

Reclamation Manual

Directives and Standards

Appendix B. Forms

Form 1. USBR Request for Waiver of Pre-Appointment Investigate Requirement for a Critical-Sensitive Position Approval Form.

U.S. DEPARTMENT OF THE INTERIOR REQUEST FOR WAIVER OF PREAPPOINTMENT INVESTIGATIVE REQUIREMENT FOR A CRITICAL-SENSITIVE POSITION
ORIGINATING MANAGEMENT OFFICE (where candidate is to be appointed)
CANDIDATES NAME PROPOSED POSITION TITLE
ORGANIZATION PROPOSED EOD (DATE) A waiver of preappointment investigative requirement is being requested for emergency reasons and such action is necessary in the national interest. A justification for this request is attached. If approved, I will ensure that the individual will not have access to any classified national security information prior to the granting of a national security clearance (if a requirement of the position). Forms required for the investigation were submitted to the bureau/office security officer on date signed.
IMMEDIATE SUPERVISOR SIGNATURE & DATE PRINTED NAME
HIGHER LEVEL SUPERVISOR SIGNATURE & DATE PRINTED NAME
SERVICING HUMAN RESOURCES OFFICER (or designee) Based on my review of the individual's previous employment record and knowledge of this candidate's background, there appears to be no derogatory information which would preclude employment in a Critical-Sensitive position pending completion of the required investigation.
SIGNATURE & DATE PRINTED NAME
RECLAMATION SECURITY OFFICER (or designee) (send to 84-45000) The results of the <u>mandatory</u> checks listed in the applicable DM are attached.
SIGNATURE & DATE PRINTED NAME
HEAD OF BUREAU – APPROVAL (Delegated to the SSLE Director or designee)
SIGNATURE & DATE PRINTED NAME
ATTACHMENTS: (1) Justification for this Request, & (2) Results of Mandatory Checks (DI-1990) ORIGINAL: EMPLOYEE'S OPF cc: EMPLOYEE'S SECURITY FILE - 1

Modified DI-1912

Reclamation Manual

Directives and Standards

Form 2. USBR Pre-Appointment Background Check Form for Critical Sensitive Positions.

<u>Pre-appointment Background Check in support of a Investigative Requirement Waiver Request</u>	
Date: _____	
Name: _____	DOB: _____
SSN: _____	POB: _____
Position Applied For: _____	
Home Address: _____	
<u>MANDATORY PRE-APPOINTMENT CHECKS IN SUPPORT OF A WAIVER REQUEST</u>	
<u>REQUESTING OFFICE RESPONSIBILITY:</u>	
* Drivers License (Verification of Record):	Yes___ No___ No Record___
* Military Records (DD-214):	Yes___ No___ N/A___
* Reference Checks (notes if completed):	Yes___ No___ N/A___
* Subject Interview (notes if applicable):	Yes___ No___ N/A___
* National Crime Information Center (NCIC):	Yes___ No___ (Hoover Police Applicants only)
<u>SSLE RESPONSIBILITY:</u>	
* OPM/Security Investigation Index (SII):	Yes___ No___ No Record___
* Local Law Enforcement Agencies:	Yes___ No___
* Credit History:	Yes___ No___ No Record___
* SF-86 Review of	
* Employment History:	Yes___ No___
* Residence History:	Yes___ No___
* Education/Training:	Yes___ No___
* References:	Yes___ No___
* Other Checks/Information:	Yes___ No___ N/A___
Management's Representative Who Conducted Checks:	Checks Reviewed and Concurred By:
_____	_____
Print Name & Signature	SSLE Personnel Security Officer (or designee)
_____	_____
Date & Office Telephone Number	Date & Office Telephone Number
_____	_____

*ATTACHMENTS: List all pertinent reference material (including results of interviews, record checks, vouchers, etc.)
Also attach a copy of all available documents and an explanation for any unavailable document.

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