

Reclamation Manual

Directives and Standards

Form A1. Bureau of Reclamation Request for Waiver of Pre-Appointment Investigative Requirement for a Critical-Sensitive Position Approval Form (Non-Law Enforcement).

U.S. DEPARTMENT OF THE INTERIOR REQUEST FOR WAIVER OF PRE-APPOINTMENT INVESTIGATIVE REQUIREMENT FOR A CRITICAL-SENSITIVE POSITION (Non-Law Enforcement)	
ORIGINATING MANAGEMENT OFFICE (where candidate is to be appointed)	
CANDIDATE'S NAME	PROPOSED POSITION TITLE
ORGANIZATION	PROPOSED EOD (DATE)
<p>A waiver of the pre-appointment investigative requirement is being requested for emergency reasons and such action is necessary in the national interest. A justification for this request is attached. If approved, I will ensure that the individual will not have access to any classified national security information prior to the granting of a national security clearance (if a requirement of the position). Forms required for the investigation were submitted to the bureau/office security officer on ____ (date).</p>	
IMMEDIATE SUPERVISOR SIGNATURE & DATE	PRINTED NAME
HIGHER LEVEL SUPERVISOR SIGNATURE & DATE	PRINTED NAME
SERVICING HUMAN RESOURCES OFFICER (or designee)	
<p>Based on my review of the individual's previous employment record and knowledge of this candidate's background, there appears to be no derogatory information which would preclude employment in a Critical-Sensitive position pending completion of the required investigation.</p>	
SIGNATURE & DATE	PRINTED NAME
RECLAMATION SECURITY OFFICER (or designee) (send to 84-45000)	
<p>The results of the <u>mandatory</u> checks listed in 441 DM 4 are attached.</p>	
SIGNATURE & DATE	PRINTED NAME
HEAD OF BUREAU – APPROVAL (Delegated to the SSLE Director or designee)	
SIGNATURE & DATE	PRINTED NAME
ATTACHMENTS: (1) Justification for this Request, & (2) Results of Mandatory Checks (DI-1990)	
<p>ORIGINAL: EMPLOYEE'S OPF cc: EMPLOYEE'S SECURITY FILE - 1</p>	

Modification B1 of DI-1912

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Form A2. Bureau of Reclamation Pre-Appointment Background Check List for Critical Sensitive Positions (Non-Law Enforcement).

Pre-appointment Background Check in support of an Investigative Requirement Waiver Request Check List

Date: _____ Position Applied For: _____

Name: _____ DOB: _____

SSN: _____ POB: _____

Home Address: _____

MANDATORY PRE-APPOINTMENT CHECKS IN SUPPORT OF A WAIVER REQUEST

REQUESTING OFFICE RESPONSIBILITY: (attach all results)

- * Driver's License (Verification of Record): Yes___ No___ No Record___
- * Reference Checks (notes if completed): Yes___ No___ N/A___
- * Subject Interview (notes if applicable): Yes___ No___ N/A___

HR OFFICE RESPONSIBILITY: (attach a copy of each form)

- * Military Records (DD-214): Yes___ No___ N/A___
- * OF-306 Screening Completion Notice: Yes___ No___ N/A___
- * OF-612 or Resume: Yes___ No___ N/A___
- * Applicant's Contact Info for e-QIP: E-Mail Address: _____ Phone: _____

SSLE RESPONSIBILITY:

- * OPM/Security Investigation Index (SII): Yes___ No___ No Record___
- * Signed SF-86 general release & FCRA form: Yes___ No___
- * Local Law Enforcement Agencies: Yes___ No___
- * Credit History: Yes___ No___ No Record___
- * SF-86 Review of
 - * Employment History: Yes___ No___
 - * Residence History: Yes___ No___
 - * Education/Training: Yes___ No___
 - * References: Yes___ No___
- * Other Checks/Information: Yes___ No___ N/A___

Requesting Office's Representative
Who Conducted Checks:

Checks Reviewed and Concurred By:

Print Name & Signature

SSLE Personnel Security Officer (or designee)

Date & Office Telephone Number

Date & Office Telephone Number

*ATTACHMENTS: List all pertinent reference material (including results of interviews, record checks, vouchers, etc.).
Also attach a copy of all available documents and an explanation for any unavailable document.

Modification B2 of DI-1990

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Directives and Standards

Form A3. Bureau of Reclamation Request for Waiver of Pre-Appointment Investigative Requirement for a Non-Critical/Critical-Sensitive Law Enforcement Officer (LEO) Position Approval Form.

