

Reclamation Manual

Directives and Standards

Form B1. 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)
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).	
IMMEDIATE SUPERVISOR SIGNATURE & DATE	PRINTED NAME
HIGHER LEVEL SUPERVISOR SIGNATURE & DATE	PRINTED NAME
SERVICING HUMAN RESOURCES OFFICER (or designee) 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.	
SIGNATURE & DATE	PRINTED NAME
RECLAMATION SECURITY OFFICER (or designee) (send to 84-45000) The results of the <u>mandatory</u> checks listed in 441 DM 4 are attached.	
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) ORIGINAL: EMPLOYEE'S OPF cc: EMPLOYEE'S SECURITY FILE - 1	

Modification B1 of DI-1912

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Form B2. 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

Reclamation Manual

Directives and Standards

Form B3. 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)
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).	
IMMEDIATE SUPERVISOR SIGNATURE & DATE	PRINTED NAME
HIGHER LEVEL SUPERVISOR SIGNATURE & DATE	PRINTED NAME
SERVICING HUMAN RESOURCES OFFICER (or designee) 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.	
SIGNATURE & DATE	PRINTED NAME
RECLAMATION SECURITY OFFICER (or designee) (send to 84-45000) The results of the <u>mandatory</u> Pre-appointment Background Check in 446 DM 2 are attached.	
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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Directives and Standards

Form B4. 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