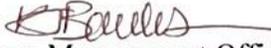




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Workforce Management Office
OFA4, SMC4
1305 East West Highway
Silver Spring, MD 20910

JUL 13 2015

MEMORANDUM FOR: Assistant Administrators, Deputy Assistant Administrators,
and Rating Officials

FROM: Kimberlyn J. Bauhs 
Director for Workforce Management Office

 for Edward C. Horton 
Chief Administrative Officer

SUBJECT: Interim Badging Procedures Due to e-QIP Outage

On Monday, June 29, 2015, the Office of Personnel Management (OPM) announced that it had taken the Electronic Questionnaires for Investigations Processing (e-QIP) system offline for four to six weeks to install new security enhancements. OPM has developed a set of recommended interim procedures for the issuance of badges to candidates for employment and contractors. These procedures do not apply to the credentialing process for NOAA Commissioned Corps Officers, which is unaffected.

On Wednesday, July 8, 2015, the Department of Commerce's Office of Human Resources Management (OHRM) and the Office of Security (OSY) released guidance to supplement the interim procedures issued by OPM. This guidance, and the interim procedures, will modify the onboarding process for candidates for employment and contractors. Effective immediately, the interim procedures call for the use of hard copy Standard Forms SF-85, 86 or 85P to initiate the National Agency Check and Inquiries (NACI) investigation required for the issuance of a Common Access Card (CAC). All candidates for employment and contractors will submit a hard copy SF-85, 86 or 85P to the appropriate point of contact who will then submit the forms to the Office of Security's (OSY's) Eastern or Western Regional Office. OSY will review the forms and provide authorization for a temporary badge with an expiration date of up to 179 days from the date of issuance. Wage mariners will be issued a CAC during this interim period. To complete the NACI investigation, candidates for employment and contractors issued a temporary badge will be asked to re-submit the SF-85, 86 or 85P information via e-QIP once the system has been restored.

NACI investigations reviewed by OSY and submitted to OPM prior to the e-QIP outage are unaffected and will continue to be verified using the normal process. Contractors already in possession of a temporary badge, but for whom a NACI investigation has not already been initiated, will receive a temporary badge extension if their badge is expiring.

Attached are Workforce Management Office's (WFMO's) procedures that explain the process that candidates for employment should follow. Separate procedures for contractors will be distributed. Additional information will be forthcoming as it is made available.

Please refer to the OPM website at <https://www.opm.gov/cybersecurity/> for information and responses to frequently asked questions on this subject. We appreciate your cooperation and flexibility as we address this Government-wide challenge.

Attachment



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ATTACHMENT

Workforce Management Office (WFMO) Procedures for Candidates for Employment

Under interim procedures, all candidates for employment should complete the appropriate investigative standard forms (SF-85, 85P, 85P-S, and SF-86). Printed (or electronic) copies of the completed forms should be securely provided by candidates for employment directly to the Kansas City Staffing Division of WFMO. Once e-QIP has been restored, individuals handled through these temporary procedures will be required to re-enter the background investigation questionnaire information into e-QIP.

On Wednesday, July 8th, the Department's Office of the Secretary released guidance to supplement the interim procedures issued by OPM and the Office of the Director of National Intelligence (ODNI). Based upon this guidance, WFMO will collaborate with Line and Staff office clients as follows:

- (1) WFMO will ensure that candidates for employment, and others affected, complete the required paper-based standard forms. The forms are available at <http://www.gsa.gov/portal/forms/type/SF> in a PDF fillable format and can be printed and saved locally to a candidate's device;
- (2) Candidates, and affected personnel, must securely transmit their information to WFMO through proven methods, such as encrypted email or WFMO's secure facsimile machine, at: **(816) 426-3040**. Electronic transmission of documents without encryption will not be accepted and is a practice that creates a vulnerability to the individual's personally identifiable information (PII) contained within the background questionnaire form;
- (3) WFMO will review and transmit the completed background questionnaire form to the Office of Security (OSY);
- (4) WFMO will maintain a manual tracking list of cases managed outside of e-QIP during this temporary period and will ensure document retention of the paper forms following their use by OSY; and
- (5) Once e-QIP is brought back online, WFMO will require personnel who submitted background questionnaire paper forms during the temporary period to resubmit the information via the e-QIP system.

Please be aware that while individuals appointed to Top Secret or Top Secret/SCI positions may submit the appropriate form (i.e., SF-86), they will only receive a Secret clearance until e-QIP is restored. Line and Staff Offices should verify, in consultation with WFMO, that such candidates for employment are eligible to work at the Secret clearance level pending later processing at the Top Secret level and that no access to Top Secret or Top Secret/SCI information is required until, or unless, the requisite investigation has been completed.