

United States  
Office of Personnel Management  
**Investigations Service**

Requesting **OPM**  
**Personnel**  
**Investigations**

*IS-15*  
*May 2001*

# Requesting OPM Personnel Investigations



*We designed this issuance for persons who have a role in the investigative process, either submitting the investigative papers to the Office of Personnel Management, or receiving the completed investigation. It provides information about our case processing policies and procedures.*

*It should help you ensure that the investigative forms you submit are accurate and complete, and that your requested investigation is not delayed. It provides instructions for using these forms:*

- **SF 85, Questionnaire for Non-Sensitive Positions**
- **SF 85P, Questionnaire for Public Trust Positions**
- **SF 86, Questionnaire for National Security Positions**

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**TERMS and FORMS REFERRED TO IN THIS BOOKLET.....**

<b>AKA.....</b>	<i>Also Known As (other names used; aliases)</i>
<b>CCT.....</b>	<i>Case Closing Transmittal</i>
<b>CIN.....</b>	<i>Certification of Investigation</i>
<b>DOB.....</b>	<i>Date Of Birth</i>
<b>FD-258.....</b>	<i>Fingerprint Chart for Contractor Position</i>
<b>FIN.....</b>	<i>Federal Investigations Notice (with a Fiscal Year and Number; e.g., FIN 98-04)</i>
<b>FIPC 11.....</b>	<i>Request to Agency for new Fingerprint Chart</i>
<b>FIPC 45A.....</b>	<i>Unacceptable Case Notice</i>
<b>FIPC 391.....</b>	<i>Certification of Amended Investigative Form</i>
<b>INV 50.....</b>	<i>Agency Information for Background Investigations</i>
<b>IS.....</b>	<i>Investigations Service</i>
<b>OF 306.....</b>	<i>Declaration for Federal Employment</i>
<b>OF 510.....</b>	<i>Applying For A Federal Job</i>
<b>OF 612.....</b>	<i>Optional Application For Federal Employment</i>
<b>OFI 79.....</b>	<i>Notice of Personnel Investigation</i>
<b>OFI 79A.....</b>	<i>Report of Agency Adjudicative Action on an OPM Personnel Investigation</i>
<b>OFI Form 79B.....</b>	<i>Request for Search of OPM Records</i>
<b>OFI Form 86A.....</b>	<i>Request for Determination or Advisory</i>
<b>OFI Form 86C.....</b>	<i>Request for Special Agreement Check (by agreement with OPM)</i>
<b>OPF.....</b>	<i>Official Personnel Folder</i>
<b>PIPS.....</b>	<i>Personnel Investigations Processing System</i>
<b>PIPS 11.....</b>	<i>Security Office Identifier (SOI) Authorization &amp; Amendment Form</i>
<b>PIPS 12.....</b>	<i>Submitting Office Number (SON) Authorization &amp; Amendment Form</i>
<b>POB.....</b>	<i>Place Of Birth</i>
<b>SF 85.....</b>	<i>Questionnaire for Non-Sensitive Positions (QNSP)</i>
<b>SF 85P.....</b>	<i>Questionnaire for Public Trust Positions (QPTP)</i>
<b>SF 85P-S.....</b>	<i>Supplemental Questionnaire for Selected Positions</i>
<b>SF 86.....</b>	<i>Questionnaire for National Security Positions (QSP)</i>
<b>SF 86A.....</b>	<i>Continuation Sheet for Questionnaires SF 86, SF 85P, SF 85</i>
<b>SF 87.....</b>	<i>Fingerprint Chart for Federal Position</i>
<b>SF 171.....</b>	<i>Application for Federal Employment (Optional Use)</i>
<b>SON.....</b>	<i>Submitting Office Number (Submitting Office)</i>
<b>SSN.....</b>	<i>Social Security Number</i>

# U.S. OFFICE OF PERSONNEL MANAGEMENT INVESTIGATIONS SERVICE

## CONTACT POINTS

The U.S. Office of Personnel Management (OPM), Investigations Service (IS), Federal Investigations Processing Center (FIPC) receives all requests for investigation, processes the requests through an automated system, and deals with all case-related and operational questions from agencies.

