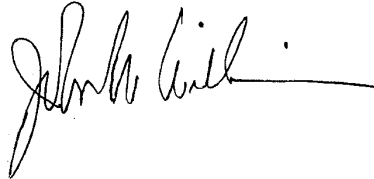


**For:** State and County Offices

**Homeland Security Presidential Directive 12 (HSPD-12) for State and County Offices**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

Notice PM-2561 provided personal identity verification (PIV I) standard operating procedures for State Offices. PIV I includes all employees who began work with USDA on or after October 27, 2005, who require long-term access (6 months or longer) to a Federally-controlled facility and/or information system area.

All new employees appointed to Federal or non-Federal positions must complete the pre-employment process before an entrance-on-duty (EOD) date may be established.

**B Purpose**

This notice provides:

- procedure for the following:
  - security determinations for all employees (Exhibit 1)
  - security determinations for temporary all new employees (Exhibit 2)
  - new Federal employee HSPD-12 process (Exhibit 3, 4, or 5)
  - new non-Federal employee HSPD-12 process (Exhibit 6, 7, or 8)
- coding instructions for fingerprint charts and background investigation (BI) forms (Exhibit 9)
- a sample of SF-87 (Exhibit 10) and FD-258 (Exhibit 11)
- Frequently Asked Questions (FAQ's) for new employees and contractors (Exhibit 12)
- Form I-9 authorized identity documents (Exhibit 13).

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2008	State Offices, State Offices relay to County Offices

## Notice PM-2591

### 1 Overview (Continued)

#### C Definitions

These definitions clarify BI and cyber security references in the exhibits.

- **BI** refers to National Agency Check with Inquiries (NACI) the basic and minimum investigation required of all new Federal and non-Federal employees and contractors.
- **Cyber security** is the requirement to insure that employees who have access to USDA systems are identity checked. This is to establish and maintain secure computer system operations.

#### D Additional Information

See Notice PM-2561 for all other information excluding the pre-employment process, such as, roles and responsibilities, adjudication of security investigations, etc.

**Notice PM-2591**

**1 Overview (Continued)**

**E Contacts**

New or temporary **Federal** employees with questions about PIV I should contact the appropriate individual according to the following table.

<b>Subject</b>	<b>Contact</b>
<ul style="list-style-type: none"> <li>• Adjudication of OF-306's.</li> <li>• Fingerprint results of other than favorable.</li> </ul>	HRD, Employee and Labor Relations Branch at 202-401-0601 for offices located in: <ul style="list-style-type: none"> <li>• Northeast</li> <li>• Midwest (except Missouri State Office)</li> <li>• Southeast (except Puerto Rico).</li> </ul>
	Kansas City Human Resources Office (KCHRO) at 816-926-6643 for: <ul style="list-style-type: none"> <li>• Missouri State Office</li> <li>• Puerto Rico</li> <li>• and offices located in:                             <ul style="list-style-type: none"> <li>• Northwest</li> <li>• Southwest.</li> </ul> </li> </ul>
<b>All locations...</b>	
Pre-employment process.	KCHRO Servicing Staffing Specialist.
Questions about OF-306 policy.	
<ul style="list-style-type: none"> <li>• Questions about SF-87 policy.</li> <li>• General processing questions.</li> </ul>	Primary contact – Debbie Rogers, KCHRO at 816-926-6148. Alternate contact – Elgin Ervin, KCHRO at 816-823-1953.
Questions about PIV I policy.	Kathy Williams, KCHRO at 816-926-1392.

**Notice PM-2591**

**1 Overview (Continued)**

**E Contacts (Continued)**

New or temporary **non-Federal** employees with questions about PIV I should contact the appropriate individual according to the following table.

<b>Subject</b>	<b>Contact</b>
<ul style="list-style-type: none"> <li>• Adjudication of OF-306 policy.</li> <li>• Fingerprint results.</li> </ul>	<p>HRD, Employee and Labor Relations Branch at 202-401-0601 for offices located in:</p> <ul style="list-style-type: none"> <li>• Northeast</li> <li>• Midwest (except Missouri State Office)</li> <li>• Southeast (except Puerto Rico).</li> </ul> <p>KCHRO at 816-926-6643 for:</p> <ul style="list-style-type: none"> <li>• Missouri State Office</li> <li>• Puerto Rico</li> <li>• and offices located in:                             <ul style="list-style-type: none"> <li>• Northwest</li> <li>• Southwest.</li> </ul> </li> </ul>
	<b>All locations...</b>
Pre-employment process.	Barbara Boyd, HRD, at 202-401-0389.
Questions about OF-306's.	
<ul style="list-style-type: none"> <li>• Questions about FD-258's</li> <li>• General processing questions.</li> </ul>	<p>Primary contact – Myra Clemens, HRD, at 202-401-0651                      Alternate contact – Lisa Gressen, HRD, at 202-401-0654.</p>
Questions about PIV I policy	Susie Somuah-Gyamfi, HRD, at 202-401-0648.

