

HRO AD-1197 Supplement

PERSONNEL SECURITY DOCUMENTS

TO:

DATE: _____

USDA, APHIS, MRPBS, HRD
Attn: Processing Associate
 Butler Square, 100 North 6th Street
 Minneapolis, MN 55403-1588

FROM:

Program/Region: _____

Duty Station: _____

Administrative Point of Contact: _____

Phone Number: _____

EMPLOYEE'S FULL NAME:	
SOCIAL SECURITY NUMBER:	
DATE OF BIRTH:	
PLACE OF BIRTH:	
e-MAIL ADDRESS:	
SUPERVISOR'S NAME:	
SUPERVISOR'S GOV'T e-Mail:	

The following forms **must** be attached to this supplemental form and submitted with the employee's new hire paperwork as instructed in the MRPBS, Human Resources Guide to Submitting New-Hire Paperwork:

- _____ **AD-1197, Request for USDA Identification (ID) Badge**
- _____ Copies of Two Identity Source Documents (*one being a photo ID*)
- _____ Two Completed Fingerprint Cards (SF-87s) **MAIL SEPARATELY if necessary – do NOT fax**

Upon receipt of all information, a member of the Personnel Security Staff will validate the level of background investigation required of the employee's position, initiate them into OPM's secure on-line e-QIP portal and will provide further instructions by means of e-mail for completing the electronic questionnaire. The employee's Supervisor and administrative point of contact as noted above will be cc'd on all electronic communications if e-mail is available.