Subject: End-of-year investigations requests must be received by the Personnel and Document Security Division (PDSD) no later than September 10, 2004.

Issue: Due to the high volume of investigations requests made at the end of the fiscal year, a cut-off deadline must be set to ensure those requests can be processed by PDSD and received by the U.S. Office of Personnel Management by c.o.b. September 30, 2004.

Date Issued: August 24, 2004

Effective Date: August 24, 2004

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

Supersession: This Bulletin does not supercede any previous guidance issued.

End of Fiscal Year Requests for Investigation

Year-end requests for background investigations must be received in PDSD no later than September 10, 2004, to ensure processing before c.o.b. September 30. Submit all required items along with properly completed security forms to ensure prompt processing.

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