



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

July 13, 2015

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.