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Web-based Security Entry and Tracking System (WebSETS)



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PROCEDURE MANUAL
Web-based Security Entry and Tracking System (WebSETS)



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Latest Update Information

The following changes have been made to the Web-based Security Entry and Tracking System (WebSETS) procedure:

Section	Description of Change
WebSETS Procedure Manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.
Field Level Descriptions	Procedure document has been reorganized to add field level descriptions under the applicable screens.
Revised Reports	Revised reports have been added to the manual: <ul style="list-style-type: none">• Agency Stats• PDSD Stats-Forms
New Reports	New reports have been added to the manual: <ul style="list-style-type: none">• Received by HR Chart• Investigations on Hand Chart• Central Verification System (CVS)• Unacceptable Forms



System Overview

The United States Department of Agriculture (USDA) utilizes the Web-based Security Entry and Tracking System (WebSETS) as the system of record on all background investigations (BI), suitability determinations, and security clearances at USDA. This information is tracked for all applicants, Federal employees, contractors, and volunteers at USDA.

WebSETS is maintained by the National Finance Center (NFC) and receives employee information automatically from the Payroll/Personnel System. This system receives daily updates on Federal employees with USDA from the Personnel Input and Edit System/Personnel Processing System (PINE/PEPL).

WebSETS features include:

- Ability to search by name or Social Security number (SSN)
- Historical record tracking
- Audit trail of updates by user identification (ID)
- Customized reports
- Employee Details page to show basic position information
- Other Names Used page to show name changes
- Entry on Duty (EOD) page to track low risk investigations
- Security Package page to track security questionnaires
- Link to the Office of Personnel Management's (OPM) Electronic Questionnaires for Investigations Processing (e-QIP) site
- Ability to email the subject directly from WebSETS
- Reciprocity page to track investigations transferred from another Agency
- Investigations page to track public trust and national security investigations and suitability determinations
- Adjudication Management page to track the flow of actions/correspondence handled by the assigned Adjudicator to resolve missing items or issues
- Clearance page to track security clearances in any status (active to denied)
- Automated form to pass security clearance information to another Agency
- Special Access page to track access to the North Atlantic Treaty Organization (NATO) and Sensitive Compartmented Information (SCI)
- Briefings page to track any briefings attended by the subject (initial to debriefing)
- Administrative page to easily edit all drop-down listings



- Access to imaged personnel security folders (future development)
- Access to inactive records for 5 years from the date of separation

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The Investigation Process

Every position in the Federal Government is assigned a position designation. Proper position designation by Human Resources (HR) is paramount to an effective and consistent personnel security program. The position designation determines what type of investigation is required (see *Types of Investigation - Others (Appendix A)* (on page 81)) and how often a reinvestigation will occur. OPM provides the mechanism for proper position risk designation via the Automated Tool that is accessible for authorized users through OPM's Secure Portal. Position Designation Records are subject to review by OPM during periodic appraisals of personnel security programs or on a case-by-case basis, to assure that USDA is considering all pertinent factors relative to the integrity and efficiency of the service.

Before a subject is requested to complete any new investigation paperwork, the handling Agency must ensure there is no existing, favorably adjudicated investigation on record that can be used under reciprocity. Information on existing investigations can be found in OPM's Central Verification System (CVS), which includes records from the Joint Personnel Adjudication System (JPAS). If this system does not provide complete details, Agencies may fax the Interagency Clearance (or Suitability) Verification Request form to the Agency who handled the previous adjudication. These forms can be located on the Personnel and Document Security Division (PDSD) Web site under Online Forms at <http://www.dm.usda.gov/ohsec/pdsd/forms.htm>.

For Low Risk positions, Agency HR offices (or delegated offices) task the subject in e-QIP to obtain the Standard Form (SF) 85 (Questionnaire for Non-Sensitive Positions) questionnaire and related documentation. This information is released to OPM via e-QIP to initiate the BI. Once the investigation has been completed and returned to USDA, the adjudications are handled by HR (or delegated office). All steps are recorded in WebSETS on the EOD page.

For Public Trust positions, designated Agency points of contact (POC) task the subject in e-QIP to obtain the SF 85P (Questionnaire for Public Trust Positions) and related documentation. Once the



e-QIP form is completed by the subject and returned to the POC, the POC reviews the information to ensure it is complete and accurate before releasing it in e-QIP to PDS. PDS reviews and releases the e-QIP package to OPM and handles the adjudication upon case closing. All steps are recorded in WebSETS on the Security Package and Investigation pages.

For National Security positions, designated POCs task the subject in e-QIP to obtain the SF 86 (Questionnaire for National Security Positions) and related documentation. Once the e-QIP form is completed by the subject and returned to the POC, the POC reviews the information to ensure it is complete and accurate before releasing it in e-QIP to PDS. PDS reviews and releases the e-QIP package to OPM and handles the adjudication upon case closing. All steps are recorded in WebSETS on the Security Package and Investigation pages.

Fitness determinations are shown on the EOD page. Suitability determinations and clearance eligibility determinations are shown on the Investigations page. Information regarding security clearances is shown on the Clearance page and the related briefings are shown on the Briefings page.

The Certificate of Investigation forms and the Certificate of Suitability or Certificate of Clearance forms are signed and forwarded to the appropriate HR office for filing in the subject's Official Personnel Folder (OPF). Copies are maintained in the subject's personnel security folder.

Agencies must report their adjudicative decisions on BIs to OPM in CVS. Security clearance information in WebSETS is sent electronically in a batch file to OPM to update CVS on a monthly basis. In the future, the transaction file method will also be used to submit Homeland Security Presidential Directive (HSPD)-12 information to CVS.

Note: The information provided above is a summary of the investigation process at USDA. For additional guidance, contact your Agency security POC or PDS at **202-720-7373**. You can also visit the PDS Web site for access to forms, guidance, PDS bulletins, and newsletters at <http://www.dm.usda.gov/ohsec/pdsd>.

System Access

Although WebSETS is maintained by NFC, access to WebSETS can only be authorized by the PDS. Prospective users who attempt to gain access to WebSETS directly from NFC will be denied. The following procedures must be followed:

Each Agency will ensure the employee has the appropriate level of position designation (that is accurately shown in the position management system and reflected on the Employee Detail page in WebSETS) and investigation prior to submitting the request for access to WebSETS to PDS. Users must have a position designation that is, at a minimum, Moderate Risk (5), and they must have a favorably adjudicated BI at the appropriate level. Exceptions can be made by PDS for employees who have a pending investigation underway at OPM. Any issues resulting from a pending investigation may result in a future denial of access to WebSETS.



Employees who require access to WebSETS in order to conduct their official duties as they relate to personnel security must complete the WebSETS User Request & Acknowledgment form. This form can be accessed at <http://www.dm.usda.gov/ohsec/pdsd/forms.htm>. The request form must be fully completed to include the appropriate user role and the Agency codes that the employee will require access to.

Note: Employees are only authorized to view their Agencies' records unless an exception is approved by PDSD. The request form must be signed by the HR Mission Area Personnel Officer or delegated authority as approved by PDSD. The completed request form is faxed to PDSD at **202-720-1689** for processing.

Once the request is received, PDSD reviews the form for completeness and verifies the BI status. If approved, the Security Officer in PDSD signs the authorization section and forwards the request to NFC. If the user already has an existing NFC user ID, the WebSETS application will be added to their profile. If not, the user will be assigned a new NFC user ID.

Once the user's account has been established by NFC, PDSD contacts the appropriate AgLearn team member to add the WebSETS training module to the user's Learning Plan. The user is copied on the email. This email contains the WebSETS User Access Flowchart as an attachment for the user to follow. The user has 30 days to complete the online training and fax the completed certificate to PDSD at **202-720-1689**.

Once the user submits their AgLearn certificate, PDSD will contact them via email to read and sign the Rules of Behavior form. This form explains the conduct that is expected from all WebSETS users when using the application. The signed form is returned to PDSD by fax at **202-720-1689**.

Once the signed Rules of Behavior form is signed, the user will receive a Welcome to WebSETS email from PDSD. This email contains the user ID, WebSETS link, a link to the user guide, and other helpful information to get started. A WebSETS Quick Reference Guide is attached to the email to supplement the main user guide.

Questions concerning login/password issues should be directed to your Agency security officer (ASO). Questions concerning the WebSETS application should be directed to PDSD at <http://www.dm.usda.gov/ohsec/contact.htm>.

WebSETS Key Fields

The key fields at the top of each WebSETS page are used to identify a specific record. The employee's name displays on each page to ensure that the SSN entered is for the correct employee.

The two WebSETS key fields, SSN and Name, are repeated on each WebSETS page once an account has been displayed. The full SSN will only show on the Search Results page to allow you to select the correct record. A masked SSN (last five) will appear on each page thereafter.



System Edits

WebSETS performs edit and/or validity checks on entered data. If the data does not pass these edits, an edit (or error) message is displayed in red at the top of the window. All data must be corrected before the record can be processed.

Select **ADD** to start a new investigation record. To update an existing investigation record, enter the data and click **SAVE**. To start another investigation record, such as for a reinvestigation, select **ADD** and the existing investigation record will go into the History section (on the appropriate pages). Do not type over existing investigation data in order to add new information on another investigation. For questions regarding proper data entry after reading this user guide, please contact PDSD.

Navigating Features

WebSETS is designed in a Web format, providing mouse-driven, point-and-click functionality. It is recommended that pop-up blockers be turned off when using WebSETS.

Sign-On

1. Sign on to the Internet.
2. Connect to the SETS banner page at www.nfc.usda.gov/sets.
3. Click **I Agree**. The WebSETS Login page is displayed.



Press ENTER or click I Agree to continue.

***** WARNING *****

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

***** WARNING ***** 2.0.05

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Figure 1: WebSETS Banner Warning Page

Login

The Login page requires the user to enter their user ID and password. The user ID field will be alphanumeric, eight positions.



USDA
OCFO

Security Entry Tracking System (SETS)

Log out

Login

User Id

Password

Login

Change Password

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Figure 2: WebSETS Login Window

Note: After verification of their current ID and password, the user will be prompted to change their password upon initial login. New users must log into WebSETS within 60 days or their account will be automatically disabled. Users should contact their ASO for assistance with password issues.

After entering the user ID and password, click **Login** and a successful entry will take the user to the SETS Employee Search page. If unsuccessful, a message will be displayed notifying the user to re-enter their user ID and password.

Log Out

The user can log out of any WebSETS page at any time by clicking **Log Out** on any page.

The message *You have been successfully logged off of NFC's SETS* is displayed.



Figure 3: You have been successfully logged off of NFC's SETS page

You are now disconnected from the system. However, you are still connected to WebSETS and may select to sign on again.



WebSETS Processing

This section allows the user the capability to search the records of Federal employees and enter data on employee records. It describes searching employee-specific data provided by payroll/personnel offices. It provides update information relating to employee investigations handled by HR offices and tracks investigations to determine an employee's suitability for Federal employment.

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SETS Employee Search Page

After the user logs into WebSETS, the first page to appear is the home page, also referred to as SETS Employee Search as shown below. This search will include Federal employees, as well as applicants, contractors/consultants, and volunteers.

If you have a new applicant or contractor who does not have an existing record in WebSETS, you will need to select **Add Non-Fed** to create the initial record. It is important to ensure you are entering accurate data, particularly the SSN, to ensure no duplicate records are created.



Note: Applicants who then become Federal employees will automatically have their Personnel Type updated on the Employee Detail page after their first payroll action has processed.

Figure 4: SETS Employee Search Page

A description of the fields is provided below.

Field	Instruction
Last Name	Type the employee's last name. Include Jr. or Sr., as part of the last name, as applicable. Do not use punctuation. For example, O'Brien would be O Brien with a space in place of the apostrophe.
First Name	Type the employee's first name.
SSN or Alternate ID	Type the employee's SSN. The SSN must be numeric and cannot include dashes.

For more information see:

To Search for an Employee 13
 To Add a New Record for a Non-Federal Employee (Contractor, Volunteer, Applicant) 13



To Search for an Employee

1. At the SETS Employee Search page the user can search by Last Name and First Name (optional) or SSN. The SSN must be numeric and cannot include dashes.
2. Click **Search**. A name or list of names is shown on the SETS Employee Search page for the user to select. Each unique record (SSN, Name, Department, Agency, and Personnel Office Identifier) for the employee will be displayed. If the list of names is greater than the page allows, page numbers will appear at the bottom of the list.
3. To view the corresponding record, select the magnifying glass located next to the applicable record. The **Employee Detail Tab** (on page 13) will be displayed.

