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## PDSB Bulletin #20-01

**Subject:** Submission Requirements Reminder

**Issue:** The Personnel Security Branch (PSB) has been receiving a large amount of incomplete investigation submission packages in SharePoint, often with missing data entry in webSETS. This results in a high volume of follow-up work from PSB, delays in the adjudication process, and a lack of proper tracking in the system of record.

**Date Issued:** February 14, 2020

**Effective Date:** February 14, 2020

**Scope and Effect:** This is an internal advisory document for use by USDA agencies and offices involved in personnel security (PerSec) services.

**Supersession:** None

**Procedure:** [Investigation Submission Packages in SharePoint](#)

Agency PerSec Points-of-Contact (POCs) shall submit a complete submission package of the public trust or national security investigation request to the PerSec SharePoint site. If the documents are not received, the adjudication process cannot be completed.

A complete submission package includes the following forms uploaded individually in PDF format:

### For Public Trust Investigations

- (1) AD-1187 – Request for Personnel Security Services
- (2) Fair Credit Reporting Act of 1970

### For National Security Investigations

- (1) AD-1187 – Request for Personnel Security Services
- (2) Position Designation Record - AD-332\*, OF-8\* or equivalent \*Must show the position designation (Non-Critical Sensitive, Critical Sensitive or Special Sensitive) and security clearance level required.
- (3) AD-1188 – Justification for an Interim or Temporary Collateral Clearance or SCI Access

## IMPORTANT NOTE ON POSITION DESIGNATION FORMS

The form submitted to the PSB to show an official position designation must show the Risk/Sensitivity Level and the security clearance level that is required for the position. PSB must have clear documentation on the official position designation, based on OPM's Position Designation Tool, in order to ensure the proper level of investigation was completed and to document the "need for access" for anyone requesting access to classified national security information. The need for a security clearance must be documented. This is an auditable item.

In addition, the risk level (5 or 6) or sensitivity level (2-4) shown on the AD-1187 to the PSB should match what is showing on the Employee Details screen in webSETS. If it is not, please request HR update the designation in the position management system. WebSETS should not be used to verify what level of risk or position sensitivity level a position is in lieu of verifying the official position designation record. The sensitivity level in webSETS defaults to Low Risk (1) when no entry is made.

## IMPORTANT NOTE ON SCI ACCESS

All requests for access to Sensitive Compartmented Information (SCI) must have the following forms included when the submission package is uploaded to SharePoint. Failure to provide these forms at the time of submission to SharePoint causes processing and timeliness delays.

- (1) AD-1187 – Request for Personnel Security Services
- (2) AD-1188 – Justification for an Interim or Temporary Collateral Clearance or SCI Access
- (3) Standard Form (SF) 86C (Certification)
- (4) Form 4507 – Authorization to Obtain Consumer Credit Report
- (5) Foreign National Contact (FNC) form \*for all foreign-born family members and friends, even if they have become naturalized U.S. citizens or are now deceased

In addition, the Agency PerSec POCs must notify Human Resources (HR) to update the individual's position sensitivity to Special Sensitive (code 4) if that designation is not showing properly.

## Maintaining Updates in webSETS

The web-based Security Entry Tracking System (webSETS) serves as the central repository for all USDA employee and contractor investigations and adjudications. Mandatory use of webSETS to track the investigation process and final determinations became effective on April 15, 2009.

Any database is only as good as its information is accurate, so it's important to stay on top of data entry tasks. PSB consistently receives investigation submission packages in

SharePoint that have partial or no entries made on the Security Package screen in webSETS.

When an individual requires a new public trust or national security investigation from DCSA, the following updates must occur in webSETS:

#### Employee Details Screen – For Federal Employees

- (1) Complete the Place of Birth City, State, and Country (this includes selecting “United States” as appropriate).
- (2) Select the U.S. Citizenship box “No” for anyone who indicates on their SF85P or SF86 that they are not a U.S. citizen.
- (3) Ensure the Position Sensitivity Code matches what you are indicating on the AD-1187 (see section above Position Designation). If it does not match, PSB will continue to process the request with the understanding that the Agency POC has requested the update with HR.
- (4) You must select the “Save” button after completing your entries. Hitting the ENTER key does not save the data.

#### Employee Details Screen – For Applicants and Non-Feds

- (1) Select the appropriate “Personnel Type”. If Applicant is selected, the record will automatically switch to “E” for Federal Employee if the Applicant onboards after the payroll/personnel system cycles.
- (2) Enter the appropriate information in all fields that are not greyed out. This includes the Position Sensitivity Level, as shown on the AD-1187, and the Entered Agency date. NOTE: It is important to inactivate all non-fed records upon their departure by completing the “Date of Separation” field.
- (3) You must select the “Save” button after completing your entries. Hitting the ENTER key does not save the data.

#### Security Package Screen

- (1) Select the “Add” button to create a new record. If you are tasking for a reinvestigation, select the “Add” button to create a new record and move the prior investigation tasking information into the History section. Do not type over existing date.
- (2) Complete all fields throughout the form’s completion process, from the date the individual was tasked in e-QIP to the date the forms were released to DCSA. The date the individual certifies their e-QIP forms is the “Date Forms Certified”.
- (3) PSB will complete the “Received by PDSD” field to reflect the date the package was received in SharePoint.

- (4) If DCSA returns forms to you as unacceptable (requiring more information), complete those fields to reflect when the updated forms were resent to DCSA.
- (5) Enter the individual's email address, preferable their USDA email address if they have one.

The Entry on Duty (EOD) screen in webSETS is used at the agency level to track investigations on individual's holding Low Risk (or Non-Sensitive) positions.

Inquiries: For further information on this bulletin, contact the PerSec Chief or the PerSec inbox at [PerSec@usda.gov](mailto:PerSec@usda.gov).