



# U.S. Department of Agriculture

## Personnel Security Bulletin #09-03,

### Subject: Revised Background Investigation Processing Requirements

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Agriculture

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**Issue:** This Bulletin clarifies case processing procedures for Standard Form (SF) 86 “Questionnaire for National Security Positions,” and SF 85P “Questionnaire for Public Trust Positions” within the Electronic Questionnaires for Investigations Processing (e-QIP) system. Specific timelines are set forth below.

**Date Issued:** February 12, 2009

**Effective Date:** February 12, 2009

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

**Supersession:** Personnel Security Bulletin #08-01, dated February 29, 2008.

**Background:** In an effort to develop plans to meet the timeliness expectations set forth by the Intelligence Reform and Terrorism Protection Act of 2004, the Office of Management and Budget (OMB) has established various performance requirements for departments and agencies that process and grant national security clearances.

A key requirement affecting the Personnel and Document Security Division (PDSD) and USDA agencies is that required investigations are scheduled by the Office of Personnel Management (OPM) within **14 calendar days** of Subject’s ***e-QIP release date, not the actual release pages signature date.*** Current OPM stats show USDA is processing National Security forms in 32 days and Public Trust forms in 28 days. These numbers are based on the e-QIP release date from the Subject, and not the date the Subject signed the release pages.

**Procedure:** USDA agencies shall provide a completed security packet to PDSD **within no more than 7 calendar days from the date the Subject released his or her e-QIP forms back to the agency.** If this timeframe is not met upon receipt by PDSD, the e-QIP form will be rejected back to the agency. The agency will then have to reject the form back to the Subject to resubmit in the required timeframe.

PDSD will not accept e-QIP forms separate from the timely receipt of a completed security packet, which includes an AD-1187 (Request for Personnel Security Services form), AD-1188 (Justification – if submitted on an SF 86), and all other applicable attachments. Agencies mailing packets to PDSD should make full use of priority mail services to help comply with the timeliness requirements noted above. These procedures apply to all Standard Forms sent to PDSD, regardless of type.

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