process, and the final adjudication. Additionally, the Personnel Security Branch will discuss Frequently Asked Questions in order for a better understanding of the security terms and language that impact employees.

The second portion of the seminar will cover Information Security and how to support different agencies in a classified environment. As noted below, several topics will be discussed to provide ISC's with the general knowledge necessary to respond to day-to-day information security issues to support the proper protection of classified information.

Information Security

Collateral/SCI Indoctrination Process

Handling Classified Information

Security Incidents

Secure Facilities within USDA

*Sensitive Security Information / Controlled
Unclassified Information Update*

Travel Requirements and Overseas Support

The Auto Berry Program

*Protecting agency electronics in an overseas
environment*

*Information Security
Coordinator Overview*

Your Role to Support Your Agency

The seminar will start promptly at 9:30 and open discussions on these subjects are encouraged during the different presentations. The S-310 Conference Room is located within the Operations Center suite. Light refreshments will be provided. We look forward to meeting all that attend. Questions about the seminar should be addressed to Keith.Mcelfresh@usda.gov or by calling (202) 720-7373.

PDSD Staff Update

Mike Radford, Personnel Security Specialist, accepted a position and promotion with the Nuclear Regulatory Commission. His last day with PDSD was February 26. Although he will be missed, we wish Mike all the best!

For DA HSPD-12 contractor assistance, contact Kim Elosser at (202) 205-7934.

Changes to Applicant Information

Validation in e-QIP

The verification of Submitting Office Number (SON), Security Office Identifier (SOI), and Intra-Governmental Payment and Collection Code (IPAC) has now been moved to e-QIP. This will help reduce the number of cases made unacceptable due to incorrect SON/SOI/IPAC information.

If the user attempts to use an SON, SOI or IPAC code that is not a valid code listed in PIPS or attempts to initiate a case with an SON, SOI or IPAC that are not compatible, they will receive a validation error and will not be allowed to submit the case until a valid code and/or combination is provided.

A change in e-QIP that does not affect agency use but may look different includes the addition of the header and footer "For Official Use Only" on the electronic and printable versions of all Standard Forms.

A validation change in the Military History section of the e-QIP Standard Form 86 will now prohibit anyone that answered "No" to questions 15a and 15b (regarding applicant's military service) from entering detailed entry for military duty. Additionally, if the applicant answers "No" to 15d (applicant's subjection to court martial or other military disciplinary proceedings) the validation prohibits providing entry for military charges.

Under Development:

Reinvestigations Program for Public Trust Positions

As reported in our 4th Quarter FY 2009 Newsletter, the federal government is preparing to implement a reinvestigation program for persons serving in Public Trust (PT) positions per Executive Order (E.O.) 13488, "Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust," dated January 16, 2009.

OPM is in the process of establishing standards pertaining to Public Trust reinvestigations, and reported at March 18th Background Investigation Stakeholder's Meeting that two investigative products for Public Trust reinvestigations have been identified. A National Agency Check with Law and Credit (NACL) will become the standard reinvestigation for Moderate Risk, and the Periodic Reinvestigation (PRI) will be the reinvestigation product for High Risk positions. OPM will add the two reinvestigations to the Fiscal Year 2011 product line for PT reinvestigations.

OPM has not determined how frequently persons in PT positions will require a reinvestigation; PDSD will continue to monitor this policy requirement and notify USDA agencies by Personnel Security Bulletin when final standards are established.

FY 2010 pricing for the aforementioned products is:

NACL (Standard service) = \$221.00

NACL (Priority service) = \$274.00

PRI (Standard service) = \$ 612.00

PRI (Priority service) = \$ 694.00

Questions concerning the PT reinvestigation program may be directed to Susan Gulbranson at susan.gulbranson@usda.gov or (202) 720-7373.

Agency POC's are reminded to continue to monitor their National Security positions that are due for a reinvestigation by utilizing the reinvestigations report available in webSETS. Reinvestigations should be initiated several months prior to their due date to ensure security clearances remain active. For questions concerning the use of reports in webSETS, please contact Carrie Moore at carrie.moore@usda.gov.

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