All forms requesting investigations, and correspondence about investigation processing or operational matters, should be mailed to:

**OPM-FIPC  
P.O. Box 618  
BOYERS, PA 16018-0618**

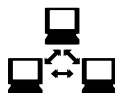
*For deliveries that require a street address (Express Mail, UPS, etc.), use this address:*

**OPM-FIPC  
P.O. Box 618, 1137 Branchton Road  
BOYERS, PA 16018-0618**

For case status and other case-related information (SII searches, file requests, questions about forms, etc.), call FIPC Telephone Liaison at 724-794-5228.

To contact a specific person or office at FIPC, call 724-794-5612.

*OPM-FIPC hours of operation: 7:00 AM to 5:00 PM (Eastern Time)*



For additional information concerning our Investigations Service, visit our Web Page at: **[www.opm.gov/extra/investigate](http://www.opm.gov/extra/investigate)** . You will not be able to gain access to our site through the OPM site ([www.opm.gov](http://www.opm.gov)), so please bookmark the IS site and take advantage of the information provided. We have an email group that we use to inform security professionals and human resource professionals of updates to our program and Internet site. If you want to be added, send your name, email address, agency name and Security Office Identifier or Submitting Office Number to: **[fipc@opm.gov](mailto:fipc@opm.gov)** .



For questions regarding investigative policy, information regarding agency access to the automated system, or to reach your agency's Security Appraisal/Assistance Officer, write to us at **Office of Personnel Management, Room 5416, 1900 E Street, NW, Washington, DC 20415-4000**. Call 202-606-1042; or Fax 202-606-2390.

# INTRODUCTION

## OPM AUTOMATED PROCESSING

Submitting Offices send completed forms to OPM-FIPC for processing. Then...

### 1. RECEIVING and SCREENING.

We screen requests for investigation (case papers) to ensure that you have provided **ALL** required information. If screening reveals deficiencies that will delay investigation, then...

- Telephone contact is made to the Requesting Official shown on the investigative form. If we cannot make contact, or the requested data is not supplied, then...
- Case papers are returned to the Submitting Office with a notice indicating why we did not process the request and asking that necessary changes or corrections be made and that the request be resubmitted.

When screening reveals no deficiencies, the request moves to...

### 2. DATA ENTERING.

We perform computer data entry on all cases using the following information from the case papers:

Subject identifiers (**Full Name, Social Security Number, Date Of Birth, Place Of Birth, other names used**), background data, and agency coding.

After we enter the required data, OPM's Personnel Investigations Processing System (PIPS) automatically conducts a search of the Security/Suitability Investigations Index (SII).

### 3. AUTOMATED SCHEDULING.

After initial data entry, we enter other information from the case papers, based on the PIPS programmed requirements for the type of case. PIPS then...

- determines the coverage period, activities to be covered, and locations for Investigation;
- sends out inquiry forms, electronic record searches, and information for Investigators to cover; and
- prepares and transmits appropriate agency notices.

Coverage requirements for each identified item in a background investigation determine whether we schedule the location for personal, telephone, record, or inquiry contact. We use scannable forms to obtain coverage of items scheduled for inquiry.

### 4. AUTOMATED CASE TRACKING.

Whenever we enter new data, a case assignment tracking screen system automatically displays updated information on each case. We continually enter new data affecting case status as the investigation progresses.

## SECTION 1.

### A. SUBMITTING OFFICE PROCEDURES

#### REQUESTING INVESTIGATIONS

A Submitting Office is any office that requests an investigation. The Submitting Office is responsible for coding the "Agency Use Only" block of the SF 85, SF 85P, and SF 86. Coding is done only after the person to be investigated has completed other portions of the form.

It is also the responsibility of the Submitting Office to ensure that the form is complete. OPM uses automated scheduling; consequently, complete and accurate information on the SF 85, SF 85P, and SF 86 is extremely important to the overall investigative process. Investigations are scheduled using ZIP Codes and other data provided by the person completing the forms. Incorrect ZIP Codes, missing addresses, or gaps in dates, for example, may result in an incorrectly scheduled investigation and may delay completion of the case.