To Add a New Record for a Non-Federal Employee (Contractor, Volunteer, Applicant)

1. At the SETS Employee Search page, click **Add Non-Fed**. A blank Employee Detail page appears.
2. Complete the applicable fields. Fields that do not pertain to non-Federal employees will be inactivated (grayed out) on this page.
3. Click **Save** after entering or updating any information.

Employee Detail Tab

The WebSETS Employee Detail tab shown below displays employee-specific data, including Name, Date of Birth, Place of Birth, and Job Position. Most of the fields on the WebSETS Employee Detail page will be populated from the Payroll/Personnel file. Blank fields will have to be populated by the WebSETS user. This tab will also show the Date of Separation, or inactive date, of an employee. This is automatically populated for Federal employees.

Note: Non-Federal employees (contractors, applicants, etc.) will have to have their inactive date manually entered by the Agency POC or PDS in order to close out their record.



Figure 5: Employee Detail Tab

A description of the fields is provided below.

Field	Description/Instruction
SSN/Alternate ID	Type the employee's SSN. The SSN must be numeric and cannot include dashes.
Dept-Agcy	Identifies the Department and/or Agency.
POI	Personnel office identifier.
Org Structure	Agency-assigned code for levels of the organizational structure.
Position Sensitivity Code	Appointee or employee suitability determination commensurate with the position's designated risk level. Risk levels are designated in accordance with the degree of potential adverse impact on a program or the Agency. The degrees of potential adverse impact inherent to each risk level designation for Public Trust positions are High Risk, Moderate Risk, and



Field	Description/Instruction
	Low Risk. In addition to the position risk levels (suitability levels), all positions are evaluated to determine if they possess national security considerations, as well. The three national security position sensitivity levels are Special-Sensitive, Critical-Sensitive, and Noncritical-Sensitive. Positions that have access to Classified Information will be given one of these sensitive levels. The risk level and sensitivity level designations for positions determine what level of BI is required.
Last Name	Last name of employee.
First Name	First name of employee.
Middle Name	Full middle name of employee. If there is no middle name, enter NMN . If the middle name is an initial only, enter the initial and IO after it.
Date of Birth	Employee's date of birth.
Place of Birth City	City code where the individual was born.
Place of Birth State Country	State or country where the individual was born.
U.S. Citizenship	Employee is a U.S. citizen. Click Yes or No , as applicable.
Multiple Citizenship	Individual is a dual citizen. Click Yes or No , as applicable.
Multiple Citizenship Country	Country the individual holds a dual citizenship with besides the United States.
Non-U.S. Immediate Family Members	Individual has living immediate family members whom are not U.S. citizens. Click Yes if any of the employee's living immediate family members (father, mother, brother, sister, spouse, son, daughter, or cohabitant) are not a U.S. citizen. Include all variants; e.g., sister includes half-sister, stepsister, foster sister, or adopted sister. Click None if all immediate family members are U.S. citizens or not applicable.
Position Number	Position number assigned to the employee.
Personnel Type	<p>Various types of personnel - Applicant, Contractor/Consultant, Service Employee, Volunteer, and other.</p> <p>(A) Applicant - Any individual who has applied for a position with USDA and who has not yet become a Federal (service) employee.</p> <p>(C) Contractor/Consultant - Any individual who is under contract with USDA, either directly, such as Advisory Committee Members, or through a Government-contracting company.</p> <p>(V) Volunteer - Interns.</p> <p>(O) Other - Individuals who carry out the work of the Secretary, but are not Federal employees such as those under Cooperative Agreement, Extramural Agreement, County Employee, State Employee, etc.</p> <p>(Service Employee) Personnel Type E - All Federal employees. This type is system generated via the Payroll/Personnel System and an individual cannot create a record for a Federal employee (E); therefore,</p>



Field	Description/Instruction
	this option is not included in the drop-down listing.
Plan Series Grade	Pay plan, series and grade applicable to the employee.
Position Title	Organizational or working title of the employee's position, as distinguished from the official or classification title.
Date NTE	Not-to-exceed date to be shown on the personnel action.
Entered Agency	Date that the employee entered on duty.
Pay Period	Pay period that is currently being processed.
Personnel Action Effective	Effective date of a personnel action.
Duty Station City	Individual's duty location by city populated from the Payroll/Personnel file.
Duty Station State	Individual's duty location by state populated from the Payroll/Personnel file.
VIP Type	Identifies employee type as ATAC/APAC , BSL-3 , Political Appointee or PRT .
Date of Separation	Month, day, and year the employee was separated.
User Id:	User ID of the last person updating WebSETS.
Last Updated:	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).

For more information see:

To Modify Employee Details	16
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View Other Names Field.....	17

To Modify Employee Details

At the Employee Detail tab, the current employee details are populated by the Payroll/Personnel file.

1. Complete the necessary fields to modify employee-specific data.



2. Click **Save** after entering or updating any information.

To Delete an Employee Detail Record

At the Employee Detail tab, click **Delete**.

Note: The delete option is only available for non-Federal employee records.

View Other Names Field

You can also access the Other Names Used subtab from the Employee Detail tab to view any previous names used, such as maiden names, by selecting the magnifying glass next to the View Other Names field. A description of the fields is provided below.

Field	Instruction
Other Last Name	Any other last name used.
Other Suffix	Part of the last name, such as Jr. or Sr.
Other First Name	Any other first name used.
Middle Name	Any other middle name used.
User ID	User ID of the last person updating WebSETS.
Last Updated	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).



Entry on Duty Tab

The WebSETS Entry on Duty tab below, also referred to as EOD, allows the user to inquire and update information relating investigations handled by HR offices on Low Risk positions or for HSPD-12, such as National Agency Checks with Inquiries (NACI) or Advance Fingerprint checks. Each investigation has its own record. To start a new record for a new investigation, select **Add**. To update an existing investigation record, enter the data and click **Save**.

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Figure 6: Entry on Duty Tab

A description of the fields is provided below.

Field	Description/Instruction
Adv Fingerprint Check Requested	Date HR requested an Advanced Fingerprint (FP) check with OPM.
Adv Fingerprint Check Complete	Date HR received the completed Advanced FP check results from OPM.
Adv Fingerprint Determination	Initial decision made by HR on the subject, based on the FP results. Click Favorable or Unfavorable , as applicable.



Field	Description/Instruction
Adjudicator ID	Last name of the person who performed the adjudication.
Transfer Investigation?	Indicates whether or not HR has been requested to grant suitability to an individual based on an investigation completed by another Agency. Click Yes or No , as applicable.
Investigating Agency	Agency that completed the BI. AT (Alcohol, Tobacco, Firearms and Explosives), BE (Bureau of Engraving and Printing), CI (Central Intelligence Agency), CO (Department of Commerce), CU (Customs and Border Protection), DE (Drug Enforcement Administration), DS (Defense Investigative Service), FB (Federal Bureau of Investigation), GA (Government Accountability Office), ID (Agency for International Development), IR (Internal Revenue Service), MS (U.S. Marshall Service), NI (Naval Investigative Service), NS (National Security Agency), OP (Office of Personnel Management), OT (Other), SS (Secret Service), ST (State Department).
Form Type	Type of form HR has requested.
Employee Tasked	Date HR has tasked an employee to complete a security questionnaire via e-QIP or hardcopy as permitted.
Received by HR	Date HR received the forms from the employee.
Reviewer	Last name of the person in HR reviewing the questionnaire.
Extra Coverage	<p>OPM Extra Coverage Codes that personnel security has entered in Block B under the Agency Use Only section of the security questionnaire. This field allows for up to five selections. A drop-down box with the following options is shown: 1 (Overseas), 3 (Advanced NAC), 7 (Attachments), H (INS), I (Spouse INS), L (Bureau of Vital Statistics, (BVS)), and R (Reinvestigation). Hold the CTRL key to make multiple selections. See OPM Extra Coverage Codes (Appendix B) (on page 82).</p> <p>Code 1 - Overseas Positions: This code is used for employees stationed outside of the United States and alerts the OPM investigator to ask specific questions to the individual during the subject interview.</p> <p>Code 3 - Advance NAC: The Advance on the NAC consists of an itemized list of the NAC results and search status. This is a notification of item results only, no hardcopy is furnished. The Advance NAC report is available for all case types and is most commonly used in case where an interim security clearance has been requested.</p> <p>Code 7 - Attachments: This code is used when information is attached to the investigative request such as issue information, personnel folder or security file information, special handling instructions, or other information pertinent to the investigation.</p> <p>Code H - INS: This is a required check for all individuals born outside of the United States or U.S. territories. This code is used for the automated scheduling of the Immigration and Naturalization Service (INS) search for the subject of the investigation.</p> <p>Code I - Spouse INS: This is a required check for all foreign-born spouses. This code is used for the automated scheduling of the INS search for the spouse of the subject of the investigation.</p>



Field	Description/Instruction
	<p>Code L - BVS: This code is used for the automated scheduling of the BVS search.</p> <p>Code R - Reinvestigation: This code alerts OPM that the investigation being requested is for a reinvestigation and eliminates the requirement to submit such documents as the fingerprint chart; Optional Form (OF)-306, Declaration for Federal Employment; and resume.</p>
Investigation Type	Type of BI HR is requesting see <i>Types of Investigation - Others (Appendix A)</i> (on page 81).
Sent to OPM	Date HR submitted forms to OPM to initiate an investigation.
Submitting SON	Agency submitting office number (SON) requesting the NAC–NACI investigation by OPM.
Returned Unacceptable	Date, if applicable, that OPM returned forms to HR as unacceptable.
Resent to OPM	Date, if applicable, that HR returned the corrected unacceptable forms to OPM.
Investigation Scheduled	Date OPM scheduled the NAC/NACI investigation.
Investigation Closed	Date OPM completed the NAC/NACI investigation.
Adjudicator	Last name of the person who adjudicated the BI.
Pending Adjudication	Date the adjudicator requested additional information to complete an item check or mitigate an issue, from the subject of investigation or another source, to complete the adjudication process.
Investigation Adjudicated	Date the NAC/NACI investigation was adjudicated.
Adjudication Decision	Decision of approval or denial. Click Approved , Denied or None as applicable.
Adjudication SOI	Agency security office identifier (SOI) making the NAC/NACI adjudicative decision.
Employee E-Mail Notification	Hyperlink which opens an automatically generated email populated with the employee’s email address (from the E-Mail Address field) that will notify them of their e-QIP tasking. This email can be edited for additional notification purposes.
E-Mail Address	Individual’s email address used to populate the Employee Notification email.
HR Remarks	General comments concerning the individual’s NAC–NACI investigation by HR.
User Id:	User ID of the last person updating WebSETS.



Field	Description/Instruction
Last Updated:	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).

For more information see:

To Access Entry on Duty Tab..... 21

To Access Entry on Duty Tab

1. Click the **Entry on Duty** tab to access.
2. Complete the necessary EOD fields.
3. Click **Save** after entering or updating any information or

OR

Click **Delete** to delete the record.



Security Package (Pkg)Tab

The WebSETS Security Pkg tab shown below contains information that tracks the tasking and submission of all security questionnaires for suitability and national security BIs between the Agency POC and PDSO. Only HR users and PDSO users will have the ability to create and update security package records on this page.

Figure 7: Security Pkg Tab

A description of the fields is provided below.

Field	Description/Instruction
Form Type	Type of security questionnaire the employee was tasked to complete.
Employee Initiated	Date the employee was tasked by their personnel office or security POC to complete their security questionnaire via e-QIP or hardcopy as permitted.
Agency POC	Identifies the POC.



Field	Description/Instruction
Received by POC	Date the personnel office or security POC received the completed security questionnaire.
Received by PDSD	Date PDSD received the completed security package from the Agency POC.
Pending Corrections	Date the security questionnaire was returned for corrections to the security POC or the employee was contacted for corrections by PDSD.
Corrections Returned	Date the security questionnaire was returned to PDSD with the necessary corrections made or the date the employee personally provided PDSD with the necessary corrections.
Date Form Certified	Date the individual signed their security questionnaire releases. USDA Agencies will provide a completed security package to the PDSD within 7 calendar days of the subject signing the form and required releases.
Extra Coverage	OPM Extra Coverage Codes that personnel security has entered into Block B under the Agency Use Only section of the security questionnaire see OPM Extra Coverage Codes (Appendix B) (on page 82).
Submitted to OPM	Date the security package was forwarded/released to OPM.
Reviewer	Name of the person responsible for reviewing the security package and submitting it to OPM.
Returned Unacceptable	Date the security questionnaire was rejected back to USDA by OPM as unacceptable on form FIPC A, Unacceptable Case Notice.
Resent to OPM	Date the security package was resubmitted to OPM after the necessary corrections were made to the unacceptable form.
Submitting SON	Submitting office number for the submitting office.
Unclassifiable FP Received	Date, if applicable, the fingerprint chart was returned unclassifiable to OPM by the Federal Bureau of Investigation (FBI). Investigative requirements are satisfied on Non-sensitive (SF 85) and Public Trust (SF 85P) positions once the original submission is characterized as unclassifiable by the FBI. Agencies have the option of submitting one reprint for classification within 1 year of OPM's closing the investigation without incurring additional cost. For National Security (SF 86) positions, OPM will continue to require a second fingerprint submission if the original was unclassifiable.
2nd FP Requested	Date the personnel security specialist or assistant requested a second FP chart from the Agency POC.
FP Resubmitted to OPM	Date when the second FP chart was resubmitted to OPM to run a second FP chart.
Employee E-Mail Notification	Hyperlink which opens an automatically generated email populated with the employee's email address (from the email address field) that will notify them of their e-QIP tasking. This email can be edited for additional notification purposes.



