

## Clearance Reform

The Suitability and Security Clearance Performance Accountability Council, established in Executive Order 13467 issued June 30, will develop government-wide clearance standards and speed the clearance process.

The executive order states that the council will:

Ensure suitability and security processes are aligned.

Hold agencies accountable for completing suitability and security processes and procedures.

Establish requirements for enterprise IT.

Set annual goals and progress metrics.

Oversee the development of tools and techniques for improving background investigations and determining eligibility.

Settle disparities in procedures between the suitability executive agent and the security executive agent.

Advise the two executive agents on policies that affect how investigations and adjudications align.

Read the full story at [http://www.fcw.com/print/22\\_22/policy/153162-1.html](http://www.fcw.com/print/22_22/policy/153162-1.html).



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## Welcome to webSETS!

On July 15<sup>th</sup>, the new web-based Security Entry Tracking System (aka webSETS) went live for all users in USDA!

Access to webSETS requires the following: 1) a need to access the system based on your official duties, 2) a completed User Request & Acknowledgement form that has been signed by your Mission Area Personnel Officer or other approved signatory, 3) completion of webSETS training in AgLearn, and 4) submission of signed Rules of Behavior agreement.

Users who complete the above requirements will receive an approval notification via email from PSDS with instructions on how to access webSETS, along with reference materials. You must contact your agency's Security Officer for password issuance or assistance.

PDSD is working on transferring data from our Personnel Security Database (PSD) and the Personnel Security files over the next few months. webSETS contains many new fields that did not previously exist and therefore need to be manually entered. Users should be aware that until this process is completed, 100% accuracy cannot be assumed.

PDSD is offering training to any users in the DC metro area in the South Building on **Monday, July 28<sup>th</sup>** starting at 9am in RM S-310. Contact Carrie Moore at [carrie.moore@usda.gov](mailto:carrie.moore@usda.gov) to sign up.

We hope all of our users find the improved system helpful and user-friendly. Please report any problems or suggestions for future enhancements to Carrie Moore.



## REVISION OF THE SF-86

The newly revised Standard Form (SF) 86 will be implemented in August 2008. Implementation will include simultaneous updates to paper versions of the SF86 and the electronic Questionnaires for Investigations Processing (e-QIP) system. The revisions of the SF85, 85P, and 85PS will follow the implementation of the SF86.

The updated questionnaire will align with the national security adjudicative guidelines in E.O. 12968.

The Online Payment and Collection-Agency Locator Code (OPAC-ALC) is changing to the Intra-governmental

Payment and Collection (IPAC).

The Agency Use Block will include a field for the Email Address of the Point of Contact and a block to select the Investigative Requirement, Initial or Reinvestigation.

Many sections have been expanded to include the Foreign Activities, Financial Record, and Associations. New questions have been added on Use of Information Technology Systems.

OPM will continue to accept the September 1995 version until January 1, 2009.

## New Department Regulation 4600-001

**USDA Personnel Security Clearance Program, DR 4600-001, dated April 4, 2008, establishes policies and procedures for the efficient, effective, and consistent management of the personnel security clearance program within all agencies and staff offices of USDA.**

This regulation applies to all USDA employees, as defined in Executive Order 12968 "Access to E.O. 12968), Classified Information," (hereafter, and applicants for employment with USDA (referred to hereafter in this regulation as



the Department), contractors, guest researchers, collaborators, advisory committee members, students, trainees, non-employee affiliates of the Department, and other persons designated by the Secretary of Agriculture who require access to classified national security information (hereafter, classified information).

Read the entire DR at:  
<http://www.ocio.usda.gov/directives/doc/DR4600-001.htm>

## e-QIP SF-86 Tips

Be completely honest and forthright when answering all questions on the SF-86. If necessary, provide clarification or explanation for how you answered a particular question in the comments or continuation section.

Please list not only your current spouse, fiancé or cohabitant of a romantic nature, but also any former spouse(s). Also include in-laws.

If you had a period of unemployment or were a full-time student, list that as period of "Unemployment" In the employment section, along with the information for someone who can verify your activities during that time.

For male candidates, if you do not know your selective service number, you can obtain it by calling the automated system at 1-847-688-6888 or via their website at <http://www.sss.gov>.

For overseas addresses, do not list APO or FPO addresses. Please include the

## Annual SCI Refresher Briefings

In accordance with Directive, Director of Central Intelligence 6/4, all USDA employees who have been granted access to sensitive compartmented information (SCI) must receive annual security refresher briefings.

The Information Security Staff has scheduled weekly SCI refresher briefings through the end of October to ensure all USDA employees in the national capital region receive the refresher briefing. These sessions will be held every Tuesday from 10:00 – 11:00 in the S-310 suite.

Many of the USDA employees in the national capital region have been notified of their requirement to attend one of these briefings. However, if an employee is aware they have SCI access but did not receive notification to attend a briefing, they should contact Karen Maguire at (202)720-5712, Joy Assent at (202) 720-0791, or our main number at (202) 720-7373 in order to make a reservation to attend one of the refresher briefings. Individual refresher briefings may be requested on a case-by-case basis if an employee is unable to attend a scheduled group session. Please call to confirm your reservation in one of the refresher briefing sessions and to ensure a session has not been cancelled.