#### FORMS REQUIRED TO REQUEST AN INVESTIGATION

	NON-SENSITIVE POSITION	NATIONAL SECURITY, SENSITIVE POSITION	PUBLIC TRUST POSITION
<b>NEW FEDERAL APPOINTMENT ACTION</b>	SF 85 – original SF 87 OF 306 Application/Resume	SF 86 – original SF 87 OF 306 Application/Resume	SF 85P – original SF 87 OF 306 Application/Resume
<b>CONTRACTOR</b>	SF 85 – original FD 258 Limited OF 306 items*	SF 86 – original FD 258	SF 85P – original FD 258
<b>REINVESTIGATION</b>	SF 85 – original  SF 87 (Federal Employee) Or FD 258 (Contractor) Limited OF 306 items*	SF 86 – original  [Fingerprints Optional; see FIN 94-6] SF 87 (Federal Employee) Or FD 258 (Contractor)	SF 85P – original SF 85P-S – if required by Special Agreement  SF 87 (Federal Employee) Or FD 258 (Contractor)
<b>UPDATE &amp; UPGRADE INVESTIGATION</b>	Not Applicable	SF 86 – original SF 87 (Federal Employee) Or FD 258 (Contractor)	SF 85P – original SF 85P-S – if required by Special Agreement  SF 87 (Federal Employee) Or FD 258 (Contractor)

*\* When only the September 1994 version of the OF 306 is available, the Subject of investigation should complete items 1, 2, 7 through 12, 15 and 16a. When more recent versions of the form are used, the Subject should complete items 1, 2, 8 through 13, 16 and 17a. If the official form is not available, the specific questions may be duplicated on a separate attachment and completed by the Subject.*

*After the SF 85, SF 86, or SF 85P is received by OPM-FIPC, and the investigation is scheduled, the SON will receive an Investigation Scheduled Notice for placement on the temporary side of the OPF (if the person is already employed), or for retention in the security file (for applicants or contractors). Upon completion of the investigation, a Certification of Investigation is sent to the SOI which should ensure its placement on the permanent side of the OPF for all Federal employees.*

## **INVESTIGATIVE FORMS (other than SF Questionnaires)**

**Application for Federal Employment.** Applicants may use the OF 612, resume, or any other form to apply for Federal employment. Whichever form is used must be included with the SF request for investigation.

**OF 306 - Declaration for Federal Employment.** This form must accompany each request for investigation when the individual to be investigated is a new Federal employee or applicant for Federal employment. Also, it is to accompany all requests submitted on the SF 85.

**SF 86A - Continuation Sheet for Questionnaires SF 86, SF 85P, or SF 85.** This form should be used and submitted when there is insufficient space on the Standard Form 86, 85P, or 85, and the Subject has additional data required for the investigation.

**SF 87 - Fingerprint Chart.** One chart should be included with the request for investigation when the individual to be investigated is a Federal employee or applicant for Federal employment. **EXCEPTION:** A chart is not required if a previous investigation included a classifiable fingerprint search completed by the FBI, and the current request for investigation is submitted on an SF 86.

**FD-258 - Applicant Fingerprint Chart.** One chart should accompany each request for investigation when the individual to be investigated is a contractor (neither a Federal employee nor an applicant for Federal employment), or when agreed to by OPM-FIPC. **EXCEPTION:** A chart is not required if a previous investigation included a classifiable fingerprint search completed by the FBI, and the current request for investigation is submitted on an SF 86.

**OFI 86A - Request for Determination or Advisory.** This form is initiated by an agency Submitting Office or Examining Office when suitability issues are shown on the Standard Form and warrant referral to OPM. The OFI 86A is returned to an agency SON with an IS-Suitability Adjudication Services determination or advisory indicated.

**Q. Will the original SF 85, SF 85P, or SF 86 be returned when the case is complete?**

**A.** Yes, except for cases transmitted electronically from OPM's automated system to agency SOIs.

**Q. Can the SF 85P or SF 86 be used to request a NACI for a Non-Sensitive position?**

**A.** No, the Office of Management and Budget and OPM approved only the SF 85 for Non-Sensitive cases.

The most expedient way to get copies of the SF 85, 85P, 85P-S, 86, and 86A is by ordering online with your Government credit card via GSA Advantage at: <http://www.gsaadvantage.gov/>. Or, visit the website for the GSA's Federal Supply Service at: <http://www.fss.gsa.gov/fssOrders.cfm>. This page provides links to complete info about ordering through the MILSTRIP/FEDSTRIP system or through GSA's Customer Supply Centers. For a single copy to fill out and print on your computer, visit <http://fillform.gsa.gov/>.