Field	Description/Instruction
E-Mail Address	Individual's email address used to populate the Employee Notification email.
Forms Processing Time	Automatically calculates the number of days between the Signed Release Date and the Sent to OPM date. This information will be used by PSD to track the timeliness of forms submissions to OPM standards.
Remarks	General comments concerning the individual's security package by PSD and Agency POC.
User Id:	User ID of the last person updating WebSETS.
Last Updated:	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).

For more information see:

To Access Security Pkg Tab.....24

To Access Security Pkg Tab

1. Click the **Security Pkg** tab to access.
2. Complete the necessary fields. The user can also create a new record by clicking **Add**.
3. Click **Save** after entering or updating any information.

OR

Click **Delete** to delete the record.



Investigation Tab

The WebSETS Investigation tab below contains information on Public Trust and National Security BIs handled by PDSD or an authorized, delegated USDA Agency. These investigations are used to determine an employee’s suitability for Federal employment and/or eligibility for access to national security information. Only PDSD users will have the ability to create and update investigation records on this page.

Figure 8: Investigation Tab

A description of the fields is provided below.

Field	Description/Instruction
Transfer Investigation?	Shows whether or not HR has been requested to grant suitability to an individual based on an investigation completed by another Agency. Click Yes or No , as applicable. If Yes is selected, complete the information on the Reciprocity subtab by selecting the magnifying glass.
Transfer Inv Rec'd	Date the transfer (or Reciprocity) request was received by PDSD from the field office.



Field	Description/Instruction
Investigating Agency	Agency that completed the BI. AT (Alcohol, Tobacco, Firearms and Explosives), BE (Bureau of Engraving and Printing), CI (Central Intelligence Agency), CO (Department of Commerce), CU (Customs and Border Protection), DE (Drug Enforcement Administration), DS (Defense Investigative Service), FB (Federal Bureau of Investigation), GA (Government Accountability Office), ID (Agency for International Development), IR (Internal Revenue Service), MS (U.S. Marshall Service), NI (Naval Investigative Service), NS (National Security Agency), OP (Office of Personnel Management), OT (Other), SS (Secret Service), ST (State Department).
Investigation Type	Type of investigation requested for the employee see Types of Investigation - Others (Appendix A) (on page 81).
Day Service	Type of day service requested from OPM to complete the investigation.
Risk/Sensitivity Level	Code that identifies the level of risk (Public Trust) or sensitivity (National Security) designated for the employee's position, 5 (Moderate Risk), 6 (High Risk), 2 (Noncritical-Sens), 3 (Critical Sens), or 4 (Special Sens).
Clearance Level Req'd	Level of security clearance requested by the Agency as required by the employee's position designation. A drop-down field listing the following options is shown: C (Confidential), S (Secret), T (Top Secret), or N (No Clearance).
SCI Requested?	Indicates whether or not the Agency has requested the employee be considered for special access as required by their position. Click Yes or No as applicable.
Interim Clr Req'd?	Click Yes or No , as applicable to determine if a security clearance is available.
Case Number	Case number that OPM has assigned to an individual's investigation.
Investigation Scheduled	Date OPM scheduled the investigation.
Billing Rate	Rate of the BI.
Advanced NAC Closed	Date the Advanced NAC results were received from OPM.
Advanced NAC Result	Results requested when an employee needs an interim security clearance. Click the Favorable or Unfavorable radio button, as applicable.
Investigation Closed	Date OPM closed the BI.
Closed Received	Date the Closed Investigation was received from OPM or another investigating Agency.
Issue Code	Issue code that OPM assigned to the BI to represent the seriousness of the case. The magnifying glass takes the adjudicator to a subtab where they can select the Adjudicative Factors addressed in the BI.



Field	Description/Instruction
Adjudicator	Adjudicator assigned to work on the closed investigation.
Pending Adjudication	Date the adjudicator requested additional information from the subject or another source in order to complete the adjudication process. If a date is entered in this field, the adjudicator should complete the Adjudication Management subtab by selecting the magnifying glass.
Adjudicated	Date the adjudicator completed the adjudication of the BI.
Adj Determination	Click Favorable or Unfavorable , as applicable.
Adjudication Processing Time	Automatically calculates the number of days between the Investigation Closed date and the Adjudication date. This information will be used by PDSO to track the timeliness of adjudications per Office of Management and Budget standards.
Suitability Granted	Date PDSO or another authorized Agency approved or denied (based on button selection) Suitability for Public Trust cases.
Clearance Eligibility	Date of the most recent favorable adjudicated national security investigation and the date the employee became eligible for a security clearance even though one may not be required for their position at this time. Clearances may or may not be granted based on this favorable determination.
Adjudicating SOI	Identifies the Adjudicative Authority code and identifies which Agency handled the adjudication.
Reinvestigation Due	Date the employee is required to undergo a reinvestigation. This field is automatically calculated and populated. Reinvestigation Date is automatically calculated by using the following guidelines: If the Sens Level is Special-Sens (4) or Critical-Sens (3), the reinvestigation due date is 5 years from the Investigation Closed date. If the Sens Level is Non-Critical Sens (2), the reinvestigation due date is 10 years from the Investigation Closed date.
Other Action Taken	Reason why an investigation was canceled, not adjudicated, or placed as inactive.
Remarks	Additional details about a case that is not covered in the fields above.
User Id:	User ID of the person updating WebSETS.
Last Updated:	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).

For more information see:

To Access Investigation Tab28
Adjudicative Factors Detail Subtab.....28



Adjudication Management Detail Subtab31

To Access Investigation Tab

1. Click the **Investigation** tab to access.
2. Complete the necessary fields.
3. Click **Save** after entering or updating any information.

OR

Click **Delete** to delete the record.

Note: From the Investigation Detail, the Adjudicative Factors Detail subtab can be accessed by the Issue Code field and the Adjudication Management Detail subtab can be accessed by the Pending Adjudication field.

Adjudicative Factors Detail Subtab

The WebSETS Adjudicative Factors Detail subtab shown below will highlight the factors, either for security or suitability determinations, applied when adjudicating issues in a case.

Public Trust positions at the Moderate Risk and High Risk designation levels are adjudicated by the Personnel Security Branch according to Title 5 Electronic Code of Federal Regulations (eCFR) Part 731, Suitability, Subpart B, Suitability Determinations and Actions. Suitability is defined as identifiable character traits and conduct sufficient to determine whether an individual is likely or not likely to be able to carry out the duties of a Federal job with appropriate integrity, efficiency, and effectiveness.



National Security positions hold sensitivity levels of Noncritical-Sensitive, Critical-Sensitive, or Special-Sensitive, and they are evaluated against the Adjudicative Guidelines for Determining Eligibility for Access to Classified Information as revised on December 29, 2005. Access decisions take into account a person’s reliability, trustworthiness, and ability to protect classified information. Eligibility for access to classified information is predicated upon the individual meeting these personnel security guidelines.

Figure 9: Adjudicative Factors Detail Subtab

A description of the fields is provided below.

Field	Description
Suitability Factors	<ul style="list-style-type: none"> • Misconduct or Negligence in Employment • Criminal or Dishonest Conduct • Material Intentional False Statement or Deception or Fraud in Examination or Appointment • Refusal to Furnish Testimony • Alcohol Abuse • Illegal use of Narcotics Drugs or Other Controlled Substances • Knowing and Willful Engagement in Acts or Activities Designed to Overthrow the United States Government by force



Field	Description
	<ul style="list-style-type: none">• Statutory or Regulatory Bar
Security Factors	<ul style="list-style-type: none">• Guideline A: Allegiance to the United States• Guideline B: Foreign Influence• Guideline C: Foreign Preference• Guideline D: Sexual Behavior• Guideline E: Personal Conduct• Guideline F: Financial Considerations• Guideline G: Alcohol Consumption• Guideline H: Drug Involvement• Guideline I: Psychological Conditions• Guideline J: Criminal Conduct• Guideline K: Handling Protected Information• Guideline L: Outside Activities• Guideline M: Use of Information Technology Systems

For more information see:

To Access Adjudicative Factors Detail Subtab.....30

To Access Adjudicative Factors Detail Subtab

1. Click **Investigation** tab.
2. Click **magnifying glass** next to the Issue Code field.
3. Click **Save** after selecting the appropriate boxes under the Suitability Factors and/or Security Factors.
4. Complete the necessary fields. The user can also create a new record by clicking **Add**.



Adjudication Management Detail Subtab

The WebSETS Adjudication Management Detail subtab shown below tracks any correspondence item or action taken by the assigned adjudicator during the adjudication process with the subject of investigation or third party.

Figure 10: Adjudication Management Subtab

A description of the fields is provided below.

Field	Description
Type of Correspondence/Action	Drop-down field listing the type of correspondence.
Date of Action	Date an action is requested.
Days Allowed	Numeric field that will allow the adjudicator to specify the number of days allowed to complete the requested action.
Due Date	Automated field that shows the calculated due date (calendar days) of the requested action. $\text{Date of Action} + \text{Days Allowed} = \text{Due Date}$.
Response Date	Date a response is expected.



Field	Description
Remarks	Text field will allow sufficient space to enter three to four lines of text.
User Id:	User ID of the person updating WebSETS.
Last Updated:	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).

For more information see:

To Access Adjudication Management Detail Subtab 32

To Access Adjudication Management Detail Subtab

1. At the WebSETS Investigation tab, click the **Pending Adjudication** magnifying glass to access the Adjudication Management Detail subtab.
2. Complete the necessary fields.
3. Click **Save** after entering or updating any information.

OR

Click **Delete** to delete the record.



Clearance Tab

The Clearance tab shown below displays the employee’s security clearance data to include a subtab containing any Special Access, including SCI compartments, the employee has been granted access to. Users will have the ability to create a new clearance record from this page.

Figure 11: Clearance Tab

A description of the fields is provided below:

Field	Description/Instruction
Clearance Status	Status of an employee’s clearance as required by the Central Investigative and Clearance System. Active (A) - Any new clearance that has been granted. Revalidated (V) - Any existing clearance that has been revalidated following the favorable adjudication of an individual’s reinvestigation. Adm Withdrawn (W) - A clearance that is no longer active due to the individual’s separation (inactive) from USDA, separation from their position in USDA that required the security clearance, or if their position no longer requires a security clearance. Denied (D) - Any clearance request that was denied (not granted) due to a non-favorable adjudication of the individual’s BI.



