

SF-85P ACCEPT GUIDELINES
Items Required for Investigation Processing

Revised 05/1996 by OPM

ITEM	ACCEPT INCOMPLETE	DATA REQUIRED	CONSIDERATIONS
A. Type of Investigation		X	Three digit code from FIN Notice Representing Current FY Investigations Reimbursable Billing rates to include two digit numeric Case type code and single digit alpha Case Service Code. See Attachment 1
B. Extra coverage	X		Single digit numeric or alpha code needed only when extra coverage is requested. More than one type may be selected. See Attachment 2
C. Sensitivity Level		X	Code representing the level of the position. See Attachment 3.
D. Computer/ADP	X		
E. Nature of Action	X		Leave Blank
F. Date of Action	X		Leave Blank
G. Geographic Location Code	X		Use 9 digit code from Worldwide Geographic Codes (Available on website http://www.opm.gov/feddata/guidance.htm Select "Data Standards"
H. Position Code	X		Leave Blank
I. Position Title		X	Use Official Position Title from Vacancy; needs to match with SF-87 Fingerprint Chart
J. SON		X	See Attachment 4. Use appropriate SON representing the submitting office.
K. Location of OPF	X		If first time Federal employee check "none"; if at National Personnel Records Center (former Federal employee with break in service) check NPRC; if at SON check SON; check "other" and show the agency name and address if the OPF is

			at some other location (transfer situation.).
L. SOI		X	See Attachment 4. Completes this block by entering the 4 digit code representing the Security Office Identifier for the office submitting the request. (Agency identifier and numeric code)
M. Location of Security File		X	If individual named has no previous security file check "none"; if the individual has a previous security file representing a previous investigation at the SOI, check SOI; if the security file is at the Agency and it contains no pertinent information, check "NPI"; or check "other" and show the agency name and address if the security file is maintained at some other location and needs to be reviewed by an investigator. NAC/NACI assume at SOI if incomplete.
N. OPAC-ALC Number	X		Supply Agency Location Code (ALC) assigned by Treasury used in the On-Line Payment and Collection (OPAC) billing system.
O. Accounting Data		X	Supply current Agency accounting code
P. Requesting Official		X	Accept incomplete on NAC/NACI, signature required for all other. FIPC will contact this person to obtain information or to clarify discrepancies prior to scheduling investigation. The requesting official cannot be the subject of the investigation.
1. Name-Last		X	Must be cited the same on SF-85P, SF 87 and OF 306.

			Reject if spelling is discrepant or name not shown
Name-First		X	Enter "IO" for initial only. Reject if spelling is discrepant or name not shown.
Name-Middle		X	Enter "NMN" if there is no middle name; or "IO" for initial only. Reject if spelling is discrepant or name not shown.
2. Date of Birth		X	Reject if discrepant or not shown.
3. Place of Birth City/County		X	City or County required
State/Country		X	State required or Country if not US
4. Social Security Number		X	Reject if discrepant with that of the other forms or not shown.
5. Other Names Used		X	Required if papers indicate presence of another name. Last, First and Middle name (if different than provided in #1) required. All dates (month and year) must be included for each listed name and name needs to include Last, First and Middle with Use of "NMN" or "IO" if applicable.
6. Other Identifying Information		X	If not completed reject. Can be obtained from other forms.
7. Telephone Numbers		X	PRI/MBI/LBI/BI/SBI need one number. NAC/NACI accept incomplete.
8a. Citizenship		X	If country of birth is shown as non-US, one block must be checked.
8b. Mother's Maiden Name		X	Required if L is present in Extra coverage. Last name required.
8c. US Citizenship		X	Required if "citizen not by birth" is marked <u>or</u> "H" is present in extra coverage. Need

			Naturalized or Citizenship Certificate, Passport, or Form 240 information (dates: month/year required).
8d. Dual Citizenship	X		
8e. Alien		X	Required if subject is not a US Citizen. Subject should supply City, State, Date of Entry (year only), Registration Number, and Country.
9. Where You Have Lived		X	PRI/MBI/LBI/BI requires 7 years with gaps of no more that 2 months total. SBI requires 10 years with gaps of no more than two months total. NAC/NACI requires 5 years with gaps of no more than 6 months. Residence dates require month and year during the coverage period. Residence contacts not required.
10. Where You Went To School		X	All education within the last 5 years (SBI requires 10 years) and most recent degree earned must be shown. To and from dates of attendance (month & year during coverage period), complete school name, mailing address, and date of degree (year only) required.
11. Employment Activities		X	PRI/MBI/LBI/BI requires 7 years with gaps of no more than 2 months total cumulative time. SBI requires 10 years with gaps of no more than 2 months. NAC/NACI requires 5 years with gaps of no more that 3 months cumulative time. Employment dates require month and year. Need complete name and mailing address of employer including street addresses and zip codes.
12. Employment Record		X	PRI/MBI/LBI/BI/SBI accept incomplete; unanswered

