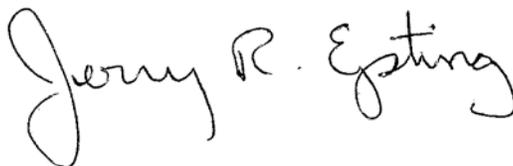


**For:** FFAS Employees, Except FAS Employees Requiring National Security Clearance

**Updated Background Investigation Procedures for On-Boarding**

**Approved by:** Acting Deputy Administrator, Management



**1 Overview**

**A Background**

FSA’s 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 identified risk or sensitivity designation of the position. According to OPM policy in the Suitability Processing Handbook, dated September 2008, applicants or employees who have had less than 2 years break in Federal service do not require a new background investigation as long as the current investigation is not outdated and at the appropriate level for the position for which the individual is being considered.

EPD is changing the background investigation procedures for the on-boarding of new employees and inter-Departmental position transfers to ensure that Government funds are not unnecessarily used on a new investigation when not required. Federal service includes GS, county, and contracted Federal service employees.

**Note:** These procedures do not apply to lessors or contracted janitorial service employees within State and County Offices.

**B Purpose**

This notice informs hiring managers of the following:

- revised procedures for conducting background investigations
- revised procedures will be effective immediately
- a forthcoming 1-SEM amendment will be issued to provide these new procedures.

<p><b>Disposal Date</b></p> <p>October 1, 2012</p>	<p><b>Distribution</b></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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## Notice SEM-17

### 1 Overview (Continued)

#### C Contacts

For questions about this notice, contact 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 Review and Reciprocity Procedures

#### A Federal, State, and County Office Hiring or Position Changes

Upon accepting a tentative offer for a position by a new hire or an inter-Departmental transfer under EPS's purview, HRD or the State Office shall coordinate with their EPD Service Area Representative if there is an indication that a previous background investigation has been conducted and that it is at the appropriate sensitivity level for the position being filled.

EPD will verify the investigation through OPM's Central Verification System and/or Official Personnel File and determine if the selected individual has:

- a favorable background investigation on file which meets or exceeds what is required for the position
- less than a 2 years break in service from another Federal position to determine if a new investigation is needed
- less than 90 calendar days break in service to determine if an updated fingerprint is needed.

If the applicant meets the criteria listed, EPD will provide the hiring office with approval to allow the applicant to be placed in the position.

If the selected applicant or employee has the appropriate level of investigation on file for the position and more than 90 calendar days break in service but less than 2 years break in service, a copy of the Official Form (OF) 306, Declaration For Federal Employment, will be requested and new fingerprints will be processed before the on-boarding determination can be made by EPD.

If the selected applicant or employee does not have the appropriate level of investigation on file for the position, the required investigative documents must be reviewed by EPD and approval provided to HRD before the individual can be placed into the position.

**Note:** No approval to begin work will be provided by EPD for applicants unless the described steps have been completed.