

Message

From: Lee Forsgren [LForsgren@hbwresources.com]
Sent: 5/30/2017 6:56:59 PM
To: Windsor, Colleen [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=d56bfd24de741cf92e341be36722c96-Windsor, Co]; Myers, Kevin [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=db6b881f60c24c02b6101da9dbc686ae-Myers, Kevin]; Personnel Security [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae8d05c4c28349db922790626a6640b5-Personnel S]
CC: Bellerose, William [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f4a91bab69f8455db331e7d419b56734-Bellerose,]; Bellerose, William [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f4a91bab69f8455db331e7d419b56734-Bellerose,]; Torrez, Alfredo [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=5c5450041bab4612a5a491571ac357b4-Torrez, Alfredo]; Erickson, Amber [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0a17f4dd509a48089dd7455c70daae25-Erickson, Amber]; Aridi, Mary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=36b0b73aff444d2eb7d004f282502aa9-Aridi, Mary]; Munoz, Charles [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae303b61fc23433e89c844d7842c9626-Munoz, Char]
Subject: RE: Immediate Action Required: Report for Fingerprinting

Thanks! Will stand by!

From: Windsor, Colleen [mailto:Windsor.Colleen@epa.gov]
Sent: Tuesday, May 30, 2017 2:50 PM
To: Lee Forsgren <LForsgren@hbwresources.com>; Myers, Kevin <Myers.Kevin@epa.gov>; Personnel Security <Personnel_Security@epa.gov>
Cc: Bellerose, William <Bellerose.William@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Aridi, Mary <Aridi.Mary@epa.gov>; Munoz, Charles <munoz.charles@epa.gov>
Subject: RE: Immediate Action Required: Report for Fingerprinting

Lee,

You should be good to go for now. If anything should come up we will notify you.

Thank you,

Colleen

Colleen Windsor
Case Initiator (ManTech Contractor)
U.S. Environmental Protection Agency (EPA)
Personnel Security Branch (PSB)
Main: 202-564-7912
Direct: 202-564-2764
Fax: 202-564-7906
Email: Windsor.Colleen@epa.gov
COR: Tina Johnson

From: Lee Forsgren [mailto:LForsgren@hbwresources.com]

Sent: Tuesday, May 30, 2017 2:48 PM

To: Myers, Kevin <Myers.Kevin@epa.gov>; Personnel Security <Personnel_Security@epa.gov>; Windsor, Colleen <Windsor.Colleen@epa.gov>

Cc: Bellerose, William <Bellerose.William@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Aridi, Mary <Aridi.Mary@epa.gov>; Munoz, Charles <munoz.charles@epa.gov>

Subject: RE: Immediate Action Required: Report for Fingerprinting

Kevin, Collen, and Mary,

Just returned from the EPA Badge office. They took my fingerprints and picture and told me that it would take three days for processing and two weeks for the badge to arrive.

Is there anything else that I need to do in the meantime?

Regards,

Lee

From: Myers, Kevin [mailto:Myers.Kevin@epa.gov]

Sent: Tuesday, May 30, 2017 12:56 PM

To: Lee Forsgren <LForsgren@hbwresources.com>; Personnel Security <Personnel_Security@epa.gov>

Cc: Bellerose, William <Bellerose.William@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Aridi, Mary <Aridi.Mary@epa.gov>

Subject: RE: Immediate Action Required: Report for Fingerprinting

Hello-

You must use the 1201 Constitution Ave. entrance (across from the American History Museum) . Please bring a printed copy of the email below along with your IDs.

Thanks-

Kevin L. Myers
Security Specialist
OARM/OA/FMSD
Environmental Protection Agency
Office: 202-564-3112
Cell: Ex. 6

From: Lee Forsgren [mailto:LForsgren@hbwresources.com]

Sent: Tuesday, May 30, 2017 11:55 AM

To: Personnel Security <Personnel_Security@epa.gov>

Cc: Bellerose, William <Bellerose.William@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Bellerose, William <Bellerose.William@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Aridi, Mary <Aridi.Mary@epa.gov>

Subject: RE: Immediate Action Required: Report for Fingerprinting

Dear Personnel Security Office,

I will make certain to go to the EPA Badge Office by close of business tomorrow at the latest to be fingerprinted and with my two forms of ID.

What is the best entrance to use to go to the EPA Badge Office at Headquarters?

Any assistance would be most appreciated.

Regards,
Lee

From: personnel_security@epa.gov [mailto:personnel_security@epa.gov]

Sent: Tuesday, May 30, 2017 11:14 AM

To: Lee Forsgren <LForsgren@hbwresources.com>

Cc: BELLEROSE.WILLIAM@EPA.GOV; MYERS.KEVIN@EPA.GOV; MYERS.KEVIN@EPA.GOV;

BELLEROSE.WILLIAM@EPA.GOV; MYERS.KEVIN@EPA.GOV; TORREZ.ALFREDO@EPA.GOV; ERICKSON.AMBER@EPA.GOV

Subject: Immediate Action Required: Report for Fingerprinting

Dear DENNIS L FORSGREN:

Congratulations on your pending appointment to a position at the Environmental Protection Agency (EPA). To keep the appointment process moving ahead, you must **report to an EPA badge office immediately or as soon as possible** to be fingerprinted and enrolled for an EPA badge. Your offer of employment is pending this action. Timeliness is essential because the EPA must receive favorable fingerprint results before you can be assigned a date to begin work. **Any delay in reporting to the badge office will affect your start date and jeopardize your ability to occupy the position.**

Homeland Security Presidential Directive 12 (HSPD-12) requires that all eligible personnel working for or on behalf of the federal government be issued a smart card identification badge, which at the EPA is called an EPA Personnel Access and Security System (EPASS) badge. An EPASS badge has been requested on your behalf.

Before the badge can be created for you, you must go through the federally mandated ID proofing and enrollment process, which takes 10 to 15 minutes. At the badge office, we will:

- **Ask to see two forms of identification.** At least one must be a valid, original, unexpired state or federal government-issued photo ID, such as a driver's license or passport. For acceptable IDs, please refer to the "[Acceptable Identity Source Documents](#)" page.
- Scan and verify your two forms of identification.
- Collect a set of your fingerprints, which will be used to check criminal history records of the Federal Bureau of Investigation (FBI). Please note: Procedures for obtaining changes, corrections, or updates to an FBI identification record are set forth in Title 28, CFR, 16.34.
- Take a photograph.

Remember, you cannot be assigned a start date until you have reported to an EPA badge office to be fingerprinted, and the EPA has received favorable fingerprint results.

The EPA has badge offices nationwide. You can visit any badge office to be fingerprinted. Please find a convenient location on the list of [EPA Badge Office Locations](#). If you need to schedule an appointment, or if

you have questions about badge office locations or hours of operation, please call your area badge office at the listed number.

Please bring a copy of this email with you.

Sincerely,

The EPA Personnel Security Branch