			questions re shown as “issues” for investigator resolution. NACI’s require full information with coverage period. NAC’s accept incomplete.
13. People Who Know You Well		X	Accept incomplete NAC/MBIPRI/LBI/BI/SBI. NACIs must have two names with complete US addresses.
14. Marital Status		X	Marital status block must be checked. If “Married”, current spouse name required.
15. Relatives		X	Return LBI/BI/SBI if completely unanswered. Information not required on NAC/NACI/MBI/PRI. For code 19 (Adult Currently Living with you) nature of the relationship must be defined. Citizenship is required. The cohabitant’s ssno and place of birth is required if in a spouse-like relationship.
16. Military History		X	A. First question requires response (Merchant Marine question accepted if blank). Military information required if 16a is answered “yes”. Month and year required for SBIs and during 15 year coverage period for all other case types.
17. Selective Service Record		X	17a requires answer. If “yes”, 17b requires completion.
18. Investigation Record		X	PRI/MBI/LBI/BI/SBI accept incomplete; unanswered questions are listed as “issues” for investigator resolution. Full information required within NACI coverage period. NACs accept incomplete.
19. Foreign Countries You Have Visited		X	If information present, must have country visited and dates (month and year).
20, 21a, 21b, 22a and 22b		X	PRI/MBI/LBI/ BI/SBI accept incomplete; unanswered

			questions are listed as “issues” for investigator resolution. NACI’s require all information requested during the coverage period. NAC’s accept incomplete.
Certification		X	Subject must sign and date page 7. Date must be within 120 days of receipt at FIPC and 90 days by Dept.
Authorization for Release		X	Subject must sign and date page 8. If unsigned or altered in any way, a phone call will be placed to the SOI for a decision on the scheduling of the case.
Amendments/changes to SF-85P		X	Amendments must be initialed and dated
Zip Code Requirements		X	A case by case determination will be made if an investigation is to be returned for missing ZIP codes.
			All changes, such as cross-outs, scratch-outs and whiteouts, must be initialed, dated, and coded with the SOI number.
			N/A or Not Applicable is not an acceptable response. All questions must be answered “yes” or “no”.

SF-85P-S (Supplemental Questionnaire for Selected Positions)

ITEM	ACCEPT INCOMPLETE	DATA REQUIRED	CONSIDERATIONS
Full Name		X	Reject if spelling is discrepant with other forms
SSN		X	Reject if discrepant with that of the other forms.
3, 4, 5		X	PRI/MBI/LBI/BI/SBI accept incomplete; unanswered questions are listed as “issues” for investigator resolution. Full information required during the coverage period for NACI’s. NAC’s accept incomplete. If question #5 (Medical Record) is answered “Yes”, subject should complete the specific release for medical information, if not supplied, will be obtained by investigator.
Certification		X	Subject must sign and date.
Amendments/changes to SF 85P-S		X	Amendments are to be initialed and dated.

OF-306 (Declaration of Federal Employment Accept Guidelines*

ITEM	ACCEPT INCOMPLETE	DATA REQUIRED	CONSIDERATIONS
Full Name		X	Reject if spelling is discrepant with other forms.
Military Service		X	Question 7 must show type of discharge and date (month/year).
Background Information		X	Questions 8 through 12. All positive responses require complete details in #15.
Signature		X	OF-306 must be signed by the subject.
OF 306 Amendments/changes	X		Amendments are to be initialed and dated.
OF 306 Attachments	X		Subject needs to sign and certify the accuracy of all attachments to the OF-306. (Application/ resume)

APPLICATION/RESUME ACCEPT GUIDELINES*

ITEM	ACCEPT INCOMPLETE	DATA REQUIRED	CONSIDERATIONS
Name		X	Reject if spelling is discrepant with other forms
Signature	X		The agency should ask the subject to sign and certify the accuracy of all the information in the application/ resume
Amendments/changes to resume of application	X		Amendments/changes are to be initialed and dated

*Federal employee appointment actions: a copy of the application materials, related appointment documents, OF-306, with any attachments used for the appointment, is to be referred with the investigative request. Contractor positions are not required to submit an application or resume. Contractor positions require the following items completed from the OF-306: 1,7,8,9,10,11, 12, 15, and 16a. The OF-306 may be used or same questions addressed on an attachment with those items answered.

