



January 14, 2021

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JAN 20 2021

Mr. Brian J. Wagner
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Wagner:

As a matter of general interest, the Postal Service will be revising PS Form 2013, *Request for Background Investigation*.

The purpose of the revisions is to update the form to align with the provisions found in the Administrative Support Manual (ASM). Under position type, the word "Other" has been added and the "Contracting Company" section has been re-labeled to "Contracting/Other Company."

In addition, the words "Required for Tier 3 and Tier 5" have been added in parenthesis to the Chief Postal Inspector or Designee signature block to clarify that this is only a requirement for Tier 3 and Tier 5 clearance levels.

We have enclosed a copy of the current form, an updated form, and a summary of the revisions.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills", with a horizontal line extending to the right.

David E. Mills
Manager
Labor Relations Policies and Programs

Enclosures



Request for Background Investigation

Full Name (Last, first, middle name)	Social Security Number	Date of Birth (MM/DD/YYYY)
Organization: <input type="checkbox"/> USPS® <input type="checkbox"/> USPIS <input type="checkbox"/> OIG		
Position Type: <input type="checkbox"/> Career <input type="checkbox"/> Non-Career <input type="checkbox"/> Contractor <input type="checkbox"/> Other 1		
Contracting/Other Company 2		
Background Investigation: <input type="checkbox"/> NACI <input type="checkbox"/> MBI <input type="checkbox"/> BI <input type="checkbox"/> C-PAC <input type="checkbox"/> Tier 3 (Secret)* <input type="checkbox"/> Tier 5 (Top Secret)* 3		
*Chief Postal Inspector or Designee Signature Required		
Reciprocity: <input type="checkbox"/> Applicant currently holds a security clearance or favorably adjudicated background investigation from another federal agency. Attach supporting documentation.		
Justification for Background Investigation (Detailed description of duties required for background investigation)		

REQUESTING OFFICIAL	
Requesting Official Signature	Date
Requesting Official Printed Name	Telephone Number
Title	Email Address
Mailing Address	

CHIEF POSTAL INSPECTOR OR DESIGNEE SIGNATURE (REQUIRED FOR TIER 3 AND TIER 5)	
5 *For signature, mail this completed form and all required attachments to the Chief Postal Inspector, 475 L'Enfant Plaza SW, Room 3100, Washington DC 20260-3100. Otherwise see Instructions for Submission below.	
Chief Postal Inspector or Designee Signature	Date
Chief Postal Inspector or Designee Printed Name	Telephone Number

INSTRUCTIONS FOR SUBMISSION	
Attach the following completed forms as applicable: Standard Forms 85, 85P, 86 (via eQIP); PS Form 2025; PS Forms 2181 or 2181-C; two SF 87 or FD 258 Fingerprint Cards. Attach proof of citizenship and drug screen results if required.	Mail all documents to: SECURITY INVESTIGATIONS SERVICE CENTER (SISC) US POSTAL INSPECTION SERVICE 225 N HUMPHREYS BLVD 4TH FL MEMPHIS TN 38161-0001 7

PRIVACY ACT STATEMENT
Information provided about the individual applicant will be used to conduct a background investigation or security clearance check. Collection is authorized by 39 U.S.C. 401 and 404; and 18 U.S.C. 3061. Supplying the information is voluntary, but if not provided, the request for background investigation or security clearance check may not be processed. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service® auditor; for law enforcement purposes; to labor organizations as required by applicable law; incident to proceedings involving the Postal Service, and to government agencies in connection with decisions as necessary; to the Equal Employment Opportunity Commission (EEOC) when requested in connection with the investigation of a formal complaint; to the Merit Systems Protection Board (MSPB) or Office of Special Counsel for the purpose of litigation; and to the public, news media, trade associations, or organized groups to provide information of interest to the public about the activities and the accomplishments of USPS or its employees. For more information on our privacy policies visit www.usps.com/privacypolicy .



Request for Background Investigation

Full name (Last, first, middle name)	Social Security No.	Date of Birth (MM/DD/YYYY)
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Organization: <input type="checkbox"/> USPS <input type="checkbox"/> USPS <input type="checkbox"/> OIG	Employee Type: <input type="checkbox"/> Career <input type="checkbox"/> Non-Career	<input type="checkbox"/> Contractor Contracting Company _____ USPS Liasion _____
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Background Investigation:

Tier 1 (NACI)
 Tier 2 (MBI-Initial)
 Tier 3 (ANACI-Initial)
 Tier 4 (BI-Initial)
 Tier 5 (SSBI-Initial)
 Tier 2-Reinvestigation
 Tier 3-Reinvestigation
 Tier 4-Reinvestigation
 Tier 5-Reinvestigation

Reciprocity: Applicant currently holds a security clearance or favorably adjudicated background investigation from another Federal Agency. Attach supporting documentation.

Justification for Background Investigation (Detailed description of duties required for background investigation)

Attach the following completed forms as applicable: Standard Forms 85, 85-P, SF-86 (via eQIP); or PS Form 2025; PS Forms 2181 or 2181-C; Two SF 87 or FD 258 Fingerprint Cards. Attach proof of citizenship and drug screen results if required.

Mail documents to: SECURITY INVESTIGATIONS SERVICE CENTER (SISC)
 US POSTAL INSPECTION SERVICE
 225 N HUMPHREYS BLVD 4TH FL
 MEMPHIS TN 38161-0001

Approving Official (if applicable)

Signature _____ Printed Name _____ Date _____ Telephone Number _____

Requesting Official

Signature _____ Printed Name _____ Date _____ Telephone Number _____

Office _____

Mailing Address _____

Mailing Address _____

Email Address _____

Privacy Act Statement: The applicant's information will be used to conduct a background investigation. Collection of the information is authorized by 39 USC 401 and 404; and 18 USC 3061. Providing the information is voluntary; but if not provided, the applicant's background investigation will be discontinued. The applicant's information may be disclosed as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service® or requesting agency becomes aware of a violation of law; to a congressional office at the applicant's request; to entities or individuals under contract with USPS®; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local, or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding USPS® privacy policies visit usps.com/privacy-policy.

Summary of Revisions:

1. Added block for Position Type "Other". Added for clarification; does not impact current policy.
2. Re-labeled Contracting Company to Contracting/Other Company as a company type for applicants to add their representative company names. Added for clarification.
3. Updated to include only applicable Investigation types and tiers. Removed all Tier Reinvestigation(s). Renamed types NACI, MBI, BI. Tier types (NACI, MBI, BI) are currently listed on the active version of the 2013:
NACI – ASM 272.231
MBI – ASM 272.222
BI – ASM 272.221
4. Added requirement for Tier(s) 3 & 5 for clarity and to reinforce statement in Background Investigation section. Language added to state requests for a FIS Tier 3 or Tier 5 background investigations will be approved by the Chief Postal Inspector or designee.
Tier 3 – ASM 272.241
Tier 5 – ASM 272.251
5. Added address and instructions to obtain signature from Chief Postal Inspector. Added for clarification; does not impact current policy.
6. Corrected form name from 85-P to 85P. Update made to mirror the current version of the form.
7. Updated Privacy Act Statement approved by USPS Privacy.