

For: FFAS Employees, Except FAS Employees Requiring National Security Clearance

Background Investigation Processing

Approved by: Deputy Administrator, Management



1 Overview

A Background

The area of responsibility for on-boarding new employees, Departmental transfers, volunteers, and consultants, as it relates to background investigations, is currently being modified.

EPD is responsible for ensuring that new and current FFAS employees, with the exception of FAS employees in national security positions, have the appropriate level background investigation for the risk or sensitivity level that has been identified by the designation of the position.

Note: Employee means Federal and non-Federal employees.

To improve customer service and align the work more efficiently, the geographical map that was used to assign the areas of responsibility will no longer be used.

B Purpose

This notice provides revised procedures for FFAS investigation processing that are effective **immediately**.

Note: The revised procedures will be included in a forthcoming 1-SEM amendment.

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| <p>Disposal Date</p> <p>January 1, 2014</p> | <p>Distribution</p> <p>All FAS, FSA, and RMA employees, except FAS employees requiring national security clearance; State Offices relay to County Offices</p> |
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1 Overview (Continued)

C Contacts

For questions about this notice, contact either of the following:

- Robert Haughton, Acting EPD Director, by either of the following:
 - e-mail at **robert.haughton@wdc.usda.gov**
 - telephone at 202-720-0135
- Kathy Kroening, Personnel Security Lead, by either of the following:
 - e-mail at **kathy.kroening@kcc.usda.gov**
 - telephone at 816-926-1180.

2 Background Investigation Areas of Responsibility, Coordination, and Submission Procedures

A Investigation Processing for Washington, DC, States, and Counties

Investigation processing will be completed by the Washington, DC, EPD office unless the positions are located in Kansas City, Missouri, or the surrounding commuting area.

State and County investigations will be processed by the Washington, DC, EPD office.

This includes the requirement for Central Verification System (CVS) checks, initial and upgraded background investigations, re-investigation processing, and approvals for employees to work.

CVS checks processed by the Washington, DC, EPD **must** be submitted to either of the following:

- e-mail to **ra.dcwashing2.FSA.EPD.PerSecDC@wdc.usda.gov**

Note: All PII must be password protected; therefore, send the password in a separate e-mail.

- FAX to **202-205-0014**.

Note: This e-mail account is monitored daily during the core business hours.

Mail completed investigation packages by FedEx to:

USDA, FSA, EPD
ATTN: Director
1400 INDEPENDENCE AVE SW RM 3095-S
MAIL STOP 0560
WASHINGTON, DC 20250-0567
Telephone: 202-260-8165.

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2 Background Investigation Areas of Responsibility, Coordination, and Submission Procedures (Continued)

B Investigation Processing for Kansas City, Missouri

Investigation processing will be completed by the Kansas City, Missouri, EPD office for Kansas City, Missouri, and the surrounding commuting area.

This includes the requirement for CVS checks, initial and upgraded background investigations, re-investigation processing, and approvals for employees to work.

FAX CVS checks processed by the Kansas City, Missouri, office to **816-926-2700**.

Mail completed investigation packages by FedEx to the following.

USDA, FSA, EPD
ATTN: Personnel Security Section
9240 TROOST AVE STE 193
Mail Stop 1193
KANSAS CITY, MO 64131
Telephone: 816-926-1937

C Scheduling Appointments for Fingerprinting

For fingerprint appointments, regardless of the location, all individuals **must** submit an e-mail to **ra.dcwashing2.FSA.EPD.PerSecDC@wdc.usda.gov**.

This e-mail account is monitored daily during the core business hours.

The e-mail **must** provide the following information:

- full name
- duty location
- telephone number.

D Troubleshooting for OPM's Electronic Questionnaire for Investigation Processing (e-QIP)

For assistance with e-QIP access or password resets, contact EPD by telephone at 816-926-1937.

Note: For other issues, provide user's full name and contact telephone number.

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2 Background Investigation Areas of Responsibility, Coordination, and Submission Procedures (Continued)

E Status Requests

Direct all requests for status on CVS checks, package submissions, fingerprint appointments, e-QIP trouble-shooting, and investigations to Kathy Kroening by either of the following:

- e-mail to kathy.kroening@kcc.usda.gov
- telephone at 816-926-1180.