

## INSIDE THIS ISSUE:

Position Designation Training, 11/5  
Proper Usage of FIPC 391  
page 2

New PDSD Staff!  
How to Delete an Applicant in e-QIP  
HSPD-12 DASO Contractor Project  
page 3

webSETS Corner  
ICD 704  
page 4

FALL 2008

# PDSD NEWSLETTER

OFFICE OF SECURITY SERVICES / PERSONNEL & DOCUMENT SECURITY DIVISION

## FULL IMPLEMENTATION OF E-QIP FOR NON-SENSITIVE INVESTIGATIONS



On October 2, 2008, Assistant Secretary for Administration, Boyd Rutherford, released a memo to announce the full implementation of e-QIP for all non-sensitive positions. The following is an excerpt from this memo.

If you did not receive a copy of this memo, please contact PDSD at (202) 720-7373 or email at [pdsd@usda.gov](mailto:pdsd@usda.gov).

Use of the Office of Personnel Management (OPM) Electronic Questionnaires for Investigations Processing (e-QIP) system to process non-sensitive background investigation requests remains at an unacceptable level. The Department of Agriculture (USDA) agencies were required to submit all background investigation forms electronically as of April 14, 2008, in order to meet milestones established for the Presidential e-Government initiative known as "e-Clearance." OPM data, as reported to the Office of Management and Budget (OMB), reflected USDA's use of the electronic standard form (SF) 85, "Questionnaire for Non-Sensitive Positions", at 13 percent during the third quarter of fiscal year 2008.

To achieve full compliance in the submission of no less than 95 percent of SF-85 investigations in

e-QIP by December 31, 2008, as mandated by OMB, USDA will enter into an agreement with OPM whereby hardcopy background investigation forms will no longer be accepted after December 31, 2008.

Since 2004, DA has coordinated with all Mission Areas and agencies to provide e-QIP training and guidance on assimilating the e-QIP system into established human resource processes and will continue to offer quarterly training sessions in an effort to increase usage and meet milestones.

Questions concerning e-QIP use, e-QIP training, or the OMB milestones should be directed to Ms. Susan Gulbranson, Chief, Personnel and Document Security Division at (202) 720-7373.

# UPDATED RESOURCE

THE OFFICE OF PERSONNEL MANAGEMENT (OPM) HAS RELEASED AN UPDATED VERSION OF THE "REQUESTING OPM PERSONNEL INVESTIGATIONS" BOOKLET, DATED JULY 2008. FOR YOUR COPY, VISIT THE PDSD WEBSITE AT [HTTP://WWW.USDA.GOV/DA/PDSD/PUBLICATIONS.HTM](http://www.usda.gov/da/pdsd/publications.htm)



## OPM PERSONNEL SECURITY GOALS FOR 2009

In accordance with the 2004 Intelligence Reform and Terrorism Prevention Act, complete 90% of initial clearance investigations within 40 days and adjudication within 20 days by end of 2009.

Achieve rate of no more than 1% of completed investigations returned as deficient from agency security/adjudication offices each year.

Obtain a 97% compliance with OFI-79A requirements (Report of Agency Adjudicative Action on OPM Personnel Investigations).

## WED, NOV 5TH POSITION DESIGNATION TRAINING BY OPM AT USDA

PDSD has invited the Office of Personnel Management (OPM) to USDA to hold "Position Designation Training" on Wednesday, November 5<sup>th</sup> from 9am-12pm in the South Building, RM S-310. **We encourage local HR offices and agency POC's to attend.**

Proper position designation is extremely important as it sets the required minimum investigation level that the Subject must undergo to be found suitable for the position and, potentially, a security clearance. National Security positions are designated as Special Sensitive, Critical Sensitive, or Non-critical Sensitive. Public Trust positions are designated as High Risk, Moderate Risk, or Low Risk.

To sign up for this training session, please email Carrie Moore at [carrie.moore@usda.gov](mailto:carrie.moore@usda.gov).

## NEW SF-86

OPM officially deployed the 2008 version of the SF-86 in e-QIP on September 23rd.

An electronic version of the form can be found at <http://www.opm.gov> under forms.

## FIPC 391 PROPER USAGE

The Certification of Amended Investigative Form (FIPC 391) is used to certify that changes were made on the questionnaire with the Subject's intent and with the Subject's concurrence. Amendments to qualifications, security, or suitability information must be made by the Subject (initialed and dated). NO changes, including release date changes, may be made without first speaking with the Subject for approval and to ensure that no additional changes have occurred since the Subject originally signed them.

ARE YOU USING THE CURRENT "REQUEST FOR PERSONNEL SECURITY SERVICES" FORM DATED 7/07? PREVIOUS VERSIONS WILL NOT BE ACCEPTED.

[HTTP://WWW.USDA.GOV/DA/PDSD/FORMS.HTM](http://www.usda.gov/da/pdsd/forms.htm)



# NEW STAFF



## WELCOME TO THE PDSD FAMILY...

The new Chief of Information Security Staff, Keith McElfresh. Keith brings to this position a breadth of knowledge in information security, operations security, and intelligence activities gained through his career with the U.S. Navy and most recently in his tenure as Section Chief for Education and Awareness at the Department of State, Bureau of Diplomatic Security. [keith.mcelfresh@usda.gov](mailto:keith.mcelfresh@usda.gov) / (202) 260-0106

Our new Personnel Security Assistant, Monica Wise. Monica is a contractor with USIS and comes to USDA with eight years of Personnel Security experience. She worked with General Dynamics, MSM/ManTech, and (USIS) on the Immigration and Customs Enforcement contract. Monica will be handling the release of e-QIP submissions received from the field to OPM.