HSPD-12 Determinations for Permanent Federal and non-Federal Employees

Applicant Status	Action
Permanent Federal to Federal within USDA	<p>All USDA employees who began work <b>before</b> October 27, 2005, do not require a pre-employment fingerprint check but <b>must</b> have a favorable OF-306 before EOD date can be established.</p> <p>All USDA employees hired <b>after</b> October 27, 2005, require a favorable OF-306 <b>and</b> a pre-employment fingerprint check if BI was not previously completed within the last 5 years.</p>
Permanent outside USDA Federal to FSA Federal	<p>If the applicant is transferring from another Federal agency, then written verification of a successfully adjudicated BI must be verified before EOD date can be established. Acceptable forms of verification are:</p> <ul style="list-style-type: none"> <li>• clearance certificate (no older than 5 years from the current date of inquiry)</li> <li>• Agency data screen prints documenting completion of BI.</li> </ul> <p>If written verification of the applicant’s BI cannot be obtained, the applicant <b>must</b> complete the pre-employment fingerprint check process before EOD date can be established.</p>
Permanent/Temporary FSA non-Federal to Federal	<p>All FSA non-Federal employees who began work <b>before</b> October 27, 2005, do not require a pre-employment fingerprint check.</p> <p>All FSA non-Federal employees hired <b>after</b> October 27, 2005, require a pre-employment fingerprint check if BI was not previously completed within the last 5 years.</p>
Permanent Federal within USDA to FSA non-Federal	<p>All USDA employees who began work <b>before</b> October 27, 2005, do not require a pre-employment fingerprint check but <b>must</b> have a favorable OF-306 before EOD date can be established.</p> <p>All USDA employees hired <b>after</b> October 27, 2005, require a favorable OF-306 and a pre-employment fingerprint check if BI was not previously completed within the last 5 years.</p>

**Note:** Promotion or reassigned actions do **not** require a new OF-306.

**HSPD-12 Determinations for Temporary Federal and non-Federal Employees**

<b>Applicant Status</b>	<b>Action</b>
Temporary appointment is for less than 6 months and does <b>not</b> require computer access (such as, field assistant)	<p>No pre-employment check or cyber security required.</p> <p>Upon EOD, complete I-9. This includes identity proofing by reviewing 2 forms of source documents identified on I-9 and signing to verify documents.</p>
Temporary appointment is for less than 6 months and <b>does</b> require computer access (such as, Summer intern, HACU student, etc)	<p>No pre-employment check is required.</p> <p>Upon EOD, complete Special Agreement Check (SAC) which includes:</p> <ul style="list-style-type: none"> <li>• SF-87 or FD-258 (Fingerprint Charts)</li> <li>• OFI Form 86C (Special Agreement Check)</li> <li>• AD-2050 (Authorization Form).</li> </ul> <p>Mail package to:</p> <p style="padding-left: 40px;">OPM-FIPC PO Box 618 Boyers, PA 16018-0618.</p>
Temporary appointment is longer than 6 months	<p>Complete pre-employment process which includes <b>both</b> of the following:</p> <ul style="list-style-type: none"> <li>• favorable OF-306</li> <li>• favorable fingerprint check.</li> </ul> <p>Upon EOD complete BI.</p>
Temporary appointment is extended beyond the original appointment of less than 6 months.	<p>At time of extension, complete a fingerprint check if not previously completed.</p> <p>Complete BI.</p>

Federal New Employee HSPD-12 Process With No Issues

Step	Action
1	State Office contacts KCHRO Staffing Specialist/Assistant to advise of selection or returns certificate with selectee's name.
2	KCHRO contacts State Office by (telephone or e-mail) to make tentative job offer. KCHRO will advise State Office of the appropriate grade and step. State Office contacts tentative selectee by telephone to make job offer.
3	State Office forwards FAQ's (Exhibit 12) to tentative selectee by mail or e-mail.
4	State Office requests OF-306 from tentative selectee. Upon completion, State Office FAXes to KCHRO Staffing Specialist for approval.
5	KCHRO Staffing Specialist reviews OF-306 and contacts State Office to advise of approval.
6	State Office requests and schedules completion of SF-87.  <b>Note:</b> Complete 2 charts. Maintain 1 original in State Office until final results are received. See Exhibit 10 for placement of codes.
7	State Office forwards 1 completed SF-87 to:  OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618 Telephone: 724-794-5612.  To expedite process, use FedEx or priority mail.
8	Fingerprint results are received in KCHRO with no issues.
9	KCHRO Staffing Specialist contacts State Office to advise fingerprint results have been approved and establishes EOD date.
10	KCHRO issues final EOD letter in writing to selectee and completes SF-52 to be forwarded to State Office.
11	State Office requests completion of the SF-85 or SF-86 within 5 workdays of EOD date.
12	State Office completes BI package which includes:  <ul style="list-style-type: none"> <li>• SF-85/SF-86 (Original)</li> <li>• Fair Credit Reporting Release (Copy)</li> <li>• OF-612/Resume (Copy)</li> <li>• OF-306 (Copy)</li> </ul> Forward package to:  OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618.
13	During the new employee orientation process, State Office completes AD-1197 and FAXes to KCHRO Staffing Specialist with copies of 2 forms of ID.
14	KCHRO Staffing Specialist signs, certifies, and returns AD-1197 by FAX to the State Office within 1 workday.

