

FINGERPRINT RECORD

REQUEST FORM

Page 1 of 2

PLEASE PRINT CLEARLY

NAME (LAST, FIRST, MIDDLE)	
DATE FINGERPRINTED	
SOCIAL SECURITY#	
DATE OF BIRTH (Year/Month/Date)	
ALIAS - Including MAIDEN NAME	
SEX	
RACE	
EYE COLOR	
HAIR COLOR	
HEIGHT (Feet and Inches)	
WEIGHT (Pounds)	
PLACE OF BIRTH (Foreign Country or U.S. State)	
CITIZENSHIP	
SERVICE/ WORK UNIT REPRESENTATIVE	
POSITION	
EOD/STARTING DATE	
ASSIGNMENT OVER 120 DAYS?	CIRCLE ONE: YES/NO
PROVIDING DIRECT PATIENT SERVICES?	CIRCLE ONE: YES/NO
ADDRESS	
	<i>STREET</i> <i>PHONE #</i>
	<i>CITY</i> <i>STATE</i> <i>ZIP CODE</i>

(Completed by Sponsoring Official)

SPECIAL AGREEMENT CHECK (SAC)

ADJUDICATION RESULTS

(Use this to document action on SAC results)

NAME: _____

SSN: _____

WORK UNIT CONTACT: _____

Signature of Sponsor/Supervisor

Date

OPM CASE #: _____

DATE RESULTS RECEIVED: _____

ACTION TAKEN: (code 1-11 from 79A) (circle one)

- 1. Favorable determination was made. (Generally a minor issue) (Person was not contacted)
- 2. Favorable determination was made. (Generally a minor issue, but potentially actionable)
(Person was contacted.)
- 3. Favorable determination was made. (No actionable issues found)
- 4. Resigned, was terminated, or withdrew application prior to determination.
- 5. Not appointed based on suitability or security determination.
- 6. Removed, based on suitability or security determination.
- 7. Person counseled and/or letter of warning/advisement or reprimand issued
- 8. Person retained, but security clearance revoked or denied.
- 9. Suspended for 14 days or less. *(Not likely to apply)*
- 10. Suspended for 15 days or more. *(Not likely to apply)*
- 11. Other action was taken. (Specify: _____)

Signature of Adjudicator

Date of Adjudication

Instruction: Treat the SAC results as you would any other low risk position that you get NACI results on. DUIs shouldn't cause any big concern, but drug offenses, assault, battery, sexual misconduct, firearms, terrorist stuff, or any serious conduct should, no matter what the position. Typical adjudication considerations such as severity of the conduct, type of position, length of appointment, access to patients, the access to information and systems, age of conduct (9 yrs or older is generally a "no issue" action, and any jeopardy that the conduct might place VA in should all be considered.

Note: *Favorable findings: File this document in the OPF (or equivalent folder)*

Unfavorable findings: Take appropriate action on the person. Do not file in OPF (or equivalent folder).

Actionable issues – may require communication with the host Service.