[Monica.wise@usda.gov](mailto:Monica.wise@usda.gov) / (202) 720-0017

## How to Delete an Applicant

### For Initiators Only

A request can only be deleted by the Initiator. The only time an applicant should be deleted is for an invalid SSN. All other errors can be fixed by the agency administrator. The SSN may NOT be deleted if the applicant:

1. Has logged in the system
2. Has any system/agency roles in e-QIP
3. Has worked on any request in the e-QIP system previously, or
4. Currently has a request in any other agency in e-QIP

### Locate the Request

1. Complete the SSN field in the Manage User panel.
2. Click Delete Applicant.

The Delete applicant screen appears. Any requests the applicant has in the current agency will be listed.

### Confirm the Request

1. Verify the information under the Applicant Information section is that of the applicant you wish to delete. Once confirmed, the applicant's entire record and all the data they entered in e-QIP are deleted.
2. Type the SSN into the Confirm Delete User SSN field.
3. Click Delete. A confirmation message appears.
4. Click OK to proceed with deleting the applicant.

If the system will not delete the applicant, contact your Agency Administrator before contacting Vet Thorpe at 202-720-4390 or e-mail [Arviet.Thorpe@usda.gov](mailto:Arviet.Thorpe@usda.gov).



# HSPD-12 DASO CONTRACTOR IMPLEMENTATION PROJECT

In fiscal year 2008, PDSD worked with COTR's for 17 contracts in DASO and processed 210 contractor employees as part of the HSPD-12 DASO Contractor Implementation Project. Low risk NACI's and moderate risk public trust investigations were initiated on 179 contractor employees, and current investigation status has been initiated and/or verified for an additional 31 contractor employees. Contractor suitability determinations are made by PDSD upon review of background investigations completed by the Office of Personnel Management, based on suitability factors established for federal employment.

The procedures PDSD has established for meeting the requirements of HSPD-12 cover various aspects of the overall process, including an initial meeting with each Contracting Officer's Technical Representative (COTR) to discuss risk assessments, determining the level of background investigation needed, and calculating the funding requirement. In addition, COTR's are provided copies of documentation contractor employees need to complete (Personal Identity Information (PII) worksheet and an OF 306 Declaration for Federal Employment), as well as a courtesy hardcopy of the security questionnaire to be completed via eQIP (either the SF 85 or the SF 85P). Other details such as fingerprint collection and a general overview of the adjudication process are also discussed with COTR's.

If you would like additional information about this Project or HSPD-12 requirements for contractors, please contact Michael Radford at (202) 720-7373 ([Michael.Radford@usda.gov](mailto:Michael.Radford@usda.gov)) or Eileen Kurtz at (202) 720-7373 ([Eileen.Kurtz@usda.gov](mailto:Eileen.Kurtz@usda.gov)).

# WEBSETS CORNER

## MANDATORY USE OF WEBSETS AS OF NOVEMBER 1<sup>ST</sup>

The new web-based Security Entry Tracking System (webSETS) is the centralized system of record for all investigations and adjudications completed at USDA. This includes initial investigations, such as a NACI, completed by Human Resources offices up to National Security investigations completed by PDSO.

The use of webSETS will aid USDA in many initiatives to include HSPD-12, OPM's Clearance Verification System, and in handling interagency transfers/reciprocity actions.

Any new "Request for Personnel Security Services" packages received by PDSO after November 1st that have not been updated in webSETS will be rejected.

Questions on webSETS?

Contact Carrie Moore at [carrie.moore@usda.gov](mailto:carrie.moore@usda.gov).

### Security Entry Tracking System (SETS)

## REINVESTIGATIONS FOR FY09

Are your reinvestigations current? Have you tasked those employees due for a reinvestigation in FY09 in e-QIP?

Employees holding a Special-Sensitive or Critical-Sensitive position are due for a reinvestigation every 5 years from the last investigation closing date. Employees holding a Non-Critical Sensitive position are due for a reinvestigation every 10 years from the last investigation closing date.

Under the REPORTS section in webSETS, agencies can now pull a listing of their employees who are due (or overdue) for a reinvestigation by selecting "Periodic Reinvestigations" under the Agency drop-down listing. If your agency holds a large number of cleared employees, we suggest running separate reports by clearance type and by year. If you are not current on your reinvestigations, we suggest running reports that go back several years to ensure you have captured everyone.

If you have questions on how to run reports, please contact Carrie Moore at [carrie.moore@usda.gov](mailto:carrie.moore@usda.gov).

### INTELLIGENCE COMMUNITY DIRECTIVE (ICD) NUMBER 704

*PERSONNEL SECURITY  
STANDARDS AND PROCEDURES  
GOVERNING ELIGIBILITY FOR  
ACCESS TO SENSITIVE  
COMPARTMENTED INFORMATION  
(SCI) AND OTHER CONTROLLED  
ACCESS PROGRAM  
INFORMATION (EFFECTIVE  
10/1/08)*

Intelligence Community Directive (ICD) 704 establishes eligibility standards for access to SCI and other controlled program information. This directive rescinds Director of Central Intelligence Directive 6/4, dated 7/2/98.

Threshold criteria for eligibility for access to SCI are as follows:

1. The subject must be a U.S. citizen.
2. The subject must be stable, trustworthy, reliable, discreet, of excellent character, and sound judgment; and must be unquestionably loyal to the United States.
3. Members of the subject's immediate family and any other person(s) to whom the subject is bound by affection or obligation shall not be subject to physical, mental, or other forms of duress by either a foreign power or by persons who may be or have been engaged in criminal activity, or who advocate the use of force or violence to overthrow the U.S. government.

Visit us on the  
web at:

<http://www.da.usda.gov/pdsd>

PDSO 202-720-7373 / 202-720-1689 (FAX)