

Message

From: Aridi, Mary [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=36B0B73AFF444D2EB7D004F282502AA9-ARIDI, MARY]
Sent: 5/25/2017 2:41:10 PM
To: Lee Forsgren [LForsgren@hbwresources.com]; 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,]; Myers, Kevin [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=db6b881f60c24c02b6101da9dbc686ae-Myers, Kevin]; 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]; WigginsLewis, Miriam [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b7f06a9f8e774914a7617edc9c5f7c79-WigginsLewis, Miriam]; Gilliam, Bernie [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=56401662b7524405b00fb612d94e2b7e-Gilliam, Be]; Munoz, Charles [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ae303b61fc23433e89c844d7842c9626-Munoz, Char]
Subject: RE: Prompt Action Needed by Dennis Forsgren for Required Background Investigation

Good Morning Mr. Forsgren,
A PIN has been sent to the email below.
Thank you,
Mary

Ex. 6

From: Lee Forsgren [mailto:LForsgren@hbwresources.com]
Sent: Thursday, May 25, 2017 10:19 AM
To: Personnel Security <Personnel_Security@epa.gov>
Cc: Bellerose, William <Bellerose.William@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; WigginsLewis, Miriam <WigginsLewis.Miriam@epa.gov>; Gilliam, Bernie <Gilliam.Bernie@epa.gov>; Munoz, Charles <munoz.charles@epa.gov>
Subject: FW: Prompt Action Needed by Dennis Forsgren for Required Background Investigation

Dear EPA Security Branch,

I wanted to follow up on your email of yesterday afternoon to let you know that as of this morning I have not yet received the OPM email with my 14 character registration code for investigations processing. I will do the Electronic Questionnaire as soon as I receive the sign in information. Also I have completed the form OF-306 and can sign it, make a PDF, and send it to you this morning if that would be helpful.

Given the time sensitivity of the background check process, I just wanted to let you all know that I will work as fast as possible once I receive the materials I need to fill out the forms.

Regards,

Dennis Lee Forsgren

From: personnel_security@epa.gov

Date: May 24, 2017 at 2:46:27 PM EDT

To: Ex. 6

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

TORREZ.ALFREDO@EPA.GOV, ERICKSON.AMBER@EPA.GOV,

WIGGINSLEWIS.MIRIAM@EPA.GOV, Gilliam.Bernie@epa.gov

Subject: Prompt Action Needed by Dennis Forsgren for Required Background Investigation

Dear Dennis Forsgren:

Congratulations on your pending appointment to a position at the Environmental Protection Agency (EPA). This important email outlines the security requirements you must meet before you come on board.

The position you are being considered for has been designated as High Risk. To fulfill the requirements for this position, you must undergo a background investigation. Please submit the documents described below within **three (3) calendar days** from the date you receive this email. You will not be allowed to begin work until all security requirements have been met; this includes having all documents reviewed and accepted by PSB. In addition, **the offer for this position may be rescinded if initial security requirements are not met within the stipulated timeframe.**

Step 1: Please read these instructions carefully—**before** clicking any links or completing any forms. It's important that you complete the process as directed in this email.

Step 2: You may soon receive an email from OPM about the 14-character registration code/personal identification number (PIN) that you'll need to register for the SF 86 Questionnaire for National Security Positions using the Office of Personnel Management's (OPM's) online tool: Electronic Questionnaires for Investigations Processing (e-QIP). If you do not receive the email or if the message does not include the PIN, please call PSB at (202) 564-7912 and we'll provide the PIN.

If the email from OPM does include the 14-character PIN, follow all instructions and make sure your e-QIP form is complete. Missing or incomplete responses may result in your e-QIP form being rejected. Please refer to "[Filling Out Your Security Forms](#)" and "[Important Instructions for Completing Security Forms](#)" for details about completing your materials correctly.

- a. Access the e-QIP Gateway at <https://www.opm.gov/e-qip/>.
- b. Click the **Enter e-QIP Applicant Site** button. (Follow the instructions to adjust your Web browser settings and allow e-QIP to run.)
- c. Click **Continue** at the browser check page.
- d. At the Applicant Registration screen, click **Register for Username and Password**.
- e. Type your **Social Security Number** where indicated. Click **Submit**. (Note: If you do not have a Social Security Number, please call 202-564-7912 to receive a "Request Number.")
- f. Continue stepping through e-QIP instructions to answer **Golden/Challenge Questions**, enter your **PIN** in the "Registration Code" field, and create a **Username and Password**. Be sure to remember your responses for future reference.
- g. Click **Enter Your Data** to complete and save your questionnaire.

Step 3: Digitally sign the following sections of the SF 86 (please consult the step-by-step instructions provided in the "[Digitally Sign Your SF 86](#)" document):

- Authorization for Release of Information
- Certification That My Answers Are True
- Authorization for Release of Medical Information (required only if you answer “yes” to question 21 on e-QIP form)
- Fair Credit Reporting Disclosure and Authorization

If you are unable to digitally sign these pages, refer to the “Scan and Upload, Fax, or Mail Documents” section of “Important Instructions for Completing Security Forms.”

In addition, you are required to submit the following:

- OF 306: Declaration for Federal Employment (Please refer to Important Instructions for Completing Security Forms for specific instructions.)

Step 4: In e-QIP, be sure to release your investigation to the EPA by clicking the “**Release Request/Transmit to Agency**” button.

Your prompt attention is necessary and appreciated. If you have questions, please call (202) 564-7912 or send an email to Personnel_Security@epa.gov.

Sincerely,

The EPA Personnel Security Branch