



U.S. Department of Agriculture

Personnel Security Bulletin #06-02

Subject: New Procedures for Submitting SF-85P's via e-QIP.

United States
Department of
Agriculture

Office of the
Assistant Secretary
For Administration

Office of
Procurement and
Property
Management

Personnel and
Document Security
Division
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Subject: All agency requests for Public Trust position background investigations must be submitted to the Personnel and Document Security Division (PDSD) via the U. S. Office of Personnel Management Electronic Questionnaires for Investigations Processing (e-QIP) system, no later than January 31, 2006. The PDSD will not accept paper requests for Public Trust investigations after January 31, 2006.

Issues: Effective November 21, 2005, the Standard Form 85P, "Questionnaire for Public Trust Positions," will be activated in the e-QIP system for use by Personnel Security Points of Contact in all USDA agencies.

The PDSD serves as the program manager for e-QIP usage within USDA related to Public Trust and National Security. As such, all inquiries concerning the use of e-QIP shall be made directly to the PDSD.

Date Issued: November 9, 2005

Effective Date: November 9, 2005

Scope and Effect: This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program.

Supersession: This bulletin does not supercede any previous guidance provided.

Submission of Standard Form 85-P

Requests for Public Trust investigations must include all required items (fingerprint charts, scanned releases and signature pages, resume, SF 171 or OF 612, and AD- 1187, "Request for Personnel Security Services"), along with properly completed security forms to ensure prompt processing by PDSD. Incomplete requests will be returned to the requesting agency for correction.

Please direct all e-QIP inquiries to Arviet W. Thorpe Jr., Personnel Security Specialist, (202) 720-4390, arviet.thorpe@usda.gov. Mr. Thorpe will contact agency e-QIP users between November 21, 2005 and November 28, 2005 to ensure that no agency is experiencing any technical issues that will prevent compliance with this bulletin.

Further Information: For further information, please contact the PDSD on (202) 720-7373.
