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○ 12<sup>th</sup> edition  
○ WINTER  
○ 2006

## Personnel & Document Security Division

# PDSD

### Winter Newsletter

## SETS MODERNIZATION PROJECT

PDSD AND NFC GIVE THE *SECURITY ENTRY AND TRACKING SYSTEM (SETS)* A LONG OVERDUE MAKEOVER.



*PDSD has entered into a contract with the National Finance Center (NFC) to redesign the Security Entry and Tracking System (SETS) to improve the efficiency of the suitability and security investigation tracking process.*

SETS is used to track security clearances and investigations for employees and contractors. SETS interfaces with the Payroll/Personnel and Position Management Systems.

SETS maintains current and historical data for the entire employment period. Data on separated employees is erased after 5 years.

The revised program will be a secure, web-based system that allows an authorized user desktop access from any location. The elements used in our internal tracking database, the Personnel Security Database, will be included in the new SETS to provide a one-stop shop for investigative data entry.

On Tuesday, January 10<sup>th</sup>, the Personnel Security Branch (PSB) held a teleconference with the SETS Modernization team at the National Finance Center (NFC) to discuss the latest screen developments. After a review of the Clearance Verification System (CVS) and the security clearance Reciprocity Working Group's (RWG) determination of the data elements necessary to promote reciprocity, Carrie Moore, Senior Security Specialist with

PSB, provided NFC with an outline of PDSD's field requirements for the new SETS program. To date, 5 out of 11 user screens have been drafted and approved. We are currently in the process of giving approval on the remaining screens. A copy of the SETS entry screen is shown below.

Highlights of the new system include an expanded security package tracking screen that contains a direct linkage to e-QIP, employee notification email, reinvestigations tracking, special access clearance tracking, and the ability to track initial and annual refresher security briefings.

Please contact Carrie Moore with any questions at 202/720-3487.





# REFRESH SECURITY AWARENESS

## REVISED ADJUDICATIVE GUIDELINES

THE PRESIDENT HAS APPROVED THE REVISED ADJUDICATIVE GUIDELINES FOR DETERMINING ELIGIBILITY FOR ACCESS TO CLASSIFIED NATIONAL SECURITY INFORMATION EFFECTIVE DECEMBER 29, 2005.

On December 29, 2005, President Bush's National Security Advisor Stephen J. Hadley released a revision of the Adjudicative Guidelines for Determining Eligibility for Access to Classified Information. These guidelines can be accessed at <http://www.archives.gov/isoo/pdf/hadley-adjudicative-guidelines.pdf>. The revised Adjudicative Guidelines are for immediate implementation in all affected Departments.

The revised Adjudicative Guidelines contain a number of noteworthy changes that will have significant impact on the ability of some individuals to obtain and retain security clearances. Guideline C: Foreign Preference would now recognize mitigation not only when a foreign passport is surrendered to the cognizant security authority, but also where it has been "destroyed . . . or otherwise invalidated." Guideline B: Foreign Influence specifically requires the identity of the relevant foreign country to be considered in



determining whether there is a security concern.

Three out of the thirteen guidelines have title changes as follows:

- Guideline I: Psychological Conditions
- Guideline K: Handling Protected Information
- Guideline M: Use of Info Technology Systems

Mr. Hadley emphasized the importance of Departments honoring clearances granted under these guidelines, consistent with Executive Order 12968. [Click here](#) to view Executive Order 12968.

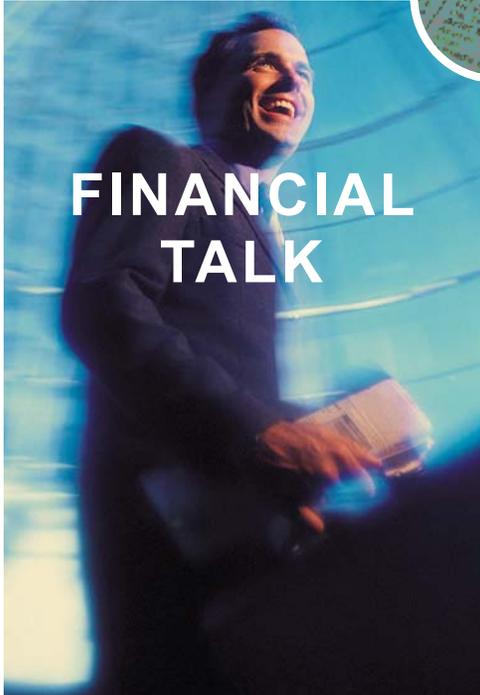
*What better way to continuously refresh security awareness within your agency than refresh your security posters. Place them in high visibility areas such as near copiers, break areas, and hallway bulletin boards.*