Federal New Employee HSPD-12 Process With OF-306 Issues

Step	Action	
1	State Office contacts KCHRO Staffing Specialist/Assistant to advise of selection or returns certificate with selectee's name.	
2	KCHRO advises State Office to contact tentative selectee by telephone to make tentative job offer.	
3	State Office forwards FAQ's (Exhibit 12) to tentative selectee by mail or e-mail.	
4	State Office requests OF-306 from tentative selectee. Upon completion, State Office FAXes to KCHRO Staffing Specialist for approval.	
5	<p>KCHRO Staffing Specialist reviews OF-306, determines that issues exist, and forwards to Employee and Labor Relations for adjudication.</p> <p>Servicing Employee and Labor Relations responsibilities are as follows:</p> <p><b>HRD, Employee and Labor Relations Branch, at 202-401-0601</b> for Northeast, Midwest (except Missouri State Office), and Southeast (except Puerto Rico)</p> <p><b>KCHRO, Employee and Labor Relations Section at 816-926-6643</b> for Northwest, Southwest, Missouri State Office, and Puerto Rico.</p>	
6	Employee Relations Specialist contacts State Office to discuss adjudication of OF-306.	
7	<p style="text-align: center;"><b>Approval of OF-306</b></p> <p>State Office and Employee Relations Specialist agree to approve OF-306.</p> <p>Employee Relations Specialist returns OF-306 to KCHRO Staffing Specialist.</p> <p>Staffing Specialist contacts State Office to resume HSPD-12 process.</p>	<p style="text-align: center;"><b>Denial of OF-306</b></p> <p>State Office and Employee Relations Specialist agree to deny employment.</p> <p>State Office contacts tentative selectee to advise that offer of employment has been rescinded.</p> <p>State Office resumes filling of position.</p>
8	<p>If OF-306 is approved, State Office requests and schedules completion of SF-87.</p> <p><b>Note:</b> Complete 2 charts. Maintain 1 original in State Office until final results are received. See Exhibit 10 for placement of codes.</p>	
9	<p>State Office forwards 1 completed SF-87 to:</p> <p style="padding-left: 40px;">OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618 Telephone: 724-794-5612.</p> <p>To expedite process, use FedEx or priority mail.</p>	



Federal New Employee HSPD-12 Process With OF-306 Issues (Continued)

Step	Action
10	Fingerprint results are received in KCHRO with no background issues identified.
11	KCHRO Staffing Specialist contacts State Office to advise fingerprint results have been approved and establishes EOD date.
12	KCHRO issues final EOD letter in writing to selectee and completes SF-52 to be forwarded to State Office.
13	State Office requests completion of SF-85 or SF-86 within 5 workdays of EOD date.
14	<p>State Office completes BI package which includes:</p> <ul style="list-style-type: none"> <li>• SF-85/SF-86 (Original)</li> <li>• Fair Credit Reporting Release (Copy)</li> <li>• OF-612/Resume (Copy)</li> <li>• OF-306 (Copy).</li> </ul> <p>Forward package to:</p> <p style="padding-left: 40px;">OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618.</p>
15	During the new employee orientation process, State Office completes AD-1197 and FAXes to KCHRO Staffing Specialist with copies of 2 forms of ID.
16	KCHRO Staffing Specialist signs, certifies, and returns AD-1197 by FAX to the State Office within 1 workday.

**Federal New Employee HSPD-12 Process With Fingerprint Issues**

Step	Action	
1	State Office contacts KCHRO Staffing Specialist/Assistant to advise of selection or returns certificate with selectee's name.	
2	KCHRO advises State Office to contact tentative selectee by telephone to make tentative job offer.	
3	State Office forwards FAQ's (Exhibit 12) to tentative selectee by mail or e-mail.	
4	State Office requests OF-306 from tentative selectee. Upon completion, State Office FAXes to KCHRO Staffing Specialist for approval.	
5	KCHRO Staffing Specialist reviews OF-306 and contacts State Office to advise of approval if there are no issues.	
6	State Office requests and schedules completion of SF-87.  <b>Note:</b> Complete 2 charts. Maintain 1 original in State Office until final results are received. See Exhibit 10 for placement of codes.	
7	State Office forwards 1 completed SF-87 to:  OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618 Telephone: 724-794-5612.  To expedite process, use FedEx or priority mail.	
8	Fingerprint results are distributed as follows with background issues identified.  Servicing Employee and Labor Relations responsibilities:  <b>HRD, Employee and Labor Relations Branch at 202-401-0601</b> for Northeast, Midwest (except Missouri State Office), and Southeast (except Puerto Rico)  <b>KCHRO, Employee and Labor Relations Section at 816-926-6643</b> for Northwest, Southwest, Missouri State Office, and Puerto Rico	
9	Employee and Labor Relations Specialist advises servicing Staffing Specialist that the fingerprint results require adjudication.	
10	<p align="center"><b>Approval of Fingerprint Results</b></p> <p>State Office and Employee Relations Specialist agree to approve fingerprint results.</p> <p>Employee Relations Specialist returns fingerprint results to servicing Staffing Specialist.</p> <p>Staffing Specialist contacts State Office to finalize HSPD-12 process.</p>	<p align="center"><b>Denial of Fingerprint Results</b></p> <p>State Office and Employee Relations Specialist agree to deny employment.</p> <p>Employee Relations Specialist returns fingerprint results to servicing Staffing Specialist for filing in merit promotion case file.</p> <p>State Office contacts tentative selectee to advise that offer of employment has been rescinded.</p> <p>State Office resumes filling of position.</p>