**Q. What is the SF 85P and when should this form be used?**

**A.** The SF 85P, "Questionnaire for Public Trust Positions," is used when an investigation is needed for a position that does not involve national security or require clearance, but may be Sensitive or either Moderate or High Risk under OPM's position sensitivity designation guidelines.

**Q. What is the SF 85P-S and when is it used?**

**A.** The SF 85P-S, "Supplemental Questionnaire for Selected Positions," contains additional questions regarding drug and alcohol use and mental health. It is used only when an agency requests (and is granted) OPM approval to use it.

**Q. How do agencies request OPM approval to use the SF 85P-S?**

**A.** Agencies must request approval in writing from OPM-IS Headquarters. The letter to OPM-IS should contain a specific rationale why the agency wants to require information from individuals in response to questions on the form.



***Q. When is a copy of the OF 306 (Declaration for Federal Employment) and the application or resume required with the investigation?***

**A.** When the investigation is part of a Federal employee appointment action, a copy of the OF 306 and application/resume are required, no matter what investigative form is used. This applies to all new appointees to the competitive service, excepted service, or Senior Executive Service who must complete an OF 306 as part of the appointment process.

***Q. Why is a copy of the OF 306 and application/resume required with the investigation?***

**A.** Some activities or issues requiring investigative coverage are not on the SF 85 or 85P. For Federal employee positions, a copy of the OF 306 and application/resume are used along with the SF 85 or 85P to schedule coverage and to compare for possible falsification of answers on the forms. If submitted along with the SF 86, they are used to compare for falsification only. When submitted for Contractor positions, the OF 306 is used to schedule coverage. Since contractors are not required to use the OF 306, the individual can either submit the OF 306 (September 1994 version, completing items 1, 2, 7 through 12, 15 and 16a, or more recent versions, completing items 1, 2, 8 through 13, 16 and 17a) or address the same items, recorded word-for-word, on an attachment.

***Q. When an OF 306 and application/resume are submitted with an investigative form, does the Subject need to recertify them?***

**A.** The Subject should carefully review the answers on the OF 306 and any attached sheets, including any other application or resume materials. If any information requires correction, the Subject should make the changes, providing the updated material on additional sheets if necessary, and initial and date all changes and additions.

***Q. Can an agency submit an SF 85P or SF 86 which lists only activities and information since the last background investigation?***

**A.** For reinvestigations, the new forms may be updated to show activities from the date the investigative form from the previous investigation was signed. Activities request beginning and ending dates (e.g., residence or employment). For example, if an agency is reinvestigating an individual whose previous SF 86 was completed in December 1996, the current SF 85P or SF 86 must be completed from December 1996 to the present. All other questions and requests for information must be answered for the time frame specified for the item (e.g., the last 7 years, or ever).

***Q. How recently must the SF 85, SF 85P and SF 86 have been completed?***

**A.** These forms must be signed within 120 days of the date of submission to OPM. Submitted forms which are not within this 120 days will be delayed or returned. If no change has occurred, forms must be re-dated and initialed by the Subject.

***Q. Can the SF 85 be used for contract employees?***

**A.** Yes, if the position is Non-sensitive/Low Risk. The individual must also address the limited questions on the OF 306 (see chart on page 6, "FORMS REQUIRED TO REQUEST AN INVESTIGATION").

***Q. If a previous background investigation was conducted with an SF 85P and the incumbent is now being considered for a national security position, what further action is required?***

**A.** Have the incumbent complete an SF 86, then review a copy of the background investigation and decide whether additional investigation is necessary. The ANACI (the Access National Agency Check and Inquiry, for Federal employees) and NACLC (the National Agency Check with Law Check and Credit Search, for contractor employees) are the minimum required investigations for Secret or Confidential clearances.

## **SUBMITTING OFFICE NUMBER (SON)**

Each agency office that requests investigations from OPM must have a unique 4-character SON provided by OPM-FIPC. The Submitting Office will use its SON in the appropriate block of the SF 85, SF 85P, and SF 86. Security Offices requesting investigations will use their Security Office Identifier (SOI) [see page 22]. Any office that wants to request investigations from OPM but does not have an SON must contact OPM-FIPC.

