



**U.S. Department of Agriculture  
Personnel Security Bulletin #09-06  
Subject: End of Year Case Processing –  
Action Due Prior to September 18, 2009**

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

**Issue:**

Due to a 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 the Personnel and Document Security Division (PDSD) and received by the U.S. Office of Personnel Management (OPM) by the close of business on September 30, 2009.

**Date Issued:**

July 31, 2009

**Effective Date:**

July 31, 2009

**Scope and Effect:**

This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program.

**Supersession:**

None.

**Procedure:**

Background investigation requests for FY09 must be received by PDSD **no later than September 18, 2009** to ensure processing to OPM before the close of business on September 30, 2009.

All requests must be submitted with the required items along with properly completed security forms to ensure prompt processing by PDSD. Incomplete packets will be returned to the submitting agency.

**Further Information:**

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