Field	Description/Instruction
	<p>Expired (E) - A clearance that has not been revalidated due to not submitting new paperwork to initiate the individual's reinvestigation.</p> <p>Revoked (R) - A clearance that was granted, but has now been permanently revoked due to disqualifying factors that occurred after the clearance was initially granted.</p> <p>Suspended (S) - A clearance that was granted, but has now been temporarily suspended due to disqualifying factors that require additional investigation by personnel security and/or successful completion of a probationary period by the individual to mitigate the disqualifying factors such as rehabilitation.</p>
Effective	Date the security clearance status determination was made.
Clearance Type	<p>The type of clearance access an individual has been granted.</p> <p>Interim Access - When a security clearance is required prior to completion of the BI, an interim clearance may be granted provided the proper justification has been submitted and the investigation has been expedited. Interim clearance approvals are also based on a favorable review of the SF 86. A favorable review means that no derogatory information is discovered. If derogatory information is disclosed in the SF 86, an interim clearance request is denied.</p> <p>Temporary Access - "Per Executive Order 12968, in exceptional circumstances where official functions must be performed prior to the completion of the investigative and adjudication process, temporary access to classified information may be granted to an employee while the initial investigation is underway. When such eligibility is granted, the initial investigation shall be expedited. Security personnel authorized by the Agency head to make access eligibility determinations must find that such access: (1) is necessary to meet operational or contractual exigencies not expected to be of a recurring nature; (2) will not exceed 180 days; and (3) is limited to specific, identifiable information that is made the subject of a written access record."</p> <p>Final Access - The final, permanent security clearance granted based on a favorable adjudication. Reinvestigation requirements apply.</p>
Temp Clearance Expiration	180 days are automatically added to the Effective Date if the Clearance Type is temporary.
Clearance Level	Code for the National Security Clearance Level. The level of clearance an individual has been granted.
Granted By	<p>Agency that completed the BI.</p> <p>AT (Alcohol, Tobacco, Firearms and Explosives), BE (Bureau of Engraving and Printing), CI (Central Intelligence Agency), CO (Department of Commerce), CU (Customs and Border Protection), DE (Drug Enforcement Administration), DS (Defense Investigative Service), FB (Federal Bureau of Investigation), GA (Government Accountability Office), ID (Agency for International Development), IR (Internal Revenue Service), MS (U.S. Marshall Service), NI (Naval Investigative Service), NS (National Security Agency), OP (Office of Personnel Management), OT (Other), SS (Secret Service), ST (State Department)</p>



Field	Description/Instruction
Eligibility Exceptions	When the determination of eligibility for access is conditional, the fact of such conditional access shall be conveyed to any other Agency that considers affording the employee access to its information. This includes waivers (access eligibility granted or continued despite the presence of substantial issue information that would normally preclude access), conditions (access eligibility granted to continued with the provisions that one or more additional measures will be required, such as additional security monitoring, restrictions on access, and restrictions on an individual's handling of classified information), and deviations (access eligibility granted or continued despite either a significant gap in coverage, to include an overdue reinvestigation, or a significant deficiency in the scope of the investigation). Click Yes or No , as applicable.
Exception Type	Identifies the type of exception as Bond Amendments, Condition, Deviation or Waiver.
Please Call	Alerts users to contact the granting security office for information on waivers, conditions, deviations, suspensions of access, revocations of access, denials of access, and ongoing investigations that could affect the person's continued eligibility for access. Click Yes or No , as applicable.
Granted via Reciprocity	Clearance was granted under the reciprocity (based on another Agency's certification that an appropriate investigation and subsequent clearance was granted). Click Yes or No , as applicable. If Yes is selected, complete the information on the Reciprocity subtab by selecting the magnifying glass.
Special Access	Individual has been submitted for and/or been approved for access to SCI or access to DOE material. These programs apply to extraordinary security measures to protect extremely sensitive information. Specific details about the activity of this access and what compartments have been granted can only be viewed by authorized PDSD personnel on the Special Access subtab.
Certify a Clearance	Opens the Certificate of Clearance template used by PDSD to pass an individual's clearances to another Agency/company in order to attend classified meetings, conferences, seminars, and briefings or to gain building access.
Remarks	PDSD staff enters remarks as needed concerning the individual's security clearance.
User Id:	User ID of the last person updating WebSETS.
Last Updated:	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).

For more information see:

To Access Clearance Tab 36



Special Access Detail Subtab	37
Reciprocity Verification Detail Subtab.....	39

To Access Clearance Tab

1. Click the **Clearance** tab to access.
2. Complete the necessary fields.
3. Click **Save** after entering or updating any information.

OR

Click **Delete** to delete the record.

Note: From the Clearance Detail, the Special Access Detail subtab can be accessed under the Special Access? field.



Special Access Detail Subtab

The Special Access Detail subtab shown below displays the Special Access, including the SCI compartments, that an employee has been approved for by the Central Intelligence Agency (CIA) or Department of Energy (DOE). The page is accessed via the Clearance Detail tab under the Special Access field. An indication of **Yes** under the Special Access field does not indicate that an employee or contractor has been granted access to SCI. A **Yes** selection indicates that the employee or contractor has a record on the Special Access page and is in one of the stages (from Requested to Briefed) of SCI access. Contact PDSO for specific details regarding someone's access to SCI or any other Special Access. Only PDSO users will have the ability to view, create, and update records on this page.

Figure 12: Special Access Detail Subtab

A description of the fields is provided below.

Field	Description/Instruction
Compartment	Compartment the individual requires.
Requested	Date that PDSO submitted the compartment request to the CIA.
Approved	Date that CIA approved the individual's compartment request.



Field	Description/Instruction
Briefed	Date that PDSB briefed the individual regarding the approved compartment. The compartment is not active until the briefing is complete.
Revalidation	Date that special access has been revalidated.
Terminated	Date the individual's access to the compartment was terminated (either debriefed in person or administratively terminated) due to separation from USDA or change in position that on longer required such access.
Remarks	PDSB staff enters remarks as needed.
User Id:	User ID of the last person updating WebSETS.
Last Updated:	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).

For more information see:

To Access Special Access Detail Subtab..... 38

To Access Special Access Detail Subtab

1. At the Clearance Detail, select the magnifying glass located next to the Special Access record. To view an existing record, **Yes** must have been checked under Special Access.
2. At the Special Access Detail subtab complete the necessary fields.
3. Click **Save** after entering or updating any information.

OR

Click **Delete** to delete the record.



Reciprocity Verification Detail Subtab

The WebSETS Reciprocity Verification Detail subtab shown below displays any previous investigative actions taken by another Agency that will be used to grant reciprocity and eliminate duplicate investigative actions for both Public Trust and National Security positions. This page is accessible from the Entry on Duty Detail page, the Investigation Detail page, or the Clearance Detail page.

Figure 13: Reciprocity Verification Investigation Detail Subtab

A description of the fields is provided below.

Field	Description/Instruction
Investigating Agency	Select from the drop-down listing the investigating Agency.
Adjudicating Agency	Select from the drop-down listing the Agency with adjudicative authority.
Purpose of BI	Radio buttons to select either Public Trust or National Security. The default is blank, no section.
Closed BI	Date of closed BI.
Type of BI	Type of BI being requested. See <i>Types of Investigation - Others</i>



Field	Description/Instruction
	(Appendix A) (on page 81).
Favorable Adjudication	Response from the adjudicated authority.
Clearance Level	The level of clearance an individual has been granted.
Clearance Granted	Date clearance is granted.
Signed SF-312 Rec'd	Yes or No drop-down menu if SF 312, Classified Information Nondisclosure Agreement, is signed.
Adverse Clearance Action	Date of adverse clearance action.
Clearance Status	Clearance status of the employee.
SCI or SAP Cleared?	Yes or No options if SCI or Special Access Programs (SAP) cleared.
SCI/SAP Waivers, Deviations, or Conditions?	Yes or No options.
Any Non-U.S. Family Members?	Yes or No options.
Source Name/Agency	Source or Agency name.
Source Phone	Source phone number.
Source Fax	Source fax number.
Information Obtained	Date information is obtained.
Remarks	Remarks as needed, sufficient space to enter three to four lines of text.
User Id:	User ID of the last person updating WebSETS.
Last Updated:	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).

For more information see:

To Access Reciprocity Verification Detail Subtab.....41



To Access Reciprocity Verification Detail Subtab

1. At the Clearance Detail tab, select the magnifying glass located next to the Granted via Reciprocity record. At the Investigation Detail, select the magnifying glass located next to the Transfer Investigation? record. At the EOD tab, select the magnifying glass located next to the Transfer Investigation? record. To view an existing record, **Yes** must have been selected from the Granted via Reciprocity or the Transfer Investigation fields.
2. At the Reciprocity Verification Detail subtab, complete the necessary fields. The user can also create a new record by clicking **Add**.
3. Click **Save** after entering or updating any information.

OR

Click **Delete** to delete the record.

Briefing Tab

The Briefing tab shown below contains information on various security briefing types attended by the employee. Users can create a new record from this window.

USDA OCFO Security Entry Tracking System (SETS) Home Reports Admin Log out

Employee Detail Entry On Duty Security Pkg Investigation Clearance Briefing

Employee 11111 DOE, JOHN

Briefing Detail Add

Briefing Type Briefing Date Signed Non-Disclosure Agreement

Remarks

User Id: Last Updated:

[Frequently Asked Questions](#) | [Accessibility](#) | [Contact Us](#)

Figure 14: Briefing Tab



A description of the fields is provided below.

Field	Description/Instruction
Briefing Type	<p>Type of briefing the employee attended. Listed below is an explanation of the briefing types.</p> <ul style="list-style-type: none"> • Initial Security Indoc. Initial briefing conducted upon granting access to classified information to educate employees about individual responsibilities under Executive Order 12968 and to obtain a signed non-disclosure agreement. • Revalidation. Briefing conducted upon granting reinvestigated individuals access to classified information to educate the employees about individual responsibilities under Executive Order 12968 when no previously executed non-disclosure agreement is on hand. Employees shall not be granted access to classified information unless they have signed an approved nondisclosure agreement. • Annual Security Refresher. Refresher briefing covering security responsibilities provided annually to employees cleared for access to classified information. • Annual SCI Refresher. Initial and annual notification to all individuals, nominated for or holding SCI access approval, of their responsibility to report to their cognizant security officers any activities or conduct such as described in Annex C (Adjudication Guidelines for Determining Eligibility for Access to Classified Information) that could conflict with their ability to protect classified information from unauthorized disclosure, as stated on Director of Central Intelligence Directive (DCID) 6/4, Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information (SCI). • NATO. NATO security procedures are contained in the United States Security Authority for NATO Affairs, USSAN 1-69. Before gaining access to NATO information, all USDA personnel shall be briefed on NATO security procedures. • Debriefing. Upon termination of employment or contract responsibilities by separation, transfer, administrative downgrade action, or change in duties, must be provided to each employee or other individual with a security clearance a security debriefing explaining that their access to classified information has been removed and that they have a continuing responsibility to protect national security information. At the security debriefing, each individual shall sign the SF 312 acknowledging the debriefing and their continuing responsibility to protect classified information to which they can access. • Admin Debrief. Debriefing that was handled administratively by PDSO due to the subject leaving USDA prior to attending an in-person debriefing.
Briefing Date	<p>Date the employee attended a security briefing or debriefing. This date may be earlier than the Clearance Granted date on reinvestigation cases where the SF 312 was previously signed.</p>



Field	Description/Instruction
Signed Non-Disclosure Agreement	Date the individual signed the SF 312 or previous versions - SF 189, Classified Information Nondisclosure Agreement and SF 189A, Classified Information Nondisclosure Agreement (Industrial/Commercial/Non-Government).
Remarks	Enter remarks as needed by PDSD staff.
User Id:	User ID of the last person updating WebSETS.
Last Updated:	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).

For more information see:

To Access Briefing Tab.....43

To Access Briefing Tab

1. Click the **Briefing** tab to access.
2. Complete the necessary fields.
3. Click **Add** after entering or updating any information.

OR

Click **Delete** to delete the record.



Administrative Button

The WebSETS Administrative page shown below allows WebSETS Administrators to update data element codes and descriptions in the drop-down listing on the WebSETS pages.

The screenshot shows the 'Administrative' page of the Security Entry Tracking System (SETS). At the top, there are navigation buttons for Home, Reports, Admin, and Log out. Below the title bar, there are two dropdown menus: 'Screen Name' set to 'EMPLOYEE DETAIL' and 'List Name' set to 'POSITION SENSITIVITY'. The main content area features a table titled 'Admin Table List' with the following data:

Code	Description	Sequence	Active	Last Update Id	Last Update Time	Copy	Delete
1C	1C	0	Y	NFB56	11/8/2007 8:50:57 AM		
1N	1N	0	Y	NFB56	11/8/2007 8:50:45 AM		
2C	2C	0	Y	NFB56	11/8/2007 8:51:10 AM		
2N	2N	0	Y	NFB56	11/8/2007 8:51:06 AM		
3C	3C	0	Y	NFB56	11/8/2007 8:51:30 AM		
3N	3N	0	Y	NFB56	11/8/2007 8:51:16 AM		
4C	4C	0	Y	NFB56	11/8/2007 8:51:51 AM		
4N	4N	0	Y	NFB56	11/8/2007 8:51:38 AM		
5C	5C	0	Y	NFB56	11/8/2007 8:52:06 AM		
5N	5N	0	Y	NFB56	11/8/2007 8:52:01 AM		

Below the table is an 'Update Admin Table' form with an 'Add' button. The form includes a 'Position Sensitivity' field, a 'Sequence' field with the value '0', and an 'Active' field with radio buttons for 'Yes' and 'No'. There are also 'User Id:' and 'Last Updated:' labels.

Figure 15: Administrative Page

A description of the fields is provided below.

Field	Description/Instruction
Screen Name	Lists the WebSETS pages.
List Name	Identifies the risk levels.
Code	Stores data element codes.
Description	Identifies data element codes.
Sequence	The order in which data element codes appear.
Active	If active, click Yes or No as applicable.