**Federal New Employee HSPD-12 Process With Fingerprint Issues (Continued)**

<b>Step</b>	<b>Action</b>
11	If a decision is made to approve the fingerprint results, KCHRO Staffing Specialist contacts State Office to establish EOD date.
12	KCHRO issues final EOD letter in writing to selectee and completes SF-52 to be forwarded to State Office.
13	State Office requests completion of SF-85 or SF-86 within 5 workdays of EOD date.
14	<p>State Office completes BI package which includes:</p> <ul style="list-style-type: none"> <li>• SF-85/SF-86 (Original)</li> <li>• Fair Credit Reporting Release (Copy)</li> <li>• OF-612/Resume (Copy)</li> <li>• OF-306 (Copy).</li> </ul> <p>Forward package to:</p> <p style="padding-left: 40px;">OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618.</p>
15	During the new employee orientation process, State Office completes AD-1197 and FAXes to KCHRO Staffing Specialist with copies of 2 forms of ID.
16	KCHRO Staffing Specialist signs, certifies, and returns AD-1197 by FAX to the State Office within 1 workday.

Non-Federal New Employee HSPD-12 Process With No Issues

Step	Action
1	Non-Federal contacts State Administrative Officer to advise of selection or returns certificate with selectee's name.
2	State Office contacts tentative selectee by telephone to make tentative job offer.
3	State Office forwards FAQ's (Exhibit 12) to tentative selectee by mail or e-mail.
4	State Office requests OF-306 from tentative selectee. Upon completion, State Office reviews responses on OF-306 to determine if there are issues. If there are no issues State Office approves.
5	<p>State Office requests and schedules completion of FD-258.</p> <p><b>Note:</b> Complete 2 FD-258's. Maintain 1 original in State Office until final results are received. See Exhibit 11 for placement of codes.</p>
6	<p>State Office forwards 1 completed FD-258 to:</p> <p style="padding-left: 40px;">OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618 Telephone: 724-794-5612.</p> <p>To expedite process, use FedEx or priority mail.</p>
7	Fingerprint results are received in KCHRO with no issues. KCHRO Staffing Specialist notifies the State Administrative Officer and mails to State Office.
8	State Office reviews fingerprint results to confirm there are no issues and establishes EOD date.
9	State Office issues final EOD letter in writing to selectee and completes SF-52.
10	State Office requests completion of SF-85 or SF-86 within 5 workdays of EOD date.
11	<p>State Office completes BI package which includes:</p> <ul style="list-style-type: none"> <li>• SF-85/SF-86 (Original)</li> <li>• Fair Credit Reporting Release (Copy)</li> <li>• FSA-675/Resume (Copy)</li> <li>• OF-306 (Copy).</li> </ul> <p>Forward package to:</p> <p style="padding-left: 40px;">OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618.</p>
12	During the new employee orientation process, complete AD-1197 and FAX to the applicable sponsor with copies of 2 forms of ID.
13	Applicable sponsor signs, certifies, and returns AD-1197 by FAX to the non-Federal within 1 workday.

Non-Federal New Employee HSPD-12 Process With OF-306 Issues

Step	Action	
1	Non-Federal contacts State Administrative Officer to advise of selection or returns certificate with selectee's name.	
2	State Office contacts tentative selectee by telephone to make tentative job offer.	
3	State Office forwards FAQ's (Exhibit 12) to tentative selectee by mail or e-mail.	
4	State Office requests OF-306 from tentative selectee. Upon completion, State Office reviews responses on OF-306 to determine if there are issues.	
5	<p>If issues are determined, the State Office forwards OF-306 to Employee and Labor Relations for adjudication.</p> <p>Servicing Employee and Labor Relations responsibilities are as follows:</p> <p><b>HRD, Employee and Labor Relations Branch at 202-401-0601</b> for Northeast, Midwest (except Missouri State Office), and Southeast (except Puerto Rico)</p> <p><b>KCHRO, Employee and Labor Relations Section at 816-926-6643</b> for Northwest, Southwest, Missouri State Office, and Puerto Rico.</p>	
6	Employee Relations Specialist contacts State Office to discuss adjudication of OF-306.	
7	<b>Approval of OF-306</b>	<b>Denial of OF-306</b>
	<p>State Office and Employee Relations Specialist agree to approve OF-306.</p> <p>Employee Relations Specialist returns OF-306 to State Administrative Officer.</p> <p>State Office resumes HSPD-12 process.</p>	<p>State Office and Employee Relations Specialist agree to deny employment.</p> <p>State Office contacts tentative selectee to advise that offer of employment has been rescinded.</p> <p>State Office resumes filling of position.</p>
8	<p>If OF-306 is approved, State Office requests and schedules completion of AD-258.</p> <p><b>Note:</b> Complete 2 charts. Maintain 1 original in State Office until final results are received. See Exhibit 11 for placement of codes.</p>	

Non-Federal New Employee HSPD-12 Process With OF-306 Issues (Continued)