Note: FIPC reserves the right to return egregious cases which are missing substantial amounts of information across the board.

SF-85P and SF-85P-S, Questionnaire for Public Trust Positions and
Supplemental Questionnaire for Selected Positions

SF-85P is available on the APHIS website:

<http://www.aphis.usda.gov/mrpbs/classification/security/index.html#equip>

SF-85P-S is available from GSA supply.

All Letters and Notices are available on OPM website at

<http://www.opm.gov/extra/investigate/fins.htm>.

ATTACHMENT 1: TYPE OF INVESTIGATION CODES

	<u>Type of Investigation</u>	<u>Case Type Code</u>		<u>Expedite Handling Code A</u>	<u>Standard Handling Code B</u>
NAC	National Agency Check	06		06A	Not Available
NACLC	National Agency Check with Law And Credit	08		08A	08B
NACI	National Agency Check and Inquiries	02		Not available	02A
ANACI	Access National Agency Check and Inquiries	09		09A	09B
CNACI	Child Care National Agency Check And Inquiries	02		Not available	02B
			<u>35 Day</u>	<u>75 Day</u>	<u>120 Day</u>
PRI	Periodic Reinvestigation	11			11C
PRIR	Periodic Reinvestigation and Residence Coverage	12			12C
SSBI-PR	Periodic Reinvestigation for SSBI	18			18C
MBI	Minimum Background Investigation	15			15C
LBI	Limited Background				
LDI	Update of previous LBI	21	21A	21B	21C
BGI	Update to BI from LBI	37	37A	37B	37C

SPECIAL AGREEMENT CHECKS

	<u>SAC Code</u>
Fingerprint Only SAC	None
Spouse FBI Fingerprint Name Check	None
Spouse FBI IRM File checks	None
Schedule basic NAC items (Codes A, B, C, D, and H)	R
SII-Security/Suitability Investigations Index and SIIF-related previous OPM files only	A
FBIF-FBI Fingerprint classification FBFN-Name Check of FBI -CJIS files	B
FBIN-FBI IRM files FBNF-Name Check at other than Headquarters	C
DCII-Defense clearance and Investigations Index DCIF-Any DOD file referenced in DCII	D
CRED-Credit Check	E
SESE-Selective Service Check	F
MILR-Military Personnel Records Check	G
INVA-Retrieval of "other" Agency investigation	H
INS-Immigration and Naturalization Service CIAS-CIA Security Office	I L
BVS-Bureau of Vital Statistics	N
Spouse/Cohabitant NAC; Foreign Born Spouse/Cohabitant NAC	S
PERI-Periodicals	U
STSC-State Security	W
NCIC/III (SCIA only)	X

ATTACHMENT 2: EXTRA COVERAGE CODES

Code	Summary Definition
1	Overseas
2	Credit
3	Advance NAC
4	Managerial/Supervisory Positions
5	Public contact Positions
6	Law enforcement Positions
7	Attachments: Used any time other information is needed and not covered by another code
8	Child Care Provider Positions on SF-85
A	Investigator Positions (OPM only)
B	Astronaut Positions (NASA only)
C	Fellows Positions
E	Activity in Hostile Countries
F	Automated scheduling of CIA search
G	Automated scheduling of spouse CIA search
H	Automated scheduling of INS search
I	Automated scheduling of spouse INS search
J	Automated scheduling of Selective Service search
K	Automated scheduling of State Security search
L	Automated scheduling of Bureau of Vital Statistics search
M	Automated scheduling of Periodicals (LEXIS/NEXIS) search.

N	Pre-Appointment Investigation
R	Reinvestigation
W	Military
Z	Criminal Justice Position

ATTACHMENT 3: SENSITIVITY LEVELS

- 1 -- Non Sensitive/Low Risk
- 2 -- Non Critical Sensitive
- 3 -- Critical Sensitive
- 4 -- Special Sensitive
- 5 -- Moderate Risk
- 6 -- High Risk

ATTACHMENT 4: Submitting Office Numbers (SONs) and Security Office Identifiers (SOIs)

Submitting Office Numbers

4822-APHIS, Butler Square West	used for all APHIS field
5015-USDA, APHIS, HRD	used for all AMS, APHIS (except International Services, Foreign Service Officers), GIPSA Headquarters
4829-APHIS, IS, RMS	used for all International Services Foreign Service Officers
4254-MSPB	used for all Merit Systems Protection Board
AG00-USDA, OCPM	used for all requests that are processed through the Department

Security Office Identifiers: Reflects where certificates are returned and where OPM will make contact to obtain additional information

AG02 for AMS
AG34 for APHIS
AG36 for GIPSA
BD50 for MSPB
AG00 for USDA