## Debriefings during Transition Period

In accordance with EO 12968, all persons with access to national security information must receive a security debriefing prior to separating from USDA or transferring to a position that does not require access to classified information. This policy only applies to those employees granted access to national security information. Those employees who encumber a national security position (a position designated as “sensitive,” but not granted access to national security information are exempt from this requirement.

In order to better serve USDA employees, for the remainder of this calendar year, this office has scheduled weekly debriefing sessions. These sessions will be held on Thursday mornings in the S-310 Operations Center conference room in the South Building beginning July 10. Collateral debriefings (Top Secret, Secret and Confidential clearance) will be conducted from 10:00-10:30. Sensitive Compartmented Information (SCI) debriefings will be conducted from 10:30-11:00. Individuals with SCI access must attend **both** portions.

If the servicing human resources office finds that the employee has access to national security information, the employee is to be directed to contact Joy Assent at (202) 720-0791, Karen Maguire at (202) 720-5712 or our main number at (202) 720-7373 in order to secure a seat in the next debriefing session. Individual debriefings may be requested on a case-by-case basis if an employee is unable to attend a scheduled group session. Please ensure you call to confirm the location of the debriefing (in the event it is relocated) and to ensure a session has not been cancelled. Employees who are outside of the Washington, DC area may call the numbers above to coordinate a debriefing.

### USDA Classified National Security Information Program Manual

**DM 3440-001**  
**May 1, 2008**

This Manual establishes the policies and procedures that govern the U.S. Department of Agriculture (USDA) Information Security Program, including uniform requirements and guidance for classifying, safeguarding, declassifying, and destroying classified national security information, whether originated by or released to USDA.

This Manual applies to all USDA mission areas, agencies, and offices and their contractors who possess, handle, distribute, process, transmit, transport, and/or store classified information. Individuals serving in an advisory or consultant capacity who have been entrusted with USDA classified information are required to protect that information according to standards commensurate with those discussed in this Manual.

Read the entire DM at:

<http://www.ocio.usda.gov/directives/doc/DM3440-001.htm>



## Need Help?

PDSO (202) 720-7373  
(202) 720-1689 fax

Email: [pdsd@usda.gov](mailto:pdsd@usda.gov)

<http://www.usda.gov/da/pdsd/>



## Word Scramble Answers

1. Security Clearance.
2. Personnel Security.
3. Public Trust.
4. Debriefing.
5. Classified.
6. webSETS.
7. National Security.
8. Information Security.
9. Suitability.
10. Reinvestigation.

## AGENCY USE BLOCK BLOCK M

The K0 item (SECF) is a search of the Federal Agency Security File. A security file may contain records of previous investigations, clearances granted, security violations and records of internal investigations conducted, at your agency.

A review of a security file should only be considered if your SOI maintains a security file containing pertinent information on the subject of investigation. If there is "No Pertinent Information" in the file, please mark block M with "NPI". If there is pertinent information that you would like reviewed, mark block M with "at SOI."

If your SOI does not have a security file on the subject, please mark block M with "None" and OPM will not schedule a review.

If your SOI maintains its security files at an address different from the office found in block L ("SOP"), please include the correct location of the file in the space provided for "other address."

## HSPD-12

### DASO Contractor Implementation Project

PDSO is continuing our work on getting contractor employees through the background investigation process so that USDA is in compliance with the requirements of HSPD-12.

The DASO Contractor Implementation Project is part way through the Phase 2 list of contractors, with employees on approximately 10 contracts having started the background investigation process and approximately 10 more contractors gearing up for their employees to go through a background investigation.

PDSO is working with COTR's for the remaining contracts on the risk assessment and position sensitivity, prior to initiating background investigations on these remaining contractor employees.

If you would like additional information about this Project or HSPD-12 requirements for contractor employees, please contact Michael Radford at (202) 720-7373 (email at [Michael.Radford@usda.gov](mailto:Michael.Radford@usda.gov)) or Eileen Kurtz at (202) 720-7373 (email [Eileen.Kurtz@usda.gov](mailto:Eileen.Kurtz@usda.gov)).

Office of Security Services/Personnel & Document Security Division

1400 Independence Ave, SW, RM S-310, Washington, DC 20250

# Word Scramble

**Unscramble the words below:**

1. cearanlSyetrceiuC\_\_\_\_\_

2. nrriPyeeoustSlenc\_\_\_\_\_

3. TibPutslruc\_\_\_\_\_

4. frnigbeieD\_\_\_\_\_

5. dfaiCessli\_\_\_\_\_

6. wESSTbe\_\_\_\_\_

7. ytNlcirtaSneouia\_\_\_\_\_

8. ioIyeoiumStntrfcar\_\_\_\_\_

9. iSaitiyubl\_\_\_\_\_

10. intesvntgieiaoR\_\_\_\_\_