



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

FEB 11 2009

MEMORANDUM FOR William F. Broglie
Chief Administrative Officer
National Oceanic and Atmospheric Administration

FROM: Alfred J. Broadbent, Sr.
Director for Security *Al Broadbent Sr.*

SUBJECT: Investigative Standards for Foreign Nationals Receiving
HSPD-12 Compliant Smartcards and Related Processing
Issues for Foreign Nationals and Contractors

This memorandum responds to your recent correspondence concerning investigative standards and related processing issues for foreign nationals and contractors.

NOAA may request a National Agency Check with written Inquiries investigation (NACI) and Civil Applicant System (CAS) finger print check for foreign nationals (FN) who will require access to Departmental facilities for more than six months. The FN need not have been in the country for any particular length of time. Both the FN and sponsor are required to fully comply with conditions for access issued by the servicing security office (SSO). If, at the end of three years, the FN still requires facility access, the FN is to be submitted for a follow on NACI. The intent of this procedure is to ensure that requests for long term access by FN personnel are reviewed against all available information using an accepted OPM investigative product. The FN must still be processed in accordance with all applicable provisions of DAO 207-12.

The security offices servicing NOAA have developed a standard cover sheet (see attached). Additionally, SSOs will complete Section C of the CD 591 for foreign nationals and contractors and will return the document via fax, scanned email, or manual delivery, to the sponsors within five working days.

Upon receipt from OPM, the SSO closes out all NACIs with no issues. The SSO notifies the contracting officer's representative (COR) or the FN sponsor of the investigative results. NACIs returned with potentially disqualifying issues are referred to the COR or the FN sponsor for adjudication. The COR or FN sponsor advises the SSO of the adjudicative decision and the SSO annotates the file.

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I appreciate NOAA's continuing efforts in these areas. Questions concerning issues addressed in the memorandum may be directed to Thomas de Seve, Assistant Director, Client Security Services Division, on 202-482-4361. As these issues cover several OSY program areas, Mr. de Seve will direct each inquiry to the responsible program manager.

Attachment

cc: David Bell, Deputy Director, Office of Security
Thomas J. de Seve, Assistant Director, Client Security Services Division



USDOC/Office of Security

Date: _____

HR/COR/Sponsor: _____

Phone Number: _____

Email: _____

- Employee
- Contractor
- Volunteer/Student
- Associate/Guest
- Foreign National

SUBJECT: Security Coversheet / Request for Investigation Worksheet

Name	
Other Names Used	
SSN	
Sex: Male/Female	
E-Mail Address	
Country of Citizenship	Dual Citizenship:
Visa Number	
Alien Registration Number	
Date of Birth	
Place of Birth	
Position Title	
Position Sensitivity	
Nature of Action, if employee	
Bureau / Line Office	
Organization Code	
Duty Station	
Contract Company	
Contract Number	
Start Date (EOD)	
End Date	
Accounting Code	
Previous DOC Assignment	
Previous Federal/ DOC Work Dates	
Badge Required	

* If a person is with DOC for:
 <30 days, Fingerprint Check is required. A non-HSPD-12 ID will be issued with applicable expiration date
 >30 days and <180 days, Fingerprint Check and an OIF-86C (ACDII) is required. A non-HSPD-12 ID will be issued with applicable expiration date
 >180 days require the appropriate background investigation. An approved HSPD-12 ID will be issued.