Field	Description/Instruction
Last Update Id	User ID of the last person updating WebSETS.
Last Update Time	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).
Copy	Places a data element code in the List Name.
Delete	Deletes a line in the Admin Table list.
Position Sensitivity	Identifies the different levels of risk and sensitivity levels.
Sequence	The order in which the level of risk appears.
Active	If active, click Yes or No as applicable.
User ID:	User ID of the last person updating WebSETS.
Last Updated:	Date and time WebSETS was updated. (MM/DD/YYYY format for the date and 00:00:00 AM/PM format for time).

For more information see:

To Access the Administrative Button45

To Access the Administrative Button

1. Select **Admin** from the top right-hand corner of any page in WebSETS.
2. At the appropriate page, select the appropriate elements in the List Name for updating.
3. Press **Display** to go to the selected data element.
4. Click **Add** to add a record.

OR

Click **Copy** to copy a record.

OR

Click **Delete** to delete the record.



Agency Reports

Agency reports are accessible, with exceptions, by PDSD users, HR users, and Agency POC users. A user has the option to select **Reports** at the top of any of the WebSETS tabs.

Note: The **Reports** menu is accessible by all users except those in an Auditor role.

When pulling reports, please keep in mind the large number of records that are searched and the amount of results expected to avoid timeouts. It is best to run specific reports by one Agency at a time. For example, instead of running the Clearances by Agency report for all level of clearances, run separate reports for Top Secret holders and Secret holders.

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Periodic Reinvestigations

Periodic Reinvestigations - Report showing which employees are due for a reinvestigation within a particular Agency and automatically eliminates any inactive records. The reinvestigation date automatically calculates and populates in the Reinvestigation Due field from the Investigation Detail window.

SETS - Security Entry Tracking System								
Periodic Reinvestigations								
Sensitive Personnel Data - Use is Restricted								
Agency=XX Clr Level=ALL Risk Level=ALL From=9/1/20XX To=9/1/20XX								
SSN	Name	Agency	Risk Level	Clearance Level	Inv Type	Inv Closed	Sched Dt	ReInv Due
Total Records								

Figure 16: Periodic Reinvestigations

The following search options are included:

Field	Description/Instruction
SSN	Uses a part of the employee's SSN as identification.
Name	Employee name.
Agency	Agency identification code.
Risk Level	Identifies the levels of sensitivity (e.g., Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions).
Clearance Level	The levels of security clearance requested by the Agency.
Inv Type	Type of BI HR is requesting see <i>Types of Investigation - Others (Appendix A)</i> (on page 81).
Inv Closed	Date OPM closed the BI.
Sched Dt	Date a reinvestigation is scheduled to begin.
ReInv Due	Date of a reinvestigation.
Total Records	Total number of reinvestigations.

Note: This data will pull from the Risk/Sensitivity Level field under the Investigation Details page and not the Position Sensitivity Code controlled by HR on the Employee Details page.



Clearances by Agency

Clearances by Agency - Report allowing Agencies to pull clearance listings within their Agency; for example, all employees holding a Top Secret clearance and automatically eliminates any inactive records.

SETS - Security Entry Tracking System											
Clearances By Agency											
Sensitive Personnel Data - Use is Restricted											
Agency=ALL Duty Stn St=LA Duty City=NEW ORLEANS Grade=All Clr Level=ALL Clr Type=F Eff From= Eff To=											
Employee Id	Name	Position Title	Grade	Pers Type	Risk Level	Inv Type	Inv Closed	Clr Status	Effective Dt	Clr Type	Clr Level
XXXXX	Doe, John	ITSPEC APPSW	13	E	5	15	08/01/20XX	V		F	C
Total Records		1									

Figure 17: Clearances By Agency

The following search options are included:

Field	Description/Instruction
Employee Id	Uses a part of the employee's SSN as identification.
Name	Employee name.
Position Title	Employment title of an employee.
Grade	Grade level of an employee.
Pers Type	Type of personnel (e.g., Applicant, Contractor/Consultant, Service Employee, Volunteer, and other).
Risk Level	Identifies the level of sensitivity (e.g., Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions).
Inv Type	Type of BI being requested. See Types of Investigation - Others (Appendix A) (on page 81).
Inv Closed	Date the investigation is closed.
Clr Status	Status of an employee's clearance as required by the Central Investigative and Clearance System.
Effective Dt	Date the security clearance status determination was made.
Clr Type	Type of clearance an individual has been granted.
Clr Level	The level of clearance an individual has been granted (e.g., C (Confidential), S (Secret), T (Top Secret), IS (Interim Secret), and IT (Interim Top Secret)).
Total Records	Total number of clearances.



Overdue Appointment Security/Suitability Taskings

Overdue Appointment Security/Suitability Taskings - Report that lists new appointments placed in Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions that have not submitted new paperwork to initiate their suitability or security BI to PDSB within 14 days from appointment. This report automatically eliminates any inactive records.

Note: The Position Sensitivity Code queried in this report comes from the Employee Details tab. The Employee Initiated field for this report is pulled from the Security Package tab.

SETS - Security Entry Tracking System						
Overdue Appointment Security/Suitability Taskings						
Sensitive Personnel Data - Use is Restricted						
Agency=90 PosSens=ALL From Date=1/1/20XX To Date=1/1/20XX						
Employee Id	Name	Agency	Entered Agency	Position Title	Position Sensitivity	Employee Initiated
Total Records						

Figure 18: Overdue Appointment Security/Suitability Taskings

The following search options are included:

Field	Description/Instruction
Employee ID	Uses a part of the employee's SSN as identification.
Name	Employee name.
Agency	Agency identification code.
Entered Agency	Date parameters entered by the Agency.
Position Title	Employment position of employee.
Position Sensitivity	Identifies the level of sensitivity (e.g., Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions).
Employee Initiated	Date HR has tasked an employee to complete a security questionnaire via e-QIP or hard copy as permitted.
Total Records	Total number of records.



Overdue Appointment NACI Taskings

Overdue Appointment NACI Taskings - Report listing the names of new appointments placed in Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions that have not submitted new paperwork to initiate their suitability or security BI to PDSD within 14 days from appointment. This report automatically eliminates any inactive records.

Note: The Position Sensitivity Code queried in this report comes from the Employee Details tab. The Employee Tasked field for this report is pulled from the Security Package tab.

SETS - Security Entry Tracking System								Page 1
Overdue Appointment NACI Taskings								
Sensitive Personnel Data - Use is Restricted								
Agency=XXXX Days On Board >0 From Date=9/1/19XX To Date=9/16/20XX								
SSN Name	Agency	Agency Entered	Position Title	Position Sensitivity	Employee Tasked	Sent to OPM	Duty Station	
Total Records								

Figure 19: Overdue Appointment NACI Taskings

The following search options are included:

Field	Description/Instruction
SSN	Uses a part of the employee's SSN as identification.
Name	Employee name.
Agency	Agency identification code.
Entered Agency	Date parameters entered by the Agency.
Position Title	Employment position of employee.
Position Sensitivity	Identifies the level of sensitivity (e.g., Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions).
Employee Tasked	Date HR has tasked an employee to complete a security questionnaire via e-QIP or hard copy as permitted.
Sent to OPM	Date HR submitted forms to OPM to initiate an investigation.
Duty Station	Identifies the States or the United States territories.
Total Records	Total number of investigations.



Contractor Employees

Contractor Employees - Report listing Contractors/Volunteers within a particular Agency. This report automatically eliminates any inactive records.

SETS - Security Entry Tracking System						
Contractor Employees						
Sensitive Personnel Data - Use is Restricted						
Agency	Employee Id	Name	Personnel Type	Positive Sensitivity	Inv type	Inv Closed Date
XX	XXXXX	DOE, JIM	C			
XX	XXXXX	DOE, ANN	C			
XX	XXXXX	DOE, JAS	C			
XX	XXXXX	DOE, JANE	C		15	08/18/20XX
XX	XXXXX	DOE, JOHN	C		20	10/31/20XX

Figure 20: Contractor Employees

The following search options are included:

Field	Description/Instruction
Agency	Agency identification code.
Employee ID	Uses a part of the employee's SSN as identification.
Name	Employee name.
Personnel Type	Type of personnel (e.g., Applicant, Contractor/Consultant, Service Employee, Volunteer, and other).
Position Sensitivity	Identifies the level of sensitivity (e.g., Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions).
Inv type	Type of BI being requested. See <i>Types of Investigation - Others (Appendix A)</i> (on page 81).
Inv Closed Date	Date an investigation is closed.



Suitability/No Access Determinations by Agency

Suitability/No Access Determinations by Agency - A report allowing Agencies to pull suitability and no-access national security determinations within their Agency. This report eliminates all inactive records.

SETS - Security Entry Tracking System							
Suitability/No Access Determinations by Agency							
Sensitive Personnel Data - Use is Restricted							
Agency=90 Risk Level=ALL From=1/1/20XX To=1/1/20XX							
Employee Id	Name	Position Title	Risk/Sensitivity Level	Ivsg Type	Ivsg Closed	Adjudicated	Suitability Granted
Total Records							

Figure 21: Suitability/No Access Determinations by Agency

The following search options are included:

Field	Description/Instruction
Employee Id	Uses a part of the employee's SSN as identification.
Name	Employee name.
Position Title	Employment position of employee.
Risk/Sensitivity Level	Identifies the level of sensitivity (e.g., Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions).
Ivsg Type	Type of BI being requested. See <i>Types of Investigation - Others (Appendix A)</i> (on page 81).
Ivsg Closed	Date an investigation is closed.
Adjudicated	Date of the adjudication.
Suitability Granted	Agency enters the adjudication date parameters.
Total Records	Total number of investigations within an Agency.



Accessions

Accessions - A basic HR report on accessions, separations, and changes are included in this section.

SETS - Security Entry Tracking System							Page 1
Accessions							
Sensitive Personnel Data - Use is Restricted							
Agency=90 From Date=1/1/20XX To Date=1/1/20XX							
Agency	POI	Org Structure	Name	Employee Id	Nature of Action	Personnel Effective Dt	
Total Records							

Figure 22: Accessions

The following search options are included:

Field	Description/Instruction
Agency	Agency identification code.
POI	Personnel office identifier.
ORG Structure	Agency-assigned code for levels of the organizational structure.
Name	Employee name.
Employee Id	Uses a part of the employee's SSN as identification.
Nature of Action	Type of personnel action.
Total Records	Total number of personnel actions.



Investigations by Org Code

Investigations by Org Code - A report that allows HR offices to pull, by their Agency and then by the specific Org Structure Code, a list of completed investigations. This report automatically eliminates any inactive records.

SETS - Security Entry Tracking System										
Investigations By Org Code										
Sensitive Personnel Data - Use is Restricted										
(1)	Agency	Org Structure	Name	Emp Id	Position Title					
(2)	Risk Lvl	Clr Lvl	Inv Type	BI Sched	BI Closed	BI Adjud	Suit Granted	Clr Granted		
	XX	XX7040004015XXXX	Doe, John							ITSPEC APPSW
	5	C	15		08/01/20XX					
Total Records 1										

Figure 23: Investigations By Org Code

The following search options are included:

Field	Description/Instruction
Agency	Agency identification code.
Org Structure	Agency-assigned code for levels of the organizational structure.
Name	Employee name.
Emp Id	Uses a part of the employee's SSN as identification.
Position Type	Employment position of employee.
Risk Lvl	Identifies the level of sensitivity (e.g., Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions).
Clr Lvl	The levels of security requested by the Agency.
Inv Type	Type of BI being requested. See <i>Types of Investigation - Others (Appendix A)</i> (on page 81).
BI Sched	Date OPM scheduled the BI.
BI Closed	Date OPM completed the BI.
BI Adjud	Date the investigation was adjudicated.
Suit Granted	Agency enters the adjudication date parameters.
Clr Granted	The level of security clearance granted.
Total Records	Total number of completed investigations.



Agency Stats

Agency Stats - Report similar to the PDSO Stats report that is currently available under Administrative reports, this report that shows, within any timeframe, the number of forms submitted to OPM, the number of closed cases received, and the number of completed adjudications by each Agency from the EOD tab.

The results on this report are reflected as totals and not lists of records. This report should include all records (e.g., active, inactive, historical).