**Q. How do I obtain an SON?**

**A.** Contact FIPC-Program Services Office (PSO). Our PSO will obtain your address, contact and billing information, and verify with the Security Office that you are authorized to request investigations. The information you provide must be kept current; FIPC-PSO will provide an IS form PIPS 12 so that you can record changes and submit them to be updated in OPM's automated system.

**Q. How many SONs per submitting office? How many persons can use the number to make case inquiries?**

**A.** Submitting offices may have multiple SONs. Everyone authorized by the head of the Submitting Office can use the SON to obtain a case status check from OPM-FIPC, provided they can answer the questions asked by the Liaison Assistant.

**Q. Can the SON discontinue a case?**

**A.** Yes, discontinue requests are accepted from either the SON or the SOI. The SON should inform the SOI of discontinuation of cases other than NACI's.

**Q. What information is available to the SON?**

**A.** Current case status information and expected completion date of investigations submitted by that office.

## **CASE STATUS CHECK**

A Submitting Office may call FIPC Telephone Liaison (724-794-5228) to obtain case status information.

**Information the OPM-FIPC Liaison Assistant may ask for:**

Caller's SON & other information to verify identity  
Subject's name & AKAs  
Subject's Social Security Number  
Subject's Place & Date of Birth  
OPM Case Number

**Information the OPM-FIPC Liaison Assistant can give to the SON caller:**

Answers to questions about case papers, fingerprints, reprints, etc.  
Current status of investigation  
Expected completion date of investigation

*Security Offices can obtain more detailed information  
from FIPC Telephone Liaison*

**Q. Should an agency refer Subjects of investigation to OPM-FIPC for case status information or to adjust case papers?**

**A.** No; only the agency Submitting or Security Office may call OPM-FIPC with these requests.

## IMPORTANT ITEMS FOR THE SF QUESTIONNAIRES

**ALL** information requested on these forms is essential for the expeditious scheduling and investigating of cases. Improper completion or omission can result in misscheduling and delaying the investigation. OPM-FIPC first attempts to obtain incomplete or missing information from the SON by telephone; otherwise, the case papers are returned to the agency for completion.

Amendments to qualifications, security, or suitability information must be completed personally by the Subject, and verified with the Subject's initials and date of the change. Other changes, made by agency officials, must be initialed and dated and the official who made the changes identified by SOI or SON. Agency officials may use an IS form FIPC 391 (obtainable through FIPC Telephone Liaison) to certify amended investigative forms were made consistent with the Subject's intent and made with the Subject's concurrence. This document will be included in the investigative file.

### **Submitted forms MUST contain:**

- **CORRECT, COMPLETE, and CURRENT** information, with details provided for *YES* responses;
- Information that is **TYPED OR LEGIBLY PRINTED** (care should be taken so that numbers and letters are clearly formed to avoid error);
- **ZIP CODES** for each activity (for automated scheduling of the investigation and mailing inquiries);
- Beginning and ending **MONTH** and **YEAR** of each activity, with no time gaps or missing time frames;
- **SIGNATURE** (full name of the person to be investigated); and
- Completed **AGENCY USE ITEMS**.

***Q. Will a case be processed if the Subject refuses to provide some information or changes anything on the case papers? How should an agency handle these situations?***

**A.** The agency should have the Subject complete all information as required and should not submit incomplete case papers. If the case papers are sent to OPM-FIPC, changes or omissions of information may delay the case or require returning the papers for completion.

***Q. How should the agency handle additional information received from the Subject after the investigation has been submitted to OPM?***

**A.** Any information that indicates a major discrepancy or a security or suitability issue should be forwarded to OPM-FIPC.

***Q. When the SF 85, SF 85P, or SF 86 is initially completed, or returned for necessary additions or corrections, what procedures are to be followed if amendments are made to the investigative document?***

**A.** The Subject's dated initials must be shown on each item of information corrected or added that deals with the Subject's qualifications, security, or suitability. In rare circumstances when the Subject can not make the amendments personally, the SON can complete and submit a FIPC 391, Certification of Amended Investigative Form.

