



# Select Agent Program Workshop

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Agricultural Select Agent Program (USDA/APHIS)  
CDC Select Agent Program (HHS/CDC)  
Bioterrorism Risk Assessment Group (FBI/CJIS)



# General Components of Personnel Reliability Programs

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# Personnel Reliability/Surety

- Programs used in many contexts—Federal, Military, Private Sector
- Generally designed to assess suitability for employment, credentialing, retention of a security clearance, fitness for duty, or special access for employees, applicants or contractors
- Can range from simple employment screening and resume verification to comprehensive investigations that consider prior criminal activity, immigration status, credit checks, and other analysis



# Personnel Reliability/Surety

Federal Employment: Suitability factors are in 5 CFR Section 731.202 (basis for finding an individual unsuitable):

- Misconduct or negligence in employment
- Criminal or dishonest conduct
- Material, intentional false statement or deception or fraud in examination or appointment
- Refusal to furnish testimony
- Alcohol abuse of a nature and duration which suggests that the applicant or appointee would be prevented from performing the duties of the position, or would constitute a direct threat to the property or safety of others



# Personnel Reliability/Surety, cont'd

- Illegal use of narcotics, drugs, or other controlled substances, without evidence of substantial rehabilitation
- Knowing and willful engagement in acts or activities designed to overthrow the U.S. Government by force
- Any statutory or regulatory bar which prevents the unlawful employment of the person involved in the position in question



# Personnel Reliability/Surety Adjudication

In making a determination, the agency shall consider:

- The nature of the position for which the person is applying or in which the person is employed
- The nature and seriousness of the conduct
- The circumstances surrounding the conduct
- The recency of the conduct
- The age of the person involved at the time of the conduct
- Contributing societal conditions and
- The absence or presence of rehabilitation or efforts toward rehabilitation





# FPS Preliminary Checks

- Review of the electronic background investigation questionnaire (SF-85P, SF-86)
- FBI fingerprint check
- Law Enforcement Check, including
  - National Crime Information Center (NCIC)
  - International Justice and Public Safety Network (Nlets)
  - Interstate Identification Index and Wanted Person File
- Central Index System
- Credit check (Equifax)
  
- Upon completion of formal investigation, suitability is determined
- Suitability determinations are reevaluated periodically



# Components of a Program

Measures designed to verify and validate identity/assess trustworthiness

- Verification of social security number consistent with any applicable law (Social Security Number Verification System)
- Verification of the name and address of previous employers, the period employed and job title
- Education verification
- Reference checks
- Civil Court records checks
- Credit checks
- Military Service verification (DD-214)





# Components of a Program

Measures designed to check criminal history

- Criminal history searches (national, county, local)
- Motor Vehicle Records



# Components of a Program

Measures designed to verify and validate legal authorization to work

- US Citizenship and Immigration Services Form I-9 (Employment Eligibility Verification)
- E-Verify



# Components of a Program

Measures to ensure workplace safety/security

- Periodic reevaluation
- Early Intervention System
- Self/Peer Reporting
- Drug testing



# Recommended Practices

- Be mindful of state and local laws protecting workers' or applicants' rights
- Drivers' Privacy Protection Act
- Fair Credit Reporting Act
- Use of Release Forms
- Consistency



# Resources

- Employee Background Screening, ASIS  
([www.asisonline.org/guidelines/guidelinespreemploy.pdf](http://www.asisonline.org/guidelines/guidelinespreemploy.pdf))
- Personnel & Training, CIP-004, NERC  
([www.nerc.com/pub/sys/all\\_updl/standards/rs/CIP-004-1.pdf](http://www.nerc.com/pub/sys/all_updl/standards/rs/CIP-004-1.pdf))
- Pre-Employment Background Screening: Guidance on Developing an Effective Pre-Employment Background Screening Process, FDIC  
([www.fdic.gov/news/news/financial/2005/fil4605.a.html](http://www.fdic.gov/news/news/financial/2005/fil4605.a.html))





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*The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Select Agent Program.*