Step	Action
9	<p>State Office forwards 1 completed AD-258 to:</p> <p style="padding-left: 40px;">OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618 Telephone: 724-794-5612.</p> <p>To expedite process, use FedEx or priority mail.</p>
10	<p>Fingerprint results are received in KCHRO with no issues. KCHRO Staffing Specialist notifies the State Administrative Officer and mails to State Office.</p>
11	<p>State Office reviews fingerprint results to confirm there are no issues and establishes EOD date.</p>
12	<p>State Office issues final EOD letter in writing to selectee and completes SF-52.</p>
13	<p>State Office requests completion of the SF-85 or SF-86 within 5 workdays of EOD date.</p>
14	<p>State Office completes BI package which includes:</p> <ul style="list-style-type: none"> <li>• SF-85/SF-86 (Original)</li> <li>• Fair Credit Reporting Release (Copy)</li> <li>• FSA-675/Resume (Copy)</li> <li>• OF-306 (Copy).</li> </ul> <p>Forward package to:</p> <p style="padding-left: 40px;">OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618.</p>
15	<p>During the new employee orientation process, complete AD-1197 and FAX to applicable sponsor with copies of 2 forms of ID.</p>
16	<p>Applicable sponsor signs, certifies, and returns AD-1197 by FAX to the Non-Federal within 1 workday.</p>

Non-Federal New Employee HSPD-12 Process With Fingerprint Issues

Step	Action
1	Non-Federal contacts State Administrative Officer to advise of selection or returns certificate with selectee's name.
2	State Office contacts tentative selectee by telephone to make tentative job offer.
3	State Office forwards FAQ's (Exhibit 12) to tentative selectee by mail or e-mail.
4	State Office requests OF-306 from tentative selectee. Upon completion, State Office reviews responses on OF-306 to determine if there are issues. If there are no issues, State Office approves.
5	<p>State Office requests and schedules completion of FD-258.</p> <p><b>Note:</b> Complete 2 charts. Maintain 1 original in State Office until final results are received. See Exhibit 11 for placement of codes.</p>
6	<p>State Office forwards 1 completed FD-258 to:</p> <p style="padding-left: 40px;">OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618 Telephone: 724-794-5612.</p> <p>To expedite process, use FedEx or priority mail.</p>
7	<p>Fingerprint results are distributed as follows with background issues identified.</p> <p>Servicing Employee and Labor Relations responsibilities:</p> <p><b>HRD, Employee and Labor Relations Branch at 202-401-0601</b> for Northeast, Midwest (except Missouri State Office), and Southeast (except Puerto Rico)</p> <p><b>KCHRO, Employee and Labor Relations Section at 816-926-6643</b> for Northwest, Southwest, Missouri State Office, and Puerto Rico.</p>
8	Employee and Labor Relations Specialist contacts State Office Administrative Officer to discuss fingerprint results adjudication.

**Non-Federal New Employee HSPD-12 Process With Fingerprint Issues (Continued)**

Step	Action	
9	<b>Approval of Fingerprint Results</b>	<b>Denial of Fingerprint Results</b>
	<p>State Office and Employee Relations Specialist agree to approve fingerprint results.</p> <p>Employee Relations Specialist returns fingerprint results to State Office.</p>	<p>State Office and Employee Relations Specialist agree to deny employment.</p> <p>Employee Relations Specialist returns fingerprint results to State Office for filing in case file.</p> <p>State Office contacts tentative selectee to advise offer of employment has been rescinded.</p> <p>State Office resumes filling of position.</p>
10	If a decision is made to approve the fingerprint results, State Office establishes EOD date.	
11	State Office issues final EOD letter in writing to selectee and completes SF-52.	
12	State Office requests completion of SF-85 or SF-86 within 5 workdays of EOD date.	
13	<p>State Office completes BI package which includes:</p> <ul style="list-style-type: none"> <li>• SF-85/SF-86 (Original)</li> <li>• Fair Credit Reporting Release (Copy)</li> <li>• FSA-675/Resume (Copy)</li> <li>• OF-306 (Copy).</li> </ul> <p>Forward package to:</p> <p style="padding-left: 40px;">OPM-FIPC 1137 Branchton Rd Boyers, PA 16018-0618.</p>	
14	During the new employee orientation process, complete AD-1197 and FAX to the applicable sponsor with copies of 2 forms of ID.	
15	Applicable sponsor signs, certifies, and returns AD-1197 by FAX to the State Office within 1 workday.	



Coding Instructions for Fingerprint Charts and BI Forms

Step	Action
1	<p>Determine which fingerprint chart to use:</p> <ul style="list-style-type: none"> <li>• SF-87 for Federal employees (go to step 2)</li> <li>• FD-258 for non-Federal and contractor employees (go to step 3).</li> </ul>
2	<p>Complete all information blocks on SF-87 (Exhibit 10) using black ink.</p> <p>Left side of card:</p> <ul style="list-style-type: none"> <li>• employee’s signature</li> <li>• employee’s residence address</li> <li>• date of fingerprinting and signature of official taking fingerprints</li> <li>• title and address of official taking fingerprints</li> <li>• employee’s appointed position</li> <li>• Department, Bureau, duty station:</li> </ul> <ul style="list-style-type: none"> <li>• SOI (Submitting Office Identifier): ENTER “AG06”</li> <li>• SON (Submitting Office Number): Enter the Federal 4-digit SON office number.</li> </ul> <p><b>Example:</b> National Office is “4881” and Kansas City is “4882”. Each State Office has their own SON number assigned to them.</p> <p><b>Note:</b> Use Federal SON for both GS and CO.</p> <ul style="list-style-type: none"> <li>• accounting data:</li> </ul> <ul style="list-style-type: none"> <li>• GS for FY 2007, ENTER "78493184020000"</li> <li>• OPAC-ALC Number ENTER “12060000”</li> <li>• (city and State).</li> </ul> <p>Center of card:</p> <ul style="list-style-type: none"> <li>• print/type employee’s complete name (last, first, and middle name)</li> <li>• provide aliases, that is, maiden names and nicknames used</li> <li>• complete date of birth using numerical month, day, and year</li> <li>• sex, Enter M or F</li> <li>• race, Enter W/B/H etc.</li> <li>• height, Enter in inches</li> <li>• weight, Enter in pounds</li> <li>• eye color</li> <li>• hair color</li> <li>• place of birth: city and State (use 2-letter alpha designator)</li> <li>• scars, marks, and tattoos</li> <li>• Social Security number.</li> </ul>

