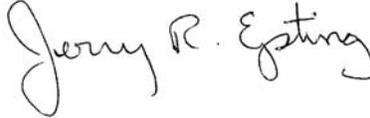


For: FFAS Federal Employees, Except State and County Office Employees

New Background Investigation Procedures

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

FSA’s EPD is responsible for administering and completing all low risk background investigations for new and current FFAS employees. According to 1-SEM, Part 3, background investigations are conducted for new hires after the applicant has been notified of their selection, processed, and are on board with the Agency. OPM’s requirement is that investigations should be initiated before appointment, but no later than 14 calendar days of placement in the position.

FFAS is not consistent with other Federal Agencies under the OPM requirement to complete background investigations for new hires. The vast majority of Federal Agencies complete the electronic Questionnaire Investigation Processing (e-QIP) portion of background investigations before the new hire is allowed to come on board to ensure that OPM requirements are met.

EPD is changing the background investigation for on-boarding procedures to be more consistent with other Federal Agencies and ensure that new hires are vetted before coming on board.

B Purpose

This notice informs hiring managers:

- of revised procedures for conducting background investigations
- that these revised procedures will be effective immediately
- that 1-SEM is being amended to provide these new procedures.

Disposal Date	Distribution
July 1, 2012	FAS, FSA, and RMA Federal employees, except State and County Office employees

Notice SEM-7

2 New Background Investigation Process

A National/Federal Hiring

Upon accepting a tentative offer for a position by the applicant, HRD will obtain personal data that is necessary to enter the applicant into the OPM e-QIP system. The newly-revised tentative offer letter incorporates guidance for the applicant to access the e-QIP system and complete the online investigation form **before** starting employment with the Agency. The tentative offer letter also instructs the applicant to provide the required signature sheets from e-QIP and the Credit Release Form to HRD, along with other HRD required documents that may not have been previously received, such as OF 306.

HRD will provide as a complete package, all of the required documents to EPD, along with a checklist coversheet developed by EPD, to begin the investigation process. Fingerprinting will either be scheduled on site at the Kansas City or Washington, DC, EPD offices, or 2 hard card completed SF-87's will be mailed in by the applicant for processing by EPD.

Upon reviewing the fingerprint results, the e-QIP Questionnaire completed by the applicant, and other required investigative documents, EPD will determine whether the applicant can be approved to begin work. After the determination has been made, HRD will be notified by e-mail. Following this approval, the full background investigation will be completed by OPM, and adjudicated by EPD for a final suitability determination.

Note: No approval to begin work will be provided by EPD for new applicants unless the described steps have been completed. The only exception to these procedures is when a valid and appropriate level background investigation is on file with OPM that relieves the requirement to have an applicant complete the e-QIP online questionnaire and other related investigative documents.

B State and County Office Federal Hiring

A notice will be forthcoming about procedures that are in line with this new process for State Office responsibilities for Federal and non-Federal hirings. Detailed training will be provided by EPD before implementing the new on-boarding process.

C Contact

For questions about this notice, contact Kathy Kroening, Team Lead, Personnel Security, by either of the following:

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