



# U.S. Department of Agriculture Personnel Security Bulletin #09-02

**Subject: Use of FIPC 391**

United States  
Department of  
Agriculture

Office of the  
Assistant Secretary  
For Administration

Office of  
Security Services

Personnel and  
Document Security  
Division  
Mail Stop 5050

1400  
Independence  
Avenue SW

Washington, DC  
20250-9305

**Date Issued:** December 16, 2008

**Effective Date:** December 16, 2008

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

**Supersession:** None

## BACKGROUND

The FIPC 391, *Certification of Amended Investigation Form*, is used by the SON to amend certain areas of the security questionnaire with the applicant's intent and approval if the applicant is unable to personally make the necessary changes.

The FIPC 391 includes the **agency official's certification** that alterations or amendments were made with the applicant's concurrence as well as the understanding that the form will become part of the applicant's investigative file.

## NEW PROCEDURE

The Office of Personnel Management (OPM) has updated the FIPC 391 as of 7/08. A copy of the updated version is attached and previous versions should be discarded.

Per OPM, a FIPC 391 should not be submitted for e-QIP cases for changes to the actual case data that the applicant puts on their e-QIP form (addresses, names, phone numbers, etc.). Those changes need to be made by the applicant and the case should be rejected back to them.

You may use the FIPC 391 for date changes on the Signature Pages after you have received the applicant's approval to amend their forms. You should continue to initial and date the change on the signature page.

**Any USDA personnel using the FIPC 391 inappropriately (without Subject's approval) may be restricted from submitting future investigation requests to PDSD.**

For further information, please contact the PDSD at (202) 720-7373.

---

---