Coding Instructions for Fingerprint Charts and BI Forms (Continued)

Step	Action
3	<p>Complete all information blocks on FD-258 (Exhibit 11) using black ink.</p> <p>Left side of card:</p> <ul style="list-style-type: none"> <li>• employee’s signature</li> <li>• employee’s residence address</li> <li>• date of fingerprinting and signature of official taking fingerprints</li> <li>• title and address of official taking fingerprints</li> <li>• employee’s appointed position</li> <li>• reason fingerprinted, ENTER “Employment Check”</li> <li>• SOI, ENTER “AG06”</li> <li>• SON, enter the Federal 4-digit SON office number</li> </ul> <p><b>Example:</b> National Office is “4881” and Kansas City is “4882”. Each State Office has their own SON number assigned to them.</p> <p><b>Note:</b> Use Federal SON for both GS and CO.</p> <ul style="list-style-type: none"> <li>• accounting data: <ul style="list-style-type: none"> <li>• CO for FY 2007, ENTER "78799000020000"</li> <li>• OPAC-ALC number, ENTER “12060000”.</li> </ul> </li> </ul> <p>Center of card:</p> <ul style="list-style-type: none"> <li>• print/type employee’s complete name (last, first, and middle name)</li> <li>• provide aliases, that is, maiden names and nicknames used</li> <li>• complete date of birth using numerical month, day, and year</li> <li>• citizenship, ENTER “US”</li> <li>• sex, Enter M or F</li> <li>• race, Enter W/B/H etc.</li> <li>• height, Enter in inches</li> <li>• Weight, Enter in pounds</li> <li>• eye color</li> <li>• hair color</li> <li>• place of birth: city and State (use 2-letter alpha designator)</li> <li>• Social Security number.</li> </ul>

**Coding Instructions for Fingerprint Charts and BI Forms (Continued)**

<b>Step</b>	<b>Action</b>
4	<p>Complete rolling of employee’s fingerprints. Ensure that fingerprints are accurate and classifiable (solid clear prints).</p> <p>Cards may be submitted with 2 corrections using RETABS. For further instructions on obtaining classifiable fingerprints see the instructions on the back of SF-87 or FD-258.</p> <p>Complete 2 fingerprint charts. Maintain 1 copy in State Office until final results are received.</p>
5	<p>Send the completed SF-87 or FD-258 by FedEx or priority mail to the following address:</p> <p style="padding-left: 40px;">OPM-FIPC 1137 Branchton Road Boyers, PA 16018-0618 Telephone: 724-794-5612.</p> <p><b>Note:</b> FedEx will <b>only</b> accept this address.</p>

Sample SF-87

SF-87 (REV. FEBRUARY 2002) U.S. OFFICE OF PERSONNEL MANAGEMENT E.O. 10450 (SAMPLE)		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME    FIRST NAME    MIDDLE NAME			FBI LEAVE BLANK													
SIGNATURE OF PERSON FINGERPRINTED <i>Joanne R. Smith</i>		O R USOPM000Z - FIPC BOYERS, PA		SMITH    JOANNE    RACHAEL																
RESIDENCE OF PERSON FINGERPRINTED 4500 Next Door Peculiar, MO 64XXX		SERIAL NO. (OPM USE ONLY) OGA			DATE OF BIRTH (MO, DAY, YEAR) XX-XX-XXXX															
TITLE AND ADDRESS FSA State Office Dogpatch, MO 64XXX POSITION TO WHICH APPOINTED: AG MKTNG SPC		ALIASES AKA Maiden Name Nick Name		SEX F	RACE B	HGT 64	WGT 136	EYES BLK	HAIR BLK	PLACE OF BIRTH (CITY AND STATE) Peculiar, MO										
DATE 2/22/07	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS HR Assistant Candance Key		SCARS, MARKS, AND TATTOOS Heart L-Hip		LEAVE BLANK															
DEPARTMENT, BUREAU, AND DUTY STATION (CITY AND STATE) USDA-XX FSA State Office. SOO: XXXX SOI:AG 06 OPAC: 12060000		FBI NO. FBI		CLASS		FREE														
SOCIAL SECURITY NO. SOC XXX-XX-XXXX																				
<table border="1"> <tr> <td>1. R. THUMB</td> <td>2. R. INDEX</td> <td>3. R. MIDDLE</td> <td>4. R. RING</td> <td>5. R. LITTLE</td> </tr> <tr> <td>6. L. THUMB</td> <td>7. L. INDEX</td> <td>8. L. MIDDLE</td> <td>9. L. RING</td> <td>10. L. LITTLE</td> </tr> </table>											1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE	6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE																
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE																
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY														

