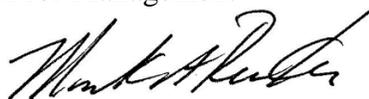


For: FFAS Employees

**Providing Onboarding and Background Investigation Requests
to the Emergency Preparedness Division (EPD)**

Approved by: Deputy Administrator for Management



1 EPD Service Areas

A Background

Currently, all State Office personnel, human resources personnel, and points of contact send through e-mail all documentation about onboarding and background investigations to their assigned EPD service area adjudicator and processor.

Upon extensive review of current practices, it was determined EPD will provide better, more expedient customer service by using EPD's centralized mailbox at **RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov**.

B Purpose

This notice:

- announces that **all** onboarding and background investigation requests from all State Office personnel, human resources personnel, and points of contacts shall be provided to EPD by e-mail at **RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov**
- **obsoletes** Notice SEM-66.

C Contact

For questions regarding this notice contact one of the following:

- Amy Dinkin, Lead Personnel Security Specialist, EPD, by:
 - e-mail at **amy.dinkin@wdc.usda.gov**
 - telephone at 202-690-5233
- David Wechsler, EPD Director, by:
 - e-mail at **david.wechsler@wdc.usda.gov**
 - telephone at 202-720-2929
- EPD's customer service at 202-720-7696.

Disposal Date	Distribution
August 1, 2017	All FAS, FSA, and RMA employees; State Offices relay to County Offices