

# HRO 1197: Fitness/Investigation Request for Non-Federal Employee

## Position Information

Agency	Program	Company Name	Company Address		
Point of Contact (POC) First Name	POC Last Name	POC Phone Number	POC E-Mail Address		
Category of Service	Position Title	Start Date	End Date	Duty Station (City)	Duty Station (State)

## Access/Background Requirements

**USDA eAuthentication (Level 2):** Provides employee with a username and password which provides access to authenticated sites (those that require passwords) that track contracts, programs, and services. Fingerprints required to request Special Agreement Check (SAC) for fitness determination.

**LincPass:** Personal Identity verification (PIV) card. Required if employee needs access to systems/ programs that require dual-factor authentication in which username/password may not be used. Minimum of a Tier 1 background investigation is required in accordance with HSPD-12. Fingerprints and eApp questionnaire MUST be completed prior to onboarding.

\*\*\*Note: Site Badges are not processed by the HR Personnel Security Section. If you are in need of a Site Badge contact your Individual Security Office.\*\*\*

### LEVEL OF BACKGROUND INVESTIGATION REQUIRED:

\* If you are unaware of the BI level, refer to the contract or contact a Classification Specialist \*

## Employee Information

Full Last Name(s)	Full First Name	Full Middle Name (or NMN if none)	Suffix	
Home Street Address	Street Address (Line 2)	City	State	Zip Code
Personal E-mail Address	Phone Number	Name of USDA Point of Contact:	E-mail address of USDA Point of Contact:	

## Required Documents

**OF-306 (signed by employee as appointee)**

### FINGERPRINTS for Special Agreement Check (SAC)

These are to be done at a Fieldprint location. Fieldprint is a company that provides all aspects of the fingerprinting process at more than 1,200 locations nationwide. Follow instructions given by Personnel Security.

### Photocopies of 2 Identity Source Documents (provide details of each below)

Ensure documents are not expired and that photocopies are legible.

### ISA Test Completion Certificate

This can be taken here: <https://deliver.courseavenue.com/Login/usda>

### Photocopy of Government Issued Social Security Card

## Send Items to Personnel Security

**Send All Documents To:** USDA/APHIS/MRPBS/HRD - Personnel Security  
**Sponsor:**

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