Sample FD-258

APPLICANT (SAMPLE)		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK						LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED <i>John K. Smith</i>		LAST NAME SMITH		FIRST NAME JOHN		MIDDLE NAME RAYMOND		CBI		LEAVE BLANK	
ADDRESS OF PERSON FINGERPRINTED 1920 Missouri Avenue Kansas City, MO 64133		Maiden Name		Nick Name		USOPM000Z OPM BOYERS, PA		DATE OF BIRTH XX-XX-XXXX		DOB Month Day Year	
DATE 2/22/07		SPECIAL AGENT IN CHARGE HR Assistant		CITIZENSHIP CIT		SEX M	HAIR W	AGE 69	WEIGHT 150	HAIR BLU	HAIR BLU
EMPLOYER AND ADDRESS FSA State Office Dogpatch, MO 64XXX		EDUCATION OCA		EDUCATION OCA		LEAVE BLANK					
PERSONAL INFORMATION SON: XXXX SOI: AG06 OPAC: 12060000		FEDERAL ID NO. FBI		ADDITIONAL AGENCY NO. MAIL		SOCIAL SECURITY NO. SOC		MILITARY SERVICE NO. MAIL		MILITARY SERVICE NO. XXX-XX-XXXX	
1. THUMB		2. INDEX		3. MIDDLE		4. RING		5. P. LITTLE			
1. THUMB		2. INDEX		3. MIDDLE		4. RING		5. P. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L THUMB		R THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY					

## Frequently Asked Questions (FAQ's) for New USDA Employees and Contractors

The following FAQ's provide information on Personal Identity Verification (PIV) ID Badges, identity proofing, and background investigation requirements for new USDA employees and contractors who are applicants for a PIV ID Badge.

### **1. What is a PIV ID Badge Applicant?**

A PIV ID Badge Applicant is an individual applying for an ID badge providing access to controlled Federal facilities and/or information systems.

### **2. What is a PIV Sponsor?**

A PIV Sponsor is an individual who acts on behalf of USDA to request a PIV ID Badge for you. Depending on your employment status a Sponsor may be your supervisor, Contracting Officer, Contracting Officers Representative, or other Federal official. Sponsors may designate trusted individuals to perform some of the PIV Sponsor's responsibilities.

### **3. What identity documents will my PIV Sponsor require?**

You are required to provide 2 forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents shown in Exhibit 13. At least 1 document shall be a valid State issued drivers license, if you are licensed to drive in the U.S., or a State issued picture ID card. The 2nd identity source document must be among those listed in Exhibit 13. Exhibit 13 contains the "Documents that Establish Identity" used by the U.S. government as proof of identity (see Form I-9, Employment Eligibility Verification).

### **4. What are acceptable ID documents if I am not licensed to drive?**

Use the identity documents listed in Exhibit 13, as long as 1 document is a valid State or Federal government-issued picture ID.

### **5. I was told I need a National Agency Check with Inquires (NACI) to receive a PIV ID Badge. What is a NACI?**

A NACI is (1) a search of the fingerprint and investigative files of the Federal Bureau of Investigation and other records held by Federal agencies such as the U.S. Office of Personnel Management (OPM), and (2) written inquiries of your current and past employers, schools attended, references, and local law enforcement authorities.

### **6. Is a new NACI needed even if NACI was previously completed?**

No. However, if you have had a break in service of more than 2 years following your last investigation, you will need a new NACI or other appropriate investigation for the position currently applied for or held. This requirement also applies to contractors having a break in service of more than 2 years from employment under a Federal contract.

**Frequently Asked Questions (FAQ's) for New USDA Employees and Contractors (Continued)****7. My previous NACI is on record. What do I need to do?**

Request your previous human resources, personnel security, or contract security office to provide this information directly to your PIV Sponsor or his or her designees.

**8. If my NACI is on record, do I still need to fill out all the forms in the PIV Enrollment Package (SF-85, Questionnaire for Non-Sensitive Positions, OF-306, Declaration for Federal Employment, two SF-87 or FD-258, and Fingerprint Charts).**

No, unless the position you are applying for or hold requires a more in-depth background investigation than a NACI. You will, however, have to complete AD-1197 and present 2 forms of ID as discussed in Question 3 above, before a PIV ID badge can be issued to you.

**9. In addition to answering the SF-85 questions, is there other information I need to provide?**

Yes. If you have been the victim of identity theft, it will help during identity proofing if you provide the approximate date of the theft and whether the theft is resolved. Also, do not omit any names you have used in your lifetime when replying to SF-85 Question 5, "Other Names Used."

**10. For Federal employees transferring to USDA, is there anything else needed besides the NACI?**

Yes. If applicable, your former department or agency should verify that you were issued a valid Federal identity credential.

**11. What if I need a national security clearance and certificate to hold a public trust position?**

You will be asked to complete either a SF-86, Questionnaire for National Security Positions, or SF-85P, Questionnaire for Public Trust Positions, and a more in-depth background investigation (not an NACI) will be scheduled with OPM. You are not required to complete the SF-85.

**12. Who has access to my NACI?**

USDA agency adjudicators and their supervisors are the only individuals authorized to see your NACI results. USDA Department-level personnel security specialists and their supervisors will see your background investigation results if, in addition to the PIV ID Badge, your position requires a national security clearance or public trust suitability determination.

