



THIS FORM IS SENSITIVE BUT UNCLASSIFIED (SBU) WHEN COMPLETED

OFFICE OF HOMELAND SECURITY (OHS) PERSONNEL & DOCUMENT SECURITY DIVISION (PDSD)
REQUEST FOR WAIVER (INTERIM) AND EXCEPTIONS TO INVESTIGATIVE REQUIREMENTS (AD-1190)

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR WAIVER (INTERIM) AND EXCEPTIONS TO INVESTIGATIVE REQUIREMENTS FORM

Agencies requiring waiver/exception must provide the following information:

- 1. Name of employee service is requested for – Provide full legal name of applicant.
2. SSN#- Full social security number is required to initiate service.
3. Date of Birth- -Month/Day/Year of birth.
4. Place of Birth- City and State of birth.
5. Position Title- Title of position to be filled per PD.
5a. Proposed appointment date-Date expected to be onboarded.
6. Duty Location-City and State of assignment.
7. Requesting Agency- Parent agency of applicant.
8. Requesting Supervisor- must be a USDA Agency POC.
9. Contact Number/Email – Provide 10-digit phone number and primary email address.
10. Required Security Clearance Level – What level of clearance access is being requested-none, Secret or Top-secret.
11. Justification- Please provide a clear and concise statement of need and attach the PD and AD 332 with submission.
12. Signature of Submitting Official - Must be an Agency POC.
13. Date- mm/dd/yy of submission.
14. Reviewed by Chief PSB- Approved/Disapproved.
15. Approving Official – The Chief, Personnel and Document Security is the only authorized signatory of this request.

* NOTE- Heads of IC Elements or designees may determine that it is in the national interest to authorize temporary access to SCI and other controlled access program information, subject to the following requirements --temporary access approvals shall be granted only during national emergencies, hostilities involving United States personnel, or in exceptional circumstances when official functions must be performed, pursuant to EO 12968. Temporary access approvals shall remain valid until the emergency (i.e. s), hostilities, or exceptional circumstances have abated, or the access is rescinded. In any case, temporary access shall not exceed one year (reference ICD 704).

Table with 2 columns: Item number and Description. It lists requirements for temporary eligibility for non-critical-sensitive and critical-sensitive positions, including review of SF 86, initiation of investigations, and completion of fingerprint, name, and NCIC checks.



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In accordance with Executive Order 10450, Security Requirements for Government Employment, and 5 CFR 732. National Security Positions and, Security Executive Agent Directive (8), Temporary Eligibility, every employee shall be subject to a background investigation. The Subject identified below has been selected for a sensitive national security position (non-critical or critical-sensitive). The required investigation must be initiated within 14 days of placement of the individual in the position.

This requests that the requirement for completion of a Tier 3 or T5 investigation prior to the Subject's appointment be waived. 5 CFR 732.202 requires that the decision be made on obtaining pre-waiver checks as follows: (1) The nature of the emergency precluded obtaining pre-waiver checks; or (2) checks were initiated but not all responses were received within 5 days; or (3) checks made and favorably completed are listed.

EMPLOYEE INFORMATION

Form with fields: 1. NAME:, 2. SSN#, 3. DOB, 4. POB, 5. POSITION TITLE, 5.a PROPOSED APPOINTMENT DATE, 6. DUTY LOCATION CITY & STATE

AGENCY INFORMATION

Form with fields: 7. AGENCY REQUESTING WAIVER, 8. REQUESTING SUPERVISOR:(must be a USDA Agency POC), 9. CONTACT NUMBER/EMAIL, 10. REQUIRED SECURITY CLEARANCE LEVEL (NONE, SECRET, TOP SECRET)

11. JUSTIFICATION (please provide a clear and concise statement of need and attach the PD and AD332).

Large empty box for justification text.

12. SIGNATURE OF SUBMITTING OFFICIAL, 13. DATE

Further eligibility is expressly conditioned on 1) Favorable completion of an investigation; 2) issuance of eligibility approval and 3) shall remain valid until the exceptional circumstances have abated, the temporary eligibility is terminated, or final eligibility is granted. Temporary eligibility shall not exceed one year unless approved by the Director, OHS or Chief, PDSD.

14. REVIEWER, CHIEF PSB (APPROVED/DISAPPROVED), 15. APPROVING OFFICIAL CHIEF, PERSONNEL&DOCUMENT SECURITY (APPROVED/DISAPPROVED)

NOTICE: The Privacy Act, 5 U.S.C. 552a, requires that federal agencies inform individuals at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Number (SSN) is Executive Order 9397. Your SSN is needed to keep records accurate because other people many have the same name and birth date. Your SSN will be used to identify you precisely when it is necessary to 1) certify that you need to have access as indicated above or 2) determine that your access to such information is no longer needed. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of such certifications or determinations, or possibly result in the denial of your being granted access to classified information.