Security posters can be downloaded from the U.S. Air Force Security Education and Awareness website:

<http://members.impulse.net/~sate/posters.html>

*Other ways to increase awareness is to forward the PDSD Security Bulletin to your employees each quarter, create your own newsletter that speaks to your Agency's security concerns, ask guest speakers to conduct security training, or send splash screens with security tips.*

**Be Creative!**



**TAX COMPLIANCE:** Executive Order 12674, as amended by Executive Order 12731, titled "The Fourteen Principles of Ethical Conduct for Federal Employees" requires that "Employees shall satisfy in good faith their obligations as citizens, including all financial obligations, especially those – such as Federal, State, or local taxes – that are imposed by law."

USDA is committed to ensuring that its employees continue to uphold the high standards of conduct expected of public servants. Assistance in filing returns or in resolving any balance owed is available from the IRS at 1-800-829-1040. Forms, publications, and additional information are also available on the IRS website at [www.irs.gov](http://www.irs.gov).

A pattern of failure to satisfy just debts can raise questions about an individual's reliability and trustworthiness. This is one area that is reviewed by the Personnel Security Branch in determining an employee's ability to hold a Public Trust or National Security position with USDA.

Assistance in dealing with financial problems is available through the USDA Employee Assistance Program (EAP) at 1-800-222-0364.

# e-QIP life:

## Graduating to 100% submissions!

**DEADLINE ALERT!** PDSD will no longer accept paper versions of the SF 85P after **January 31, 2006**.

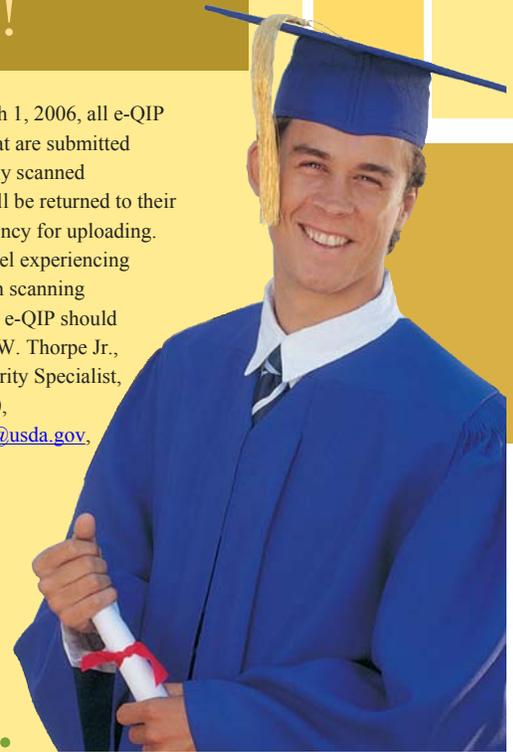
In November 2005, the Personnel and Document Security Division (PDSD) implemented use of the electronic Standard Form 85P, "Questionnaire for Public Trust Positions," within the Office of Personnel Management's e-QIP system.

As outlined in Personnel Security Bulletin #06-02 (located at [http://www.usda.gov/da/pdsd/PS\\_Bulletin\\_06\\_02.pdf](http://www.usda.gov/da/pdsd/PS_Bulletin_06_02.pdf)), the PDSD will no longer accept paper versions of the SF 85P after **January 31, 2006**

This action will complete the second major phase of e-QIP implementation within USDA, and ensures that USDA's personnel security forms processing will be streamlined and automated to every extent possible.

It is imperative that all e-QIP submissions include all required items uploaded into e-QIP (scanned releases and signature pages, resume, SF 171 or OF 612, etc.) to ensure timely processing of investigation requests.

Effective March 1, 2006, all e-QIP submissions that are submitted without properly scanned attachments will be returned to their appropriate agency for uploading. USDA personnel experiencing difficulties with scanning documents into e-QIP should contact Arviet W. Thorpe Jr., Personnel Security Specialist, (202) 720-4390, [Arviet.Thorpe@usda.gov](mailto:Arviet.Thorpe@usda.gov), for assistance.



## events

## report it:

### Economic Espionage



Coming soon to a conference room near you!

#### 1. 2006 OPM FEDERAL WORKFORCE CONFERENCE

The conference will be held at the Baltimore Convention Center in Baltimore, Maryland from Feb 27 thru March 2. Details at <http://apps.opm.gov/conference/index.cfm>.

