

**THIS FORM MUST BE MARKED SENSITIVE SECURITY INFORMATION (SSI)
WHEN COMPLETED**

REQUEST FOR PERSONNEL SECURITY SERVICES Office of Homeland Security (OHS) Personnel & Document Security Division (PDSD)	<i>Instructions: Complete ALL of the information below and attach it to the appropriate paperwork. Required data must be updated WebSETS prior to submission to PDSD.</i>
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TYPE OF ACTION BEING REQUESTED FROM PDSD:

INITIAL INVESTIGATION (You must verify in CVS that an existing investigation cannot be used under Reciprocity.)
 REINVESTIGATION (You must verify a favorably adjudicated initial investigation, at the appropriate level, was completed.)
 INTERIM SECURITY CLEARANCE (AD-1188 Justification must clearly indicate need for interim.)
 UPGRADE/DOWNGRADE EXISTING SECURITY OR SUITABILITY SENS LEVEL (Select new designation below.)
 INTERNAL TRANSFER OF SUITABILITY/SECURITY DETERMINATION (WITHIN USDA) (***)See below.)
 RECIPROCITY: TRANSFER INVESTIGATION FROM OUTSIDE OF USDA (No more than 2 yr break in service required.)

EMPLOYEE INFORMATION

1. NAME: (SSN required on ALL Actions):	2. JOB STATUS: <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> APPLICANT <input type="checkbox"/> OTHER/VOLUNTEER
3. POSITION TITLE:	4. DOB/POB:

JOB INFORMATION

5. USDA AGENCY:	6. DUTY LOCATION:
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POSITION DESIGNATION INFORMATION

7. **NATIONAL SECURITY POSITION (SF-86):** YES NO, GO TO QUESTION #8
POSITION SENSITIVITY LEVEL: SPECIAL-SENS(4) CRITICAL-SENS(3) NON-CRITICAL SENS(2)
LEVEL OF CLEARANCE: TS/SCI(4) TOP SECRET(3) SECRET(2) CONFIDENTIAL(1) NONE(0)

8. **PUBLIC TRUST POSITION (SF-85P):** YES
POSITION SENSITIVITY LEVEL: HIGH RISK MODERATE RISK

9. **TYPE OF INVESTIGATION**

TYPE OF INVESTIGATION (PICK ONE)	Priority (A)	Standard (B) or (C)
<input type="checkbox"/> RSI (Special Request)		<input type="checkbox"/>
<input type="checkbox"/> Tier 2S (57A or 57C)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tier 2RS (58A or 58C on SF85P only)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tier 3 (64B Standard only)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tier 3R (65B Standard Only)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tier 4 (66A or 66C)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tier 4R (67A or 67C)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tier 5 (70A or 70C)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tier 5R (71A or 71C)	<input type="checkbox"/>	<input type="checkbox"/>

10. **REQUIRED ACCOUNTING INFORMATION**
 OPAC-ALC:
 MISCELLANEOUS OBLIGATION NUMBER:
 AGENCY DATA:

11. **SUBJECT'S EMAIL ADDRESS:**

12. **REMARKS/NOTES (include special handling requests or reciprocity related information):**

13. REQUESTED BY: (must be an Agency POC or other person authorized to allocate funds) _____ AUTHORIZING SIGNATURE (Required)	14. DATE	15. POINT OF CONTACT FOR QUESTIONS: NAME: PHONE:
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