***Q. What can the agency do if the Subject cannot provide Selective Service record information?***

**A.** Give the Subject the Selective Service toll-free number (888-655-1825) so he can obtain the registration number or exemption explanation.

***Q. What additional investigative services does OPM offer? How do I obtain them?***

**A.** OPM-IS offers a variety of customized investigative services to meet agency needs and special government requirements. These include Childcare Investigations, Reimbursable Suitability Investigations, and Special Agreement Checks. Security Appraisal/Assistance Officers at IS Headquarters can answer your questions and develop written agreements to provide such services. Call OPM-IS Headquarters at 202-606-1042.

**THESE ITEMS, ON THESE FORMS, MUST BE  
PERSONALLY COMPLETED BY THE SUBJECT:**

ITEMS	SF 86	SF 85P	SF 85P-S	SF 85
Foreign Activities	17 a-d	NA	NA	NA
Foreign Countries Visited	18	19	NA	NA
Selective Service Record	20 a-b	17 a-b	NA	12 a-b
Military Record	19	NA	NA	NA
Employment Record	22	12	NA	NA
Police Record	23 a-f	20	NA	NA
Medical Record	21	NA	5	NA
Illegal Drugs	24 a-c	21 a-b	3 a-b	14
Alcohol	25	NA	4	NA
Clearance/Access Denied	26 a-b	18 a-b	NA	NA
Financial Record	27 a-d, 28 a-b	22 a-b	NA	NA
Court Actions	29	NA	NA	NA
Association Record	30 a-b	NA	NA	NA
Date of Certification	Page 9	Page 7	Page Bottom	Page 5
Date of Release	Page 10	Page 8	NA	Page 6

Other changes made by agency officials that do not pertain to the above areas, must be initialed and dated and the official identified by SOI or SON; the agency may provide a FIPC 391 certification with the case submission. These procedures are essential for the scheduling of the request; if not followed, the request will be returned to the submitting agency.

## INSTRUCTIONS FOR COMPLETING THE SF 85 "AGENCY USE ONLY" BLOCK

<b>A</b>	Type of Investigation	02B
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Enter code 02B to request a non-sensitive NACI investigation with 75-day service.

<b>B</b>	Extra Coverage	<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>
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Enter up to nine codes to obtain required extra coverage described below.

**CODE EXTRA COVERAGE**

- 2 Credit Search (extra charge).
- 3 Advance National Agency Check (NAC) Results.
- 7 When a special request not covered by an agreement with OPM, or additional required or relevant information, is attached.
- A-Y Use only by agreement with OPM-FIPC.
- Z FBI User Fee exemption for specific positions. *See page 31 for detailed information.*

**Q. Do extra coverage codes have to be in a particular order?**

**A.** No, the codes can be entered in any order.

**Q. What are the advance NAC processing procedures?**

**A.** An advance NAC report is available for all case types by entering code 3 in Extra Coverage Block B. Generally, within 30 days of the scheduling of a case, either an advance NAC report or NAC status report (if any checks are still pending) will be sent to the SOI. The advance NAC will occur after the NAC status when pending NAC items are complete. The advance on the National Agency Check (NAC) consists of an itemized list of the NAC item results and status; no reports are furnished.

<b>C</b>	Nature of Action Code	
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If the person being investigated is a Federal employee or applicant, enter the same 3-digit code as used on the SF 52 to show the "Nature of Action" taken or to be taken for the position requiring the investigation. If the person being investigated is a contractor, enter CON. If the person is being reinvestigated, leave this block blank.

<b>D</b>	Date of Action	Month	Day	Year
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Enter the effective date of the action requiring the investigation. If the action has not been taken, leave the block blank.

<b>E</b>	Geographic Location	<div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div>
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**OPTIONAL:** Enter the 9-digit "Worldwide Geographic Location Code" from the General Services Administration publication dated April 1987, to show the actual location of the duty station for the position. *(The Location Code is an OPM Central Personnel Data File [CPDF] requirement to be entered on the SF 52 and SF 50 for certain personnel actions.)*

**Q. What does an agency enter in the "Geographic Location" block when it is unsure of the duty station to which the individual will be assigned?**

**