**13. Can I see my NACI?**

Yes. Send a signed and dated written request to OPM-IS, FOIP, P.O. Box 618, Boyers, PA 16018-0618, or FAX to OPM-IS, FOIP at 724-794-4590. You must include your full name, Social Security number, and date and place of birth.

**Frequently Asked Questions (FAQ's) for New USDA Employees and Contractors (Continued)****14. What will happen if I answer “No,” to a question even though I know the correct answer is “Yes,” i.e., take a chance that no one will find out that a “Yes” was required?**

If you knowingly and intentionally put false information on your form, an adjudicator may determine that you are unreliable and dishonest. In fact, a PIV ID Badge could be denied for withholding information or purposely lying, even though what you were seeking to conceal would not have resulted in a PIV ID Badge denial.

Even if you obtain a PIV ID Badge the initial adjudicative decision could be overturned at a later date, and your PIV ID Badge revoked, when it is revealed that you lied or concealed information. Federal agencies generally fire or disqualify employees who have materially and deliberately falsified information. In addition, if you knowingly and willfully make material false statements, you may be subject to Federal prosecution for violating Title 18, U.S. Code, Section 1001.

If a question on a form requires you to report information you believe may be potentially disqualifying, the best approach is to (1) answer all questions about the potentially disqualifying information fully and truthfully, (2) include a written explanation with your forms describing the circumstances surrounding the information of concern and any mitigating factors present, and (3) if you have not already done so, begin action immediately to correct the concern whenever possible. Below is an example of taking immediate action to correct a concern.

**Example:** Before seeking employment with USDA, the U.S. Internal Revenue Service (IRS) issued a tax lien against you for failure to pay taxes. You have not yet had time to resolve or dispute the lien. Because you will be required to report the lien (see OF-306, Question 13) you should contact IRS to either arrange a satisfactory payment plan, and honor it, and/or dispute the lien. When you complete the OF-306 include an explanation of the current status of the lien. To speed up the adjudication, you may provide copies of your IRS correspondence.

**15. What are examples of potentially disqualifying information?**

Use, possession, supply, or manufacture of illegal drugs in the last year. See SF-85, Question 14 for examples of illegal drugs.

Conviction, imprisonment, probation, or parole during the last 10 years (includes felonies, firearms or explosive violations, misdemeanors), and all other offenses. See OF-306, Question 9.

Conviction by military court-martial in the past 10 years. See OF-306, Question 10.

Currently under charges for any violation of law. See OF-306, Question 11.

Fired from any job during the last 5 years. See OF-306, Question 12 for conditions involving separation from employment that must be reported.

Current delinquency on any Federal debt. See OF-306, Question 13 for a specific explanation of the kind of delinquencies that must be reported.



**Frequently Asked Questions (FAQ's) for New USDA Employees and Contractors (Continued)****16. Who decides whether I am eligible for a PIV ID Badge?**

The individuals noted in Question 12 and their supervisors make the initial eligibility decision. They make the decision by reviewing the information you provided to the PIV Sponsor and the results of the NACI. That information is compared to established qualifying criteria for granting a USDA PIV ID Badge. See Departmental Manual (DM) 3800-002, Common Identification Standard for U.S. Department of Agriculture Employees and Contractors, Chapter 2.4 c (a) and (b), Adjudication.

**17. Can I dispute a PIV ID Badge denial or revocation?**

Yes. If a PIV ID Badge is denied or revoked, you have the right to appeal the denial or revocation. You will be provided a statement on the reasons why the PIV ID Badge was denied or revoked and the procedures for filing an appeal. You may respond to the determination in writing and furnish documentation that addresses the validity, truthfulness, and/or completeness of the specific reasons for the determination in support of your response. If you believe the information gathered about you during the NACI was misleading or inaccurate, you will be given the opportunity to correct or clarify that information. See DM 3800-002, Chapter 2.4 d, Appeal Procedures for Denial or Revocation of PIV ID Badge.

**Form I-9 Authorized Identity Documents**

List A	List B
1. U.S. Passport (unexpired or expired).	1. Drivers license or ID Card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
2. Certificate of U.S. Citizenship ( <i>Form N-560 or N-561</i> ).	2. ID Card issued by Federal, State, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. Certificate of Naturalization ( <i>Form N-550 or N-570</i> ).	3. School ID card with a photograph.
4. Unexpired foreign passport with <i>I-551 stamp</i> or attached <i>Form I-94</i> indicating unexpired employment authorization.	4. Voters Registration Card.
5. Permanent Resident Card or Alien Registration Receipt Card with photograph ( <i>Form I-151 or I-551</i> )	5. U.S. Military card or draft record.
6. Unexpired Temporary Resident Card ( <i>Form I-688</i> ).	6. Military dependent's ID card.
7. Unexpired Employment Authorization Card ( <i>Form I-668A</i> ).	7. U.S. Coast Guard Merchant Mariner Card.
8. Unexpired Reentry <i>Permit (Form I-327)</i> .	8. Native American tribal document.
9. Unexpired Refugee Travel Document ( <i>Form I-571</i> ).	9. Driver's License issued by a Canadian government authority.
10. Unexpired Employment Authorization Document issued by DHS [U.S. Department of Homeland Security] that contains a photograph ( <i>Form I-688B</i> ).	<b>For persons under the age 18 who are unable to present a document listed above:</b>
	10. School record or report card.
	11. Clinic, doctor, or hospital record.
	12. Day-care or nursery school record.