

United States Department of Agriculture



Natural Resources Conservation Service  
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SUBJECT: PER - Background Investigations

Date: August 11, 2006

TO: Natural Resources Conservation Service  
Managers and Supervisors  
Conservation District Chairpersons  
Conservation District Managers  
Resource Conservation and Development Coordinators  
Resource Conservation and Development Council Chairs

File Code: 360

**ACTION REQUIRED BY: September 8, 2006**

All Natural Resources Conservation Service (NRCS) and partner employees, contractors, and volunteers that connect to the Department of Agriculture (USDA) network must have a background investigation completed by September 8, 2006. This includes partners who do not have a Common Computing Environment (CCE) login but use our USDA connection only to access the Internet. The minimum requirement is a National Agency Check and Inquiries (NACI) and a Fair Credit Check. All background investigations and credit checks must be performed through the U.S. Office of Personnel Management (OPM). The process includes completion and submission of the following forms:

- SF 85 - Questionnaire for Non-Sensitive Positions
- SF 87 - Fingerprint Card (two sets; employees and partners)
- FD-258 - Fingerprint Card (two sets; contractors)
- OF 306 - Declaration for Federal Employment (OPM requirement, even for non-Federal employees)
- OF 612 - Application for Federal Employment or equivalent (resume) NRCS employees only (OPM requirement, even for non-Federal employees resume or partner/affiliate application.
- NRCS IRM-02 - Computer Security Agreement (*To be signed by the NRCS Manager and applicant.*)
- NRCS IRM-03 - Request for User Access (*To be completed and signed by the NRCS manager and/or supervisor of the office of the employee or partner to request changes/deletions/new hires.*)
- Fair Credit Release (For identity purposes only is a credit summary) – credit scores are not included
- Security Incident Response Guide (For information only; to be kept by employee or partner)
- Security Expectations and Rules of Behavior (For information only; to be kept by the employee or partner)

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NRCS and partner employees, supervisors, contractor, and volunteer forms should be sent to the applicable NRCS Area Administrative Coordinator (AAC) for your area. Partner employees who currently work for the Conservation District Board the Resource Conservation and Development Council, etc, and access the USDA computer network system should **submit completed forms by September 8, 2006.** A listing of the AAC's, including mailing and contact information is attached.

Meeting this requirement is defined to be the completion and submission of the required forms by the employee, partner, or contractor to the designated NRCS specialist, who will note that the background investigation has an in-progress status. The cost of the background investigations by OPM is estimated to be \$120.

All documents are attached except for the fingerprint cards. Please file this email electronically so that you will have these documents for any new employees or partners in the future. A supply of fingerprint cards will be sent to all NRCS offices in the next five to seven business days. Please retain any extras for future use. If you need more cards, contact the AAC for your area. Typically, local police stations will accommodate any request for finger printing. Please call ahead to verify when finger printing is available at your local police station.

Access to the NRCS computer network system will be denied for persons with security issues until it has been properly addressed. All security background investigation and credit check results are confidential/sensitive information and will remain under secured file with the Minnesota NRCS Human Resources section, as required by USDA policy. Access to background investigation and credit check information is limited to only the NRCS adjudicator in order to address any security issues found. District Managers and other applicable partner office supervisors will be notified of any security issues found.

As a reminder, it is important to remove anyone from the server who no longer requires access to the network. Please promptly send to your applicable AAC the Request for User Access NRCS IRM003 form to remove employees, partners or contractors as soon as the effective date of termination or transfer is determined.

If your applicable AAC cannot answer your questions, please contact Gloria Larson, Human Resources Specialist, at (651) 602-7902 or email at [gloria.larson@mn.usda.gov](mailto:gloria.larson@mn.usda.gov) or Germil Lewis, Human Resource Assistant at (651) 602-7898 or email at [germil.lewis@mn.usda.gov](mailto:germil.lewis@mn.usda.gov) .

WILLIAM HUNT  
State Conservationist

Attachments

cc:

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ASTCs (FO)

PSOS

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