

SECURITY WORKSHEET FOR NON-EMPLOYEES

Date: _____
 HR/COR/Sponsor: _____
 Phone Number: _____
 Email: _____

- Employee
- Contractor
- Volunteer/Student
- Associate/Guest
- Foreign National

SUBJECT: Security Coversheet / Request for Investigation Worksheet

Name	
Other Names Used	
SSN	
Sex: Male/Female	
E-Mail Address	
Country of Citizenship	Dual Citizenship:
Visa Number	
Alien Registration Number	
Date of Birth	
Place of Birth	
Position Title	
Position Sensitivity	
Nature of Action, if employee	
Bureau / Line Office	DOC/NOAA/NWS San Juan
Organization Code	
Duty Station	Weather Forecast Office San Juan, Puerto Rico
Contract Company	
Contract Number	
Start Date (EOD)	
End Date	
Accounting Code	
Previous DOC Assignment	
Previous Federal/ DOC Work Dates	
Badge Required	

* If a person is with DOC for:
 <30 days, Fingerprint Check is required. A non-HSPD-12 ID will be issued with applicable expiration date
 >30 days and <180 days, Fingerprint Check and an OIF-86C (ACDH) is required. A non-HSPD-12 ID will be issued with applicable expiration date.
 >180 days require the appropriate background investigation. An approved HSPD-12 ID will be issued.