#### 2. DOD'S SECURITY MANAGERS

The 12<sup>th</sup> Department of Defense, Security Managers Conference will be held March 7-9. Details at [http://smc06.iht.com/conference\\_summary.asp?cid=2](http://smc06.iht.com/conference_summary.asp?cid=2).

#### 3. NSI'S IMPACT 2006

The 21<sup>st</sup> Annual National Security Institute (NSI) IMPACT 2006 Security Conference and Awareness Fair will be held April 3-5 at the Fairview Park Marriott in Falls Church, VA. Details at <http://nsi.org/Impact06.html>.

According to the U.S. Office of the National Counterintelligence Executive (ONCIX), "...foreign individuals from both the private and public sectors in almost 100 countries attempted to acquire sensitive U.S. technologies in fiscal year 2004, about the same number as in FY 2003." Essentially, economic espionage involves the theft of "trade secrets." A "trade secret" is "sensitive information that has independent economic value and that the owner has taken reasonable measures to protect. It encompasses all types of financial, business, scientific, technical, economic, or engineering information."

In USDA, this information is called Sensitive Security Information (SSI). SSI means unclassified information of a sensitive nature, that if publicly disclosed could be expected to have a harmful impact on the security of Federal operations or assets, the public health or safety of the citizens of the U.S. or its residents, or the nation's long-term economic

prosperity.

The ONCIX states that U.S. agriculture assets have been targeted. Thus it is important for USDA employees to ask themselves: ***What am I working on that's sensitive but unclassified that could cause damage to our national security if in the hands of our adversary? Who am I sharing it with and who's asking for the information? Do they have a need-to-know? Is there anyone I work with that is doing something suspect with SSI?***

To report concerns or to learn more about SSI contact the Chief, Personnel and Document Security Division, at (202) 720-7373. See also Departmental Regulation 3440-2, "Control and Protection of Sensitive Security Information," located at:

<http://www.ocio.usda.gov/directives/files/dr/DR3440-002.pdf>



# Reciprocity: New OMB Guidance Released

On December 12, 2005, the Office of Management and Budget issued a Memorandum entitled, "Reciprocal Recognition of Existing Personnel Security Clearances," in support of requirements outlined in Public Law 108-458 (The Intelligence Reform and Terrorism Prevention Act of 2004) and Executive Order 13381 (Strengthening Processes Relating to Determining Eligibility for Access to Classified National Security Information).

A significant part of this reform is ensuring that background investigations are conducted to grant new security clearances only when they are actually required.

You can view the guidance at <http://www.archives.gov/isoo/pdf/omb-reciprocity-memo.pdf>.

To ensure full compliance with this memorandum, USDA agency Personnel Security Points of Contact must provide the PDSO with a "Request for Personnel Security Services" form for employees transferring into USDA with an *existing* security clearance.

This form should only be submitted to the PDSO after the USDA agency has confirmed that the new employee requires a security clearance in his or her position in USDA and it should clearly denote "request for reciprocal clearance" in the Remarks/Notes section of the form.

The form should also identify the prior clearance granting entity (for example, Department of Defense, Department of Homeland Security, etc.), the level of clearance, investigation type, and date granted. PDSO will grant a security clearance after verifying the provided information with Personnel Security officials at the employee's prior agency or department.

Any questions concerning reciprocity should be directed to: Susan Gulbranson, Chief, Personnel Security Branch, (202) 720-7373.



## Staying Afloat when Traveling Abroad

Holders of Sensitive Compartmented Information (SCI) MUST report all personal foreign travel.

You are *required* to report all personal foreign travel if you have been approved for access to Sensitive Compartmented Information (SCI).

All holders of a security clearance must keep their security office informed about anything that might have a bearing on their continued eligibility for access to classified information or that might signal an increased vulnerability to foreign intelligence targeting.

### Travel Warnings

To view the latest travel warnings, click here <https://travelregistration.state.gov/ibrs/home.asp>.

### Register Your Trip

To register your trip, click here <https://travelregistration.state.gov/ibrs/home.asp>.

Please contact Carrie Moore, Senior Personnel Security Specialist, PDSO, at [carrie.moore@usda.gov](mailto:carrie.moore@usda.gov) about your travel plans with two weeks advance notice, if possible, to receive and submit the "Request for Foreign Travel" form.



## BULLETIN WATCH

### #06-03: Security Clearance Confirmation for International Travel.

Issued January 12<sup>th</sup>, this Bulletin clarifies when foreign travel coordinators or other authorized agency officials must confirm security clearances of employees and non-employees scheduled for international travel. In addition, specific guidance on confirming clearances and travel cable wording is provided. [Click here to view.](#)

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