U.S. DEPARTMENT OF THE INTERIOR	
REQUEST FOR WAIVER OF PRE-APPOINTMENT INVESTIGATIVE REQUIREMENT FOR A NON-CRITICAL/CRITICAL-SENSITIVE LEO POSITION	
ORIGINATING MANAGEMENT OFFICE (where candidate is to be appointed)	
CANDIDATE'S NAME	PROPOSED POSITION TITLE
ORGANIZATION	PROPOSED EOD (DATE)
<p>A waiver of the pre-appointment investigative requirement is being requested for emergency reasons and such action is necessary in the national interest. A justification for this request is attached. If approved, I will ensure that the individual will not have access to any classified national security information nor receive delegation of law enforcement authority prior to the granting of a national security clearance (if a requirement of the position). Forms required for the investigation were submitted to the bureau/office security officer on _____ (date).</p>	
IMMEDIATE SUPERVISOR SIGNATURE & DATE	PRINTED NAME
HIGHER LEVEL SUPERVISOR SIGNATURE & DATE	PRINTED NAME
SERVICING HUMAN RESOURCES OFFICER (or designee)	
<p>Based on my review of the individual's previous employment record and knowledge of this candidate's background, there appears to be no derogatory information which would preclude employment in a Noncritical/Critical-Sensitive position pending completion of the required investigation.</p>	
SIGNATURE & DATE	PRINTED NAME
RECLAMATION SECURITY OFFICER (or designee) (send to 84-45000)	
<p>The results of the <u>mandatory</u> Pre-appointment Background Check in 446 DM 2 are attached.</p>	
SIGNATURE & DATE	PRINTED NAME
BUREAU DIRECTOR of LAW ENFORCEMENT - APPROVAL	
SIGNATURE & DATE	PRINTED NAME
DIRECTOR, OFFICE OF LAW ENFORCEMENT AND SECURITY - APPROVAL	
SIGNATURE & DATE	PRINTED NAME
ATTACHMENTS: (1) Justification for this Request, & (2) Results of Mandatory Checks (DI-1990)	
ORIGINAL: EMPLOYEE'S OPF	
cc: EMPLOYEE'S SECURITY FILE - 1	

Modification B3 of DI-1912

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Form A4. Bureau of Reclamation Pre-Appointment Background Check Form for Non-Critical/Critical Sensitive Law Enforcement Positions.

Pre-appointment Background Check in support of an Investigative Requirement Waiver Request Check List

Date: _____ Position Applied For: _____

Name: _____ DOB: _____

SSN: _____ POB: _____

Home Address: _____

MANDATORY PRE-APPOINTMENT CHECKS IN SUPPORT OF A WAIVER REQUEST

REQUESTING OFFICE RESPONSIBILITY: (attach all results)

- * Driver's License (Verification of Record): Yes___ No___ No Record___
- * Reference Checks (notes if completed): Yes___ No___ N/A___
- * Subject Interview (notes if applicable): Yes___ No___ N/A___
- * National Crime Information Center (NCIC): Yes___ No___

HR OFFICE RESPONSIBILITY: (attach a copy of each form)

- * Military Records (DD-214): Yes___ No___ N/A___
- * OF-306 Screening Completion Notice: Yes___ No___ N/A___
- * OF-612 or Resume: Yes___ No___ N/A___
- * Applicant's Contact Info for e-QIP: E-Mail Address: _____ Phone: _____

SSLE RESPONSIBILITY:

- * OPM/Security Investigation Index (SII): Yes___ No___ No Record___
- * Signed SF-86 general release & FCRA form: Yes___ No___
- * Local Law Enforcement Agencies: Yes___ No___
- * Credit History: Yes___ No___ No Record___
- * SF-86 Review of
 - * Employment History: Yes___ No___
 - * Residence History: Yes___ No___
 - * Education/Training: Yes___ No___
 - * References: Yes___ No___
- * Other Checks/Information: Yes___ No___ N/A___

Requesting Office's Representative
Who Conducted Checks:

Checks Reviewed and Concurred By:

Print Name & Signature

SSLE Personnel Security Officer (or designee)

Date & Office Telephone Number

Date & Office Telephone Number

*ATTACHMENTS: List all pertinent reference material (including results of interviews, record checks, vouchers, etc.).
Also attach a copy of all available documents and an explanation for any unavailable document.

Modification B4 of DI-1990