SETS - Security Entry Tracking System				
Agency Stats				
Sensitive Personnel Data - Use is Restricted				
Agency: XX	From Date: 1/1/20XX		To Date: 1/1/20XX	
Total Forms Rec'd by HR	Total Forms Sent to OPM	Average Forms Processing Days	Total Unacceptable Forms Returned	Investigations Closed Total
0	11	0	0	31
Total Pending Adjudications Actions	Total Adjudications Completed	Average Adjudication Processing Days	Total Favorable Determinations	Total Denied Determinations
1	22	52	0	0
Total Initiations	Total Forms Received	Total Forms To PDSO	Average Number Of Days to Process	
162	0	418	0	

Figure 24: Agency Stats

The following search options are included:

Field	Description/Instruction
Agency	Agency identification code.
From Date:	Date calculations start.
To Date:	Date calculations end.
Total Forms Rec'd by HR	Total number of forms received by HR.
Total Forms Sent to OPM	Total number of forms sent to OPM.
Average Forms Processing Days	The average number of days a form is received by PDSO and is sent to OPM.
Total Unacceptable Forms Returned	Total number of unacceptable records returned.
Investigations Closed Total	Total number of closed investigations.
Total Pending Adjudications Actions	Pending adjudications with past due response deadlines.
Total Adjudications Completed	Total number of adjudications completed.



Field	Description/Instruction
Average Adjudication Processing Days	Average time between the Investigation Closed and Adjudicated dates.
Total Favorable Determinations	Number of adjudications approved on the EOD tab.
Total Denied Determinations	Number of completed NAC/NACI adjudications denied on the EOD table.
Total Initiations	Total number of initiations by employees.
Total Forms Received	Total number of forms received by the POC.
Total Forms To PDSD	Total number of forms received by PDSD.
Average Number Of Days to Process	The average number of days a certified form is released and PDSD receives it.

A list of calculations are as follows:

- Number of Total Forms Rec'd by HR:** Within the date parameters, number of records with a date (Not NULL) in the Received by HR field.
- Number of Forms Sent to OPM:** Within the date parameters, number of records completed (Not NULL) under the Sent to OPM field.
- Average Forms Processing Time:** Within the date parameters, average time between the Received by HR and Sent to OPM dates.
- Number of Unacceptable Forms Returned:** Within the date parameters, number of records completed (Not NULL) under the Returned Unacceptable field.
- Number of Investigations Closed:** Within the date parameters, number of records completed (Not NULL) under the NAC/NACI Closed field.



- Number of Pending Adjudication Actions:** Within the date parameters, number of records with a date (Not NULL) in the Pending Adjudication field.
- Number of Adjudications Completed:** Within the date parameters, number of records completed (Not NULL) under the NAC/NACI Adjudicated field.
- Average Adjudication Processing Time:** Within the date parameters, average time between the NAC/NACI Closed and NAC/NACI Adjudicated dates.
- Number of Favorable Determinations:** Within the date parameters, number of adjudications with Approved selected on the EOD tab.
- Number of Denied Determinations:** Within the date parameters, number of record with a completed NAC/NACI Adjudicated date with Denied selected on the EOD tab.

Low Risk Determinations by Agency

Low Risk Determinations by Agency - Similar to the existing report for Suitability/No-Access Determinations Report. This report allows you to run a report, within any timeframe, to show who was found favorable to occupy a Low Risk position as shown on the Employee Detail tab. This report eliminates all inactive records.

SETS - Security Entry Tracking System							
Low Risk Determinations by Agency							
Sensitive Personnel Data - Use is Restricted							
Agency=XX From=9/1/19XX To=9/22/20XX							
Empl Id	Name	Position Title	POI	Duty State	Duty City		
Risk/Sens Level	Ivsg Type	Ivsg Closed	Adjudicated	Suit Granted	Adjudicator		
XXXX	DOE, JAS	CONTRACTOR	52XX				
2C		04/30/19XX	01/20/19XX				
XXXX	DOE, JIM	CONTRACTOR	52XX				
		01/26/19XX	02/03/19XX				
XXXX	DOE, JANE	CONTRACTOR	52XX				
		11/08/19XX	12/29/19XX				
XXXX	DOE, JOHN	CONTRACTOR	52XX				
		11/10/19XX	01/06/20XX				

Figure 25: Low Risk Determinations by Agency



The following search options are included:

Field	Description/Instruction
Empl Id	Use part of the employee's SSN as identification.
Name	Employee name.
Position Title	Employment position of the employee.
POI	Personnel office identifier.
Duty State	The employee's employment location by State.
Duty City	The employee's employment location by city.
Risk/Sens Level	Identifies the level of sensitivity (e.g., Moderate Risk, High Risk, Non-Critical Sensitive, Critical Sensitive, or Special Sensitive positions).
Ivsg Type	Type of BI being requested. See <i>Types of Investigation - Others (Appendix A)</i> (on page 81).
Ivsg Closed	Date an investigation is closed.
Adjudicated	Date of the adjudication.
Suit Granted	Agency enters the adjudication date parameters.
Adjudicator	The individual assigned to the adjudication.

HR Staff Stats PT and NS Initiation Totals

HR Staff Stats PT and NS Initiation Totals - Similar to the PDS D Stats - Forms report under the Administrative reporting section. This report shows all completed actions that a Reviewer or a Specialist has accomplished in a given timeframe in HR per the EOD. This report does not eliminate inactive records.

SETS - Security Entry Tracking System			
HR Staff Stats			
PT and NS Initiation Totals			
<small>Sensitive Personnel Data - Use is Restricted</small>			
Reviewer	Agency: XX	From Date: 9/3/19XX	To Date: 9/16/20XX
			Total Initiated 0

Figure 26: HR Staff Stats PT and NS Initiation Totals

The following search options are included:



Field	Description/Instruction
Agency	Agency identification code.
From Date:	Enter date parameters showing the date an initiation begins.
To Date:	Enter date parameters showing the date an initiation ends.
Reviewer	Enter name of reviewer.
Total Initiated	Enter total number of adjudications initiated by employee.



Employee Investigations/PSD

Employee Investigations/PSD - Report showing, by selected Agency, the position sensitivity level (from the Employee Detail tab) of an employee based on the investigation that was conducted. Agencies can use this report to correct discrepancies with the position designation that originates in the Position Management System Online (PMSO) (or entered manually in WebSETS for contractors). To view and/or print PMSO, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the PMSO manual located under the HR and Payroll Processing publication category.

SETS - Security Entry Tracking System									Page 1
Employee Investigations/PSD									
Sensitive Personnel Data - Use is Restricted									
(1) Name	Org Struct	PSD	Emp Id	Position Title	Enter Agcy				
(2) NAC Inv Type	NAC Sched	NAC Closed	NAC Adjud	BI Inv Type	BI Sched	BI Closed	BI Adjud		
AAA, BBBB			1C	11111					
EMPLOYEE, FOREIGN				22222	RESEARCH CORRESPONDENT				
DOE, JOHN			1C	33333	GREEN OFFICER				
KNIGHT, DARK			6C	44444	MYSTERIOUS DETECTIVE				
TEST-TESTER, TESTY			1C	55555	ADVISORY COMMITTEE MEMBER				
TESTER, CRABBY			1C	66666					
TESTER, FRANK			1C	77777	WORKER				
TESTUS, AUGUSTUS			1C	88888	TESTER SUPREME			06/01/20XX	
TESTY TESTER, AREAL			1C	99999	SUPVY QUALITY ASSURANCE TEST ANALYST				
DOE, COURTNEY			1C	XXXXX	30 ACTRESS FOR THE DEPARTMENT OF AGRICULT				
DOE, CAROLE	900000000000000000		1N	XXXXX	PROGRAM ASST			09/21/19XX	
DOE, JON	900000000000000000		3N	XXXXX	DEPUTY CHIEF FINANCIAL OFFICER			06/28/19XX	
DOE, SHERRI	900000000000000000		1N	XXXXX	25 PROG ASST			09/29/20XX 02/28/20XX 03/12/19XX	
DOE, GEORGE	900000000000000000		6N	XXXXX	CONTRACTOR				
DOE, GLORIA	900000000000000000			XXXXX	25 11/02/20XX			02/18/20XX	
DOE, BRYAN	900000000000000000			XXXXX				07/03/20XX	
DOE, SAMUEL	900000000000000000			XXXXX	CONTRACTOR			03/17/20XX	
DOE, MICHAEL	900000000000000000			XXXXX	CONTRACTOR				
DOE, ANDRE	900000000000000000	05/04/19XX	06/23/19XX	01/08/19XX	5C				
		12/10/19XX	12/29/19XX						

Figure 27: Employee Investigations/PSD

The following search options are included:

Field	Description/Instruction
Name	Employee name.
Org Struct	Agency organizational structure code.
PSD	The position sensitivity designation code of an employee.
Emp Id	Employee name. Uses a part of the employee's SSN as identification.



Field	Description/Instruction
Position Title	Employment position of an employee.
Enter Agcy	Agency enters the date parameters.
NAC Inv Type	Code that identifies the type of investigation.
NAC Sched	Date the NAC investigation is scheduled.
NAC Closed	Date the NAC investigation is closed.
NAC Adjud	Date the NAC investigation is adjudicated.
BI Inv Type	Type of BI being requested. See <i>Types of Investigation - Others (Appendix A)</i> (on page 81).
BI Sched	Date the BI is scheduled.
BI Closed	Date OPM closed the BI.
BI Adjud	Date the BI is adjudicated.



Received by HR Chart

Received by HR Chart - a graphic bar chart that shows, by selected Agency and the EOD, any active records and any personnel type which has a date in the Received by HR field with **no date** in the Sent to OPM field.

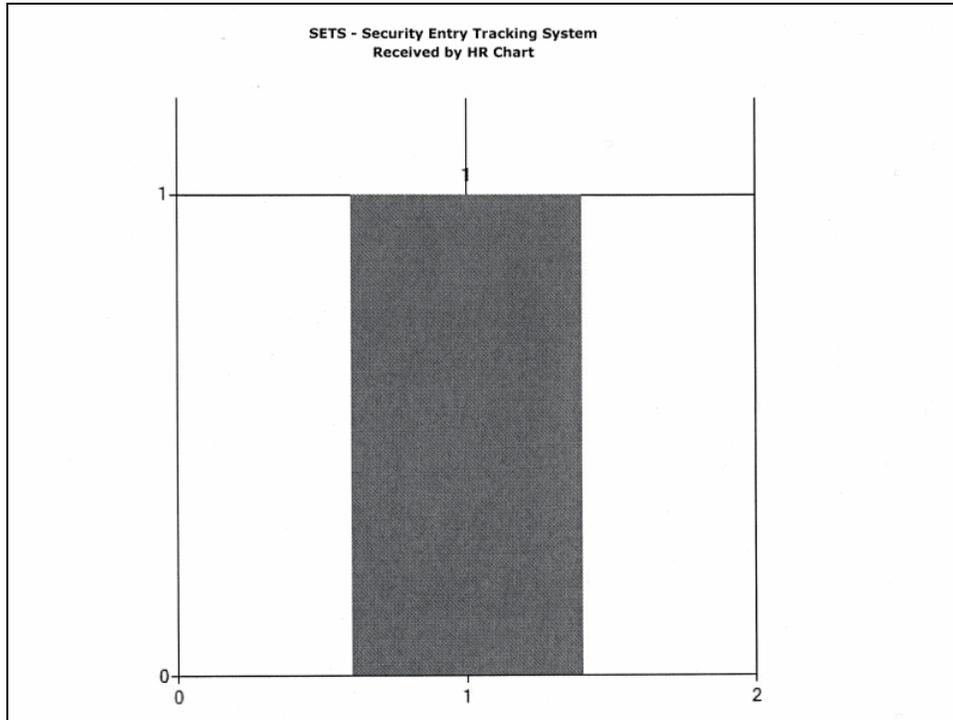


Figure 28: Received by HR Chart

Investigations on Hand Chart

Investigations on Hand Chart - a graphic bar chart that shows, by selected Agency and the EOD, any active records or personnel type which have a date in the Investigation Closed field with **no date** in the Investigation Adjudicated field.

