

HRO-1197 Background Investigation Supplement

General Email Account for Questions: LincPass.Security@aphis.usda.gov

TO: DATE: _____
 USDA, APHIS, MRPBS, HRD
Attn: HR Personnel Security
 250 Marquette Avenue, Suite 410
 Minneapolis, MN 55401-2339

FROM:
 Employee Agency/Program: _____
 Employee Duty Station: _____
 LincPass Ship to Location: _____ Site ID: _____
 Administrative Point of Contact: _____
 AO POC Phone Number: _____

___ **TWO COMPLETED FINGERPRINT CARDS (SF-87):** must be attached to this form and submitted with the employee's new hire paperwork as instructed in the New Employee Orientation website; **(or)**
 ___ **LIVE-SCAN:** Send completed livescan materials to livescan@aphis.usda.gov
 Completed on _____ TCN #: _____
 Ames, IA Fort Collins, CO Riverdale, MD Minneapolis, MN Raleigh, NC Washington, DC

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 Site ID Badge⁽¹⁾ 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: E. Shelly Busky, Room 2711 South Building – 202-720-2763)
<input type="checkbox"/> BOTH	Employee Requires BOTH a LincPass Credential and Site ID Badge⁽¹⁾ (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: E. Shelly Busky, Room 2711 South Building – 202-720-2763)	<input type="checkbox"/> NO	Neither a USDA LincPass Credential nor a Site ID Badge is needed for this employee. If a new hire is on a temporary appt not lasting more than 6 months OR they will have no access to government systems, they are exempt from the LincPass requirement.

Please Type or Print Clearly	EMPLOYEE'S FULL NAME:		EMPLOYEE'S PERSONAL EMAIL ADDRESS:	
	SOCIAL SECURITY NUMBER:		EMPLOYEE'S OFFICIAL GOVERNMENT EMAIL ADDRESS:	
	DATE OF BIRTH:		PLACE OF BIRTH (CITY & STATE):	
	POSITION TITLE:		EOD DATE:	NOA code:
	WILL EMPLOYEE REQUIRE USE OF FIREARMS?		WILL EMPLOYEE REQUIRE ACCESS TO A MILITARY FACILITY?	
	<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
	SUPERVISOR'S NAME:			
	SUPERVISOR'S GOV'T e-Mail:			

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.