

BEFORE COMPLETING THE SF-85 AND THE SF-87 / FD-258
PLEASE READ THIS MESSAGE

SF-85, Questionnaire for Non-Sensitive Positions:

Please read the instructions for completion carefully. Below are tips, noteworthy items and common reasons for rejection.

Be sure to include ALL periods of employment AND unemployment for the last 5 years. Information shown on this form must agree with that shown on your application, resume or OF-612. For instance, if your application shows you attended two different colleges, please be sure to list them on the SF-85

If you were un-employed during any time, list the dates you were unemployed, make sure you place a job code 7 in the "Code" box, and include the name of a person who can verify. Refer to the instructions at the top of page 3 for further directions.

There must not be any gaps in the dates for the last 5 years. Unemployment may also include being a student in high school or college and must be listed if you have no employment during that period.

List the names of all your supervisors, or verifiers for all the activities listed.

Any changes that you make by crossing out, using white-out, etc., **must be initialed**.

All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form (for example, enter "None" or "N/A"). If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by marking "APPROX." or "EST."

SF87 / FD-258, Fingerprint Chart: (SF 87 for NRCS Employees, FD-258 for Non Federal Employees)

You may have the fingerprint chart completed at your local police station. Ask the person making the prints to follow the instructions on the back of the card closely.

NRCS Personnel: NRCS employees **will not** be reimbursed for costs incurred for fingerprints, as it's a **condition of employment** to successfully complete a background investigation.

SWCD/RC&D Personnel: If you incur a charge for this service, keep your receipt. SWCD employees should check with their District Manager on the policy for reimbursement.

- Ensure that you have completed the following blocks prior to having your prints taken. (Sometimes the deputy will seal up your prints & you will not have access to them.)
 - Signature of person fingerprinted
 - Residence of person fingerprinted
 - Employer and Address
 - Reason Fingerprinted
 - Last, first and middle name
 - Aliases AKA **(if none, state 'None')**
 - Social Security Number
 - Date of birth (month/day/year)
 - Sex, Race, Height, Weight, Eyes, Hair, Place of Birth
- On the fingerprint side of the SF87 / FD-258 there is a date and signature line for the fingerprint official. **Please make sure these items are completed by the official.**