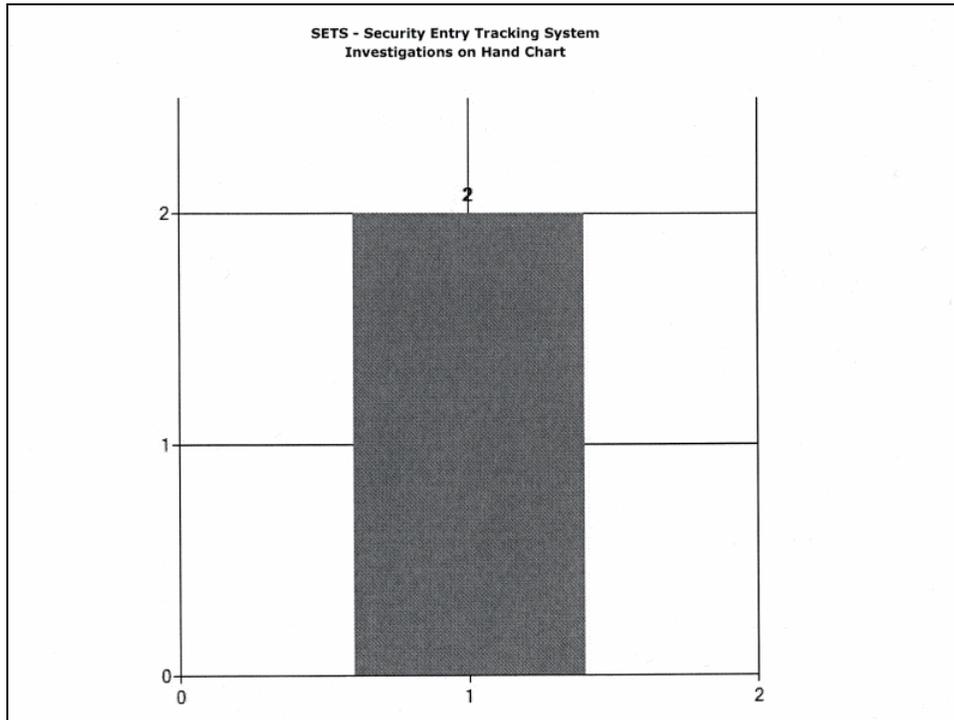


Figure 29: Investigations on Hand Chart

Central Verification System (CVS)

Central Verification System (CVS) - A system that provides information on existing investigations, which includes records from JPAS. Security clearance information in WebSETS is sent electronically in a batch file to OPM to update CVS on a monthly basis.

Note: A sample of the data files is not provided due to PII within the data files.



Administrative Reports

Administrative reports are only accessible by PDSD users. A user has the option to select **Reports** at the top of any of the WebSETS tabs.

Note: The **Reports** menu is accessible by all users except those in an Auditor role.

When pulling reports, please keep in mind the large number of records that are searched and the amount of results expected to avoid timeouts. It is best to run specific reports by one Agency at a time. For example, instead of running the Clearances by Agency report for all level of clearances, run separate reports for Top Secret holders and Secret holders.

This section includes the following topics:

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Annual Security Briefings - ANNUAL SEC REFRESHER	77
Open Reciprocity Requests	78
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Closed Cases on Hand by Adjudicator

Closed Cases on Hand by Adjudicator - A bar chart showing how many closed cases are assigned to each adjudicator that have had no action (no date in the Pending Adjudication field on the EOD tab) taken on them.

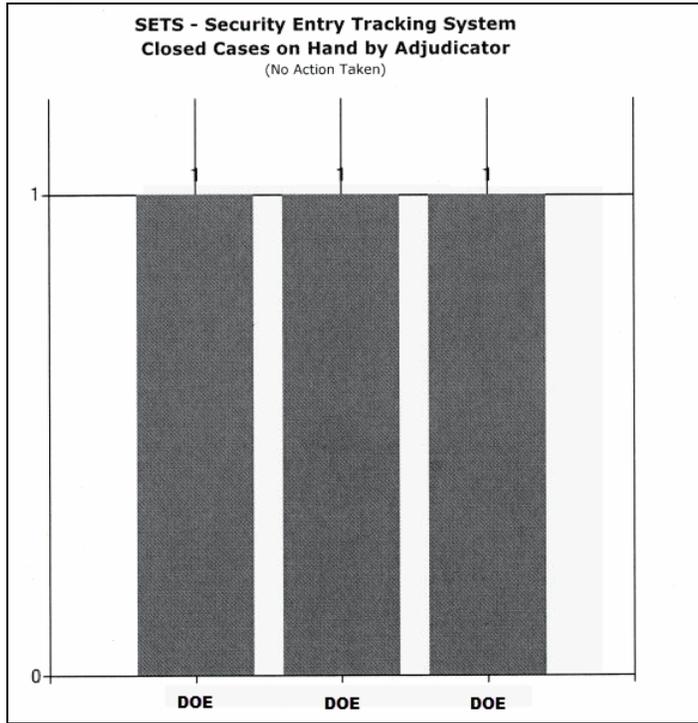


Figure 30: Closed Cases on Hand by Adjudicator



Forms on Hand by Reviewer

Forms on Hand - A bar chart showing how many forms are assigned to each reviewer that have had no action (no date in the Pending Corrections field on the Pending Corrections tab) taken on them.

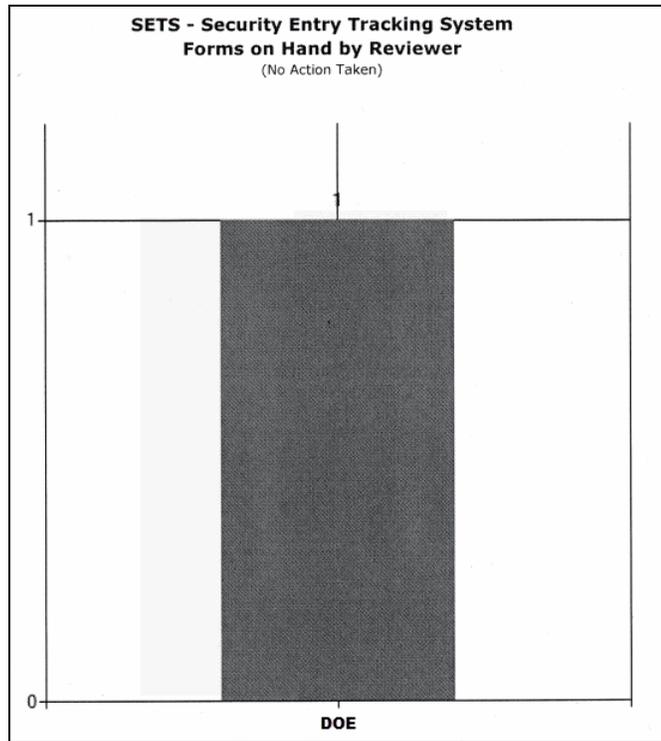


Figure 31: Forms on Hand by Reviewer



Overdue Staff Actions - Forms

Overdue Staff Actions - Forms - Report showing any overdue actions that a Reviewer or a Specialist has assigned to them. These reports will automatically eliminate any inactive records. A drop-down is available listing the types of overdue actions a user can search by such as Forms, Closed Investigations, Pending Adjudications, etc., and reviewers and adjudicators.

SETS - Security Entry Tracking System						
Overdue Staff Actions - Forms						
Sensitive Personnel Data - Use is Restricted						
Employee Id	Name	VIP	Agency	Signed Release Dt	Pending Corrections	Reviewer
Total Records						

Figure 32: Overdue Staff Actions - Forms

The following search options are included:

Field	Description
Employee Id	Uses a part of the employee's SSN as identification.
Name	Employee name.
VIP	Identifies employee type as ATAC/APAC , BSL-3 , Political Appointee or PRT .
Agency	Agency identification code.
Signed Release Dt	Date the release of the overdue action was signed.
Pending Corrections	Date corrections are completed.
Reviewer	Individual assigned to review overdue actions.
Total Records	Total number of overdue actions.

The following are explanations of each overdue action selections:

- **Forms** - Selecting this search criterion under Overdue: shows all forms that have not been submitted to OPM within the timeframe goal of 14 days by Reviewer.



- Closed Investigations - Selecting this search criterion under Overdue: shows all closed investigations that have not been adjudicated within the timeframe goal of 30 days from the OPM Closing BI date by Adjudicator.
- Pending Adjudications - Selecting this search criterion under Overdue: shows all pending adjudications that have past due response deadlines.
- Suitability Certificates - Selecting this search criterion under Overdue: shows all completed Public Trust adjudications where the signed Certificate of Suitability has not been returned within 5 days from the adjudication date.
- Clearance Certificates - Selecting this search criterion under Overdue: shows all completed national security adjudications where the signed Certificate of Clearance has not been returned within 5 days for No Access cases and within 30 days for cases requiring a security briefing.
- Staff Stats by Reviewer - This report shows all completed actions that a Reviewer has accomplished in a given timeframe. If the user selects a name under REVIEWER, the report will produce numbers for the Pending Corrections and the Forms to OPM fields.
- Staff Stats by Adjudicator - This report shows all completed actions that a Specialist has accomplished in a given timeframe. If the user selects a name under ADJUDICATOR, the report will produce the total number of Pending Adjudication, Adjudicated, Suitability Granted, and Clearance Eligibility actions.

Overdue OPM Actions

Overdue OPM Actions - Report showing investigative requests submitted to OPM by PDSO that have not been completed (closed) within the requested timeframe (Day Service). This report automatically eliminates any inactive records.

Public Trust selections pulls all records with a Risk/Sens Level of Moderate Risk or High Risk from the Investigations tab and National Security selections pulls all records with a Risk/Sens Level of Noncritical Sens, Critical Sens, or Special Sens.



If the Day Service field from the Investigation tab has Priority selected, the report lists all records where a form was submitted to OPM over 90 days ago. If the Day Service search field has Standard selected, the report should list all records where a form was submitted to OPM over 180 days.

SETS - Security Entry Tracking System							Page 1
Overdue OPM Actions							
Sensitive Personnel Data - Use is Restricted							
SSN	Name	DOB	Sent to OPM	Ivsg Type	Day Service	Investigation Scheduled	Ivsg Closed Pending
Total Records							

Figure 33: Overdue OPM Actions

The following search options are included:

Field	Description/Instruction
SSN	Uses a part of the employee's SSN as identification.
Name	Employee name.
DOB	Employee date of birth.
Sent to OPM	Date HR submitted forms to OPM to initiate an investigation.
Ivsg Type	Type of BI being requested. See <i>Types of Investigation - Others (Appendix A)</i> (on page 81).
Day Service	Select Priority or Standard .
Investigation Scheduled	Date an investigation is scheduled.
Ivsg Closed Pending	Date the investigation is expected to close.



PDSD Stats - Forms

PDSD Stats - Forms - Reports reflecting results as totals. This report does not eliminate inactive records from its totals.

SETS - Security Entry Tracking System					
PDSD Stats - Forms					
Sensitive Personnel Data - Use is Restricted					
From Date	To Date	Total Forms Rec'd by PDSD	Total Forms Sent to OPM	Total Unacceptable Forms Returned	Average Forms Processing Time
1/1/20XX	1/1/20XX	3697	3196	44	15
Agency	Forms Rec'd by PDSD Per Agency				
DA	75				
ES	4				
FA	47				
HL	11				
IT	40				
NA	2				
01	19				
02	94				
03	141				
05	13				
07	157				
08	3				
10	307				
11	503				
13	2				
14	2				
15	4				
16	262				
18	4				
20	11				
22	9				
23	97				
30	204				
32	4				
34	873				
36	32				
37	344				
38	3				
42	2				
90	418				
98	1				
Submitting Office Nbr	Forms Rec'd by PDSD By SON				
	3688				

Figure 34: PDSD Stats - Forms

The following search options are available:

Field	Description/Instruction
From Date	Date calculations start.
To Date	Date calculations end.
Total Forms Rec'd by PDSD	Total number of forms received by PDSD.
Total Forms Sent to OPM	Total number of forms sent to OPM.
Total Unacceptable Forms Returned	Total number of records under under the Return Unacceptable field.
Average Forms Processing Time	The average time a form is received by PDSD and the time the form is sent to OPM.



Field	Description/Instruction
Agency	The Agency submitting the form.
Forms Rec'd by PDSB Per Agency	Total number of forms received from an Agency.
Submitting Office Nbr	Agency SON.
Forms Rec'd by PDSB By SON	Total number of submissions to OPM by SON.

A list of calculations are as follows:

Number of Total Forms Rec'd by PDSB:

Within the date parameters, number of records completed (Not NULL) under the Received by PDSB field.

Number of Forms Rec'd by PDSB per Agency:

Break out Total Forms Rec'd by PDSB result into how many were received from each Agency.

Number of Forms Sent to OPM:

Within the date parameters, number of records completed (Not NULL) under the Sent to OPM field.

Average Forms Processing Time:

Within the date parameters, average time between the Received by PDSB and Sent to OPM dates.

Number of Unacceptable Forms Returned:

Within the date parameters, number of records completed (Not NULL) under the Returned Unacceptable field.

Number of Investigations Closed:

Within the date parameters, number of records completed (Not NULL) under the Investigation Closed field.

Number of Adjudications Completed:

Within the date parameters, number of records completed (Not NULL) under the Adjudicated field.



