

HRO-1197 Background Investigation Supplement

PERSONNEL SECURITY DOCUMENTS

TO: _____ DATE: _____

USDA, APHIS, MRPBS, HRD
Attn: HR Processing (for HR Personnel Security)
 Butler Square, 100 North 6th Street
 Minneapolis, MN 55403-1588

FROM:
 Program/Region: _____
 Duty Station: _____
 Administrative Point of Contact: _____
 Phone Number: _____

USDA – LincPass Credential Required? (You MUST ✓ one of the four boxes)

<input type="checkbox"/> YES	Criteria (any 1 of the following) <ul style="list-style-type: none"> Full-Time Employee, or Govt Issued Computer, or Govt Issued email Address, or Access to Mission Critical Facility, or At Program’s Request 	<input type="checkbox"/> NO	However a <u>Site ID Badge⁽¹⁾</u> is required for Identification Purposes (Send an AD-1197 Form to your Individual Security Office in charge of issuing site IDs; i.e. APHIS: Keisha Durette, Riverdale, MD or AMS: John Starr, Washington, DC)
<input type="checkbox"/> BOTH	Employee Requires BOTH a LincPass Credential and <u>Site ID Badge⁽¹⁾</u> (Send an AD-1197 Form to your Individual Security Office in charge of issuing site IDs; i.e. APHIS: Keisha Durette, Riverdale, MD or AMS: John Starr, Washington, DC)	<input type="checkbox"/> NO	Neither a USDA LincPass Credential nor a Site ID Badge is needed for this employee

(PLEASE Type or Print Clearly)

EMPLOYEE’S FULL NAME:	
SOCIAL SECURITY NUMBER:	
DATE OF BIRTH:	
PLACE OF BIRTH:	
e-MAIL ADDRESS:	
SUPERVISOR’S NAME:	
SUPERVISOR’S GOV’T e-Mail:	

Two Completed Fingerprint Cards (SF-87s) must also be attached to this supplemental form and submitted with the employee’s new hire paperwork as instructed in the New Employee Orientation website;

http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/index.shtml

Upon receipt, the Personnel Security Staff will validate the level of background investigation required of the employee’s position and process the investigation through OPM’s secure on-line e-QIP portal. Further instructions on completing the electronic questionnaire will be provided by means of e-mail to the employee, their supervisor and administrative point of contact as noted above.

¹ For Site ID Badges ONLY - submit the AD-1197, Request for USDA Identification (ID) Badge and copies of two identity source documents (*one being a photo ID*) to your Agency’s Physical Security Office.