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DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES (HR) BULLETIN # 013, FY06

SUBJECT: Pre-appointment Investigations

EFFECTIVE DATE: October 27, 2005

AUTHORITY: Office of Management and Budget (OMB) Memorandum, Subject: Implementation of Homeland Security Presidential Directive (HSPD) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors, dated August 5, 2005.

BACKGROUND: OMB issued guidance contained in the above-cited memorandum to clarify questions arising from implementation of HSPD 12 and to establish specific milestones and associated effective dates.

PURPOSE: The purpose of this HR Bulletin is to notify you of a change to the procedures governing pre-appointment checks described on page 2, paragraphs three and four, under the section titled “Procedures” in the March 5, 2004, memorandum titled Issuance of New Policy and Procedures for the Processing of Suitability and National Security Access Investigations.

CHANGES: The cited OMB memorandum requires federal departments and agencies to obtain the results of a Federal Bureau of Investigations (FBI) National Criminal History Check (fingerprint check) and to initiate a National Agency Check with Written Inquiries (NACI), or other suitability or national security investigation, for all new employees, contractors, and other applicable individuals **prior** to issuance of an identity credential. If notification of the results of the NACIs is not received within 5 days, the identity credential may be issued based on the FBI National Criminal History Check (fingerprint check). This requires a change from the current procedure that permits a Servicing Human Resources Office (SHRO) to submit a NACI and fingerprint check within 14 days **after** the effective date of the employee’s appointment.

The following text replaces the previous section:

“If the position does **not** require a pre-appointment check (currently all Low Risk and Moderate Risk positions), applicants must complete all required investigative forms on or before the date of their entry-on-duty date (EOD). SHROs must review and forward all required investigative forms to the servicing PIV Card Issuer Facility (PCIF)’s Registrar. The SHRO will ensure that the Part 1 – Agency Use Only portion of the questionnaire (SF-85, SF-85P or SF-86) is completed with the appropriate agency’s accounting information before submission to the PCIF’s Registrar. The completed investigation package will then be processed by the supporting PCIF as follows:”

APPLICABILITY: This change pertains only to employees in low or moderate risk positions. For those employees who will occupy Moderate IT Risk, High Risk, and National Security positions, the procedures for these positions remain unchanged and should continue in accordance with the below referenced Department of Commerce memorandum.

REFERENCES:

M-05-24, Implementation of Homeland Security Presidential Directive (HSPD) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors, dated August 5, 2005.

Department of Commerce Memorandum, Subject: Issuance of New Policy and Procedures for the Processing of Suitability and National Security Access Investigations, dated March 5, 2004.

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