Average Adjudication Processing Time (Closed to Adjudication):	Within the date parameters, average time between the Investigation Closed and Adjudicated dates.
Average Adjudication Processing Time (Receipt to Adjudication):	Within the date parameters, average time between the Closed Received and Adjudicated dates.
Number of Suitability Factors Addressed by Type:	Broken out by each factor, total number of times a factor was addressed within the given timeframe; timeframe based on Adjudicated field.
Number of Security Factors Addressed by Type:	Broken out by each factor, total number of times a factor was addressed within the given timeframe; timeframe based on Adjudicated field.
Number of Letter of Interrogatories (LOI) Issued:	Within date parameters, number of records that have Letter of Interrogatory (LOI) selected under the Type of Correspondence/Action field on the Adjudication Management subtab.
Number of Statement of Reasons (SOR) Issued:	Within date parameters, number of records that have Statement of Reasons (SOR) selected under the Type of Correspondence/Action field on the Adjudication Management subtab.
Number of Drug & Alcohol Questionnaires Issued:	Within date parameters, number of records that have Drug & Alcohol Questionnaire selected under the Type of Correspondence/Action field on the Adjudication Management subtab.



Number of Drug & Alcohol Questionnaires Issued:

Within date parameters, number of records that have Drug & Alcohol Questionnaire selected under the Type of Correspondence/Action field on the Adjudication Management subtab.

Number of Dual Citizenship Questionnaires Issued:

Within date parameters, number of records that have Dual Citizenship Questionnaire selected under the Type of Correspondence/Action field on the Adjudication Management subtab.

Number of Interim Clearances Granted:

Within the date parameters, number of interim clearances granted broken down by clearance levels Confidential, Secret, and Top Secret; select Interim under the Clr Type field and then separate between Clr Type.

Number of Conditional Clearances Granted

Number of records that have **Yes** selected under the Eligibility Exceptions field on the Clearance tab and the Effective date is within the date parameters.

Number of Final Clearances Granted:

Within the date parameters, number of Final clearances granted broken down by clearance levels Confidential, Secret, and Top Secret; select **Final** under the Clr Type field and then separate between Clr Type.

Number of Clearances Suspended:

Number of records that have Suspended selected under the Clearance Status field on the Clearance tab and the Effective date is within the date parameters.

Number of Clearances Revoked:

Number of records that have Revoked selected under the Clearance Status field on the Clearance tab and the Effective date is within the date parameters.



Number of Clearances Denied:	Number of records that have Denied selected under the Clearance Status field on the Clearance tab and the Effective date is within the date parameters.
Number of Suitability Determinations:	Within the date parameters, number of Suitability determinations approved broken down by risk levels; Records with Suitability Granted field completed (NOT NULL) and then separated between Risk/Sensitivity Level moderate or high risk.
Number of SCI Briefings:	Within the date parameters, number of employees/contractors who were Briefed into Special Access, regardless of compartment received, as shown under the Special Access tab.
Number of SCI Terminations:	Within the date parameters, number of employees/contractors who were Terminated from Special Access, regardless of compartments held, as shown under the Special Access tab.
Number of Annual Refresher Briefings:	Within the date parameters, number of employees/contractors who received their Annual Security Refresher briefing as shown under the Briefing tab.
Number of Collateral Debriefings:	Within the date parameters, number of employees/contractors who received a Debriefing as shown under the Briefing tab.
Number of Reciprocity Actions:	Within the date parameters, number of clearances granted where the Yes box is checked under Granted via Reciprocity field.



Field	Description/Instruction
Terminated	Date the special access ends. The Terminated option pulls all records that have a date in the Terminated field.
Comp Type	Identifies the compartment levels: BYE, HCS, SI, G, TK, Q, and ALL.
Remarks	Additional details about a special access request.

Annual Security Briefings - ANNUAL SEC REFRESHER

Annual Security Briefings - ANNUAL SEC REFRESHER - Report listing all individuals who are due for an annual security briefing. This report automatically eliminates any inactive records.

SETS - Security Entry Tracking System						
Annual Security Briefings - ANNUAL SEC REFRESHER						
Sensitive Personnel Data - Use is Restricted						Page 1
Agency=xx From Date=9/1/19xx To Date=9/16/20xx						
Employee Id	Name	Position Title	Clearance Status	Clearance Level	Effective Dt	Last Briefing Dt

Figure 36: Annual Security Briefings - ANNUAL SEC REFRESHER

The following search options are available:

Field	Description/Instruction
Employee Id	Uses a part of the employee's SSN as identification.
Name	Employee name.
Position Title	Employment title.
Clearance Status	Identifies the status of an employee's clearance.
Clearance Level	The levels of security clearance requested by the Agency.
Effective Dt	Date clearance was granted.
Last Briefing Dt	Date access has been reviewed.

Note: If the selected Briefing Type is Annual Security Refresher, the system pulls any records where the latest Initial Security Indoc, Revalidation, or Annual Security Refresher is dated over a year from the selected parameters.



Open Reciprocity Requests

Open Reciprocity Requests - Report listing all reciprocity requests that have not been completed (adjudicated). This report will automatically eliminate inactive records.

SETS - Security Entry Tracking System						
Open Reciprocity Requests						
Sensitive Personnel Data - Use is Restricted						
Employee Id	Name	Agency	Risk/Sens Lvl	Clr Lvl	Reqd	Received Dt
Adjudicator						
XXXXX	Doe, John	90	2	S		04/01/20XX
XXXXX	Doe, Jane	90	5	C		03/01/20XX
Total Records 2						

Figure 37: Open Reciprocity Requests

The following search options are available:

Field	Description/Instruction
Employee Id	Uses a part of the employee's SSN as identification.
Name	Employee name.
Agency	Agency identification code.
Risk/Sens Lvl	Identifies the level of risk.
Clr Lvl Reqd	The levels of security clearance requested by the Agency.
Received Dt	Date reciprocity request received.
Adjudicator	Name of individual assigned.



Unacceptable Forms

Unacceptable Forms - Report that pulls any active record that has a date in the Returned Unaccepted field on the EOD tab and **no date** in the Resent to OPM field.

SETS - Security Entry Tracking System					
Unacceptable Forms					
Sensitive Personnel Data - Use is Restricted					
SSN	Name	Agency	Submitted to OPM	Returned Unacceptable	Reviewer
XXXXXX	Doe, J.	96		05/28/XXXX	
XXXXXX	Doe, E.	96		06/14/XXXX	
Total Records 2					

Figure 38: Unacceptable Forms

The following search options are available:

Field	Description/Instruction
SSN	Uses a part of the employee's SSN as identification.
Name	Employee name.
Agency	Agency identification code.
Submitted to OPM	Date the unacceptable form is submitted to OPM.
Returned Unacceptable	Date the form is returned by OPM.
Reviewer	Name of individual assigned to review.



Appendixes

This section includes the following topics:

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Types of Investigation - Others (Appendix A)

Public Trust Positions

Minimum Background Investigation (MBI-15)	The MBI is the initial investigation for the Moderate Risk Public Trust position. Use the SF 85P to request this investigation. Case service code A does not relate to case completion time; rather it refers to expedited law record searches.
National Agency Check with Local Agency Check and credit (NACL-08)	The NACL-08 is the proposed reinvestigation type for Moderate Risk Public Trust positions. Use the SF 85P to request this investigation.
BI-25	The BI is the initial investigation for High Risk positions. Use the SF 85P to request this investigation.
Periodic Reinvestigation (PRI-11)	The PRI is the proposed reinvestigation type for High Risk Public Trust positions. Use the SF 86P to request this investigation.

National Security Position

Access National Agency Check and Inquires (ANACI-09)	The ANACI is the initial investigation for Non-Critical Sensitive positions at the Confidential or Secret level. Use the SF 86 to request this investigation.
NACL-08	The NACL-08 is the reinvestigation type for Non-Critical Sensitive positions at the Confidential or Secret level. Use the SF 86 to request this investigation.
Single Scope Background Investigation	The SSBI is the initial investigation for Critical Sensitive or Special Sensitive positions at the Top Secret or TS/SCI level. Use the SF 86 to request this



(SSBI-30)	investigation.
SSBI-Periodic Reinvestigation (SSBI-PR-18)	The SSBI-PR is the reinvestigation type for Critical Sensitive or Special Sensitive positions at the Top Secret (TS) or TS/SCI level if there are self-disclosed security concerns on the questionnaire. Use the SF 86 to request this investigation.
Phased Period Reinvestigation (PPR-09)	The PPR is the reinvestigation type for Critical Sensitive or Special Sensitive positions at the TS or TS/SCI level if there are no self-disclosed security concerns on the questionnaire. Use the SF 86 to request this investigation.

Highlights

Eliminated Investigations

- Limited Background Investigation (LBI)
- Periodic Reinvestigation and Residence Coverage (PRIR)
- Public Trust-Special Background Investigation (PTSBI)
- Background Upgrade Investigation (BGI)

Reciprocity

There will be no negative effect on reciprocity as a result of the aligned OPM investigative products as of fiscal year 2011. All old investigations will stand. For example, we can accept a previously completed LBI for a Moderate Risk Public Trust position.

OPM Extra Coverage Codes (Appendix B)

Code	Definition
1	Overseas (Subject and Spouse)
2	Credit
3	Advanced Report of NAC
4	Managerial and Supervisory
5	Public Contact
6	Law Enforcement



- 7** Attached Information, Issues, or Requests by the Agency
- A** Investigator Positions
- B** Astronaut Positions
- C** Fellow Positions
- D** Executive Exchange Positions
- E** Activities in Hostile Countries
- F** Central Intelligence Agency (CIA)
- G** Spouse CIA
- H** Immigration and Naturalization Service (INS)
- I** Spouse INS
- J** Selective Service
- K** State Department Security
- L** Bureau of Vital Statistics
- M** Lexis/Nexis
- N** Pre-Appointment Investigation
- P** Drug Enforcement Agency (DEA) Special Agent Update
- Q** DEA Special Agent Applicant
- R** By-Pass Administrative Edits in Data Entry
- X** Schedule FP/FBI Items; Agency will reimburse OPM.
- Y** Criminal Justice Position

Other Investigating Agency (Appendix C)

Code	Definition
AC	ACTION
AT	Alcohol, Tobacco, Firearms and Explosives
BE	Bureau of Engraving and Printing
CI	Central Intelligence Agency



CO	Department of Commerce
CU	Customs and Border Protection
DE	Drug Enforcement Agency
DS	Defense Investigative Service
FB	Federal Bureau of Investigation
GA	Government Accountability Office
ID	Agency for International Development
IR	Internal Revenue Service
MS	U. S. Marshal Service
NI	Naval Investigative Service
NS	National Security Agency
OP	Office of Personnel Management
OT	Other
SS	Secret Service
ST	State Department

Role Definitions (Appendix D)

PDSD Administrator - The PDSD Administrator role allows for full editing access to the system to include all pages and reports, except those generated automatically by the Personnel/Payroll System. The PDSD Administrator will also have access to the maintenance page to make design modifications.

PDSD User - The PDSD user role allows for full editing access to all fields, except those generated automatically by the Personnel/Payroll System, on all pages. This role does have permission to use the Certify a Clearance tool. The following reports may be accessed under this role (may expand):

- Staff Statistics
- Overdue Staff Actions
- Forms-on-Hand chart
- Closed Cases-on-Hand chart

Agency Security POC - The Agency Security POC role allows for read-only access on all tabs except Adjudication Management and Special Access. This role has the ability to ADD, SAVE, and DELETE non-Federal records under the Employee Detail Window, the ability to ADD and SAVE under the EOD tab, and ability to ADD and SAVE in the following



fields (Form Type, Employee Initiated, Received by POC, and Email Address) under the Security Package tab. This role also allows the ability to use the OPM e-QIP Web site link on this page, as well as the Employee Email Notification tool. This role does not have permission to use the Certify a Clearance tool. They will have access to the following reports (may expand):

- Periodic Reinvestigation
- Clearances by Agency
- Accessions, Separations, and Changes
- Overdue Appt Security/Suitability Taskings
- Contractor Employees
- Suitability/No-Access Determinations

HR User - HR offices will be required to update WebSETS on all BIs conducted at the time of hiring, such as NAC and NACIs. The HR User role allows for read-only access on all pages except the Adjudication Management and the Special Access. This role has the ability to ADD, SAVE, and DELETE non-Federal records under the Employee Detail Window and on all fields on the EOD window and the Reciprocity Verification Detail Window. This role can update the non-automated fields from the Personnel/Payroll System on the Employee Detail Window. This role does not have permission to use the Certify a Clearance tool. They will have access to the following reports (may expand):

- Accessions, Separations, and Changes
- Overdue appointments NAC/NACIs
- Overdue appointments Security/Suitability Taskings
- Contractor Employees
- Suitability/No-Access Determinations

Auditor - The Auditor role allows read-only access to all pages except Adjudication Management and Special Access.

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