

CONTRACTOR INVESTIGATION DETERMINATION (CID) FORM
CONTRACT EMPLOYEES ONLY

INSTRUCTIONS: This form is to be completed for each contract employee who will have access to a federally controlled facility 1 or information system 2, and whose period of performance will be longer than six months 3. This form is used to comply with HSPD-12 requirements and to facilitate authorizing a USDA identification credential. This document contains Personal Identifiable Information (PII), handle according to PII guidelines.

Send completed form to: FSIS Personnel Security Officer, 1400 Independence Avenue, SW, Room 3144-S, Washington, DC 20250. Direct questions regarding completion of this form to the Personnel Security Team at (202) 720-6617.

Note: THIS FORM WILL NOT BE PROCESSED WITHOUT A PERSON MODEL IDENTIFICATION NUMBER

SECTION A - To be completed by Contracting Officer Representative (COR)

1. CONTRACT PERIOD (beginning and end dates)	2. CONTRACT NUMBER	3. PERSON MODEL ID NUMBER
4. COR NAME		5. COR PHONE NUMBER
6. CONTRACT EMPLOYEE WORK ADDRESS		7. ACCESS REQUIRED (check one) <input type="checkbox"/> Both System and Building Access <input type="checkbox"/> System Access Only <input type="checkbox"/> Building Access Only

SECTION B (To be completed by Contract Employee)

8. PRINT *FULL LEGAL NAME* OF CONTRACT EMPLOYEE

FIRST NAME

MIDDLE NAME

LAST NAME

9. CONTRACT EMPLOYEE E-MAIL ADDRESS		10. CONTRACT EMPLOYEE PHONE NUMBER
11. SOCIAL SECURITY NUMBER	12. DATE OF BIRTH	13. CITY AND STATE OF BIRTH (If born outside the USA, city and country)

14. A National Agency Check with Inquiries (NACI) is the minimum background investigation required to conduct work for the Federal Government. If you do not currently possess a NACI, you will be required to complete the appropriate paperwork prior to having a USDA identification credential authorized. In order to assess what paperwork may be required, please check the statement below that best describes your situation.

- ☐ I possess a NACI background investigation or higher clearance.
- ☐ I do NOT possess any type of background investigation or clearance.
- ☐ I do not know.

INTENDED FOR INTERNAL USE ONLY

15. COR SIGNATURE	16. DATE
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1 "Federal controlled facilities " means:

- (1) (i) Federal -owned buildings or leased space, whether for single or multi-tenant occupancy, and its grounds and approaches, all or any portion of which is under the jurisdiction, custody or control of a department or agency;
- (i i) Federally-controlled commercial space shared with non-government tenants. For example, if a department or agency leased the 10th floor of a commercial building, the Directive applies to the 10th floor only; and
- (i i i) Government owned, contractor-operated facilities, including laboratories engaged in national defense research and production activities.
- (2) The term does not apply to educational institutions that conduct activities on behalf of departments or agencies or at which Federal employees are hosted unless specifically designated as such by the sponsoring department or agency.

2 "Federal information systems" means an information system (44 U.S.C. 3502(8)) used or operated by a Federal agency or contractor or other organization on behalf of the agency.

3 This includes contracts which when originally awarded the period of performance was less than 6 months, but which will be modified to extend the period of performance to last, in the aggregate, 6 months or more in either a single continuous contract or series of contracts.

The U.S. Department of Agriculture uses the facts you provide on this form to determine eligibility. The purposes for which this information may be used, depending on the nature of the inquiry, is to permit determination of the individual's security clearance for access to USDA and FSIS information, to apprise the individual of possible adverse information, to give an opportunity to clarify or refute it and to facilitate obtaining necessary additional investigation. Individuals who fail to submit this form or who do not provide all the requested information may be denied access to USDA facilities. The information collected will be protected from disclosure under the Privacy Act of 1974. We do not retain or distribute collected information to any parties outside the USDA, except as necessary to conduct official U.S. Government business, and we do not distribute this data to non-Government entities. Information collected will be retained at our discretion in a readable form for as long as necessary to complete the investigation. The information may be retained in an archival form as required by Federal laws and regulations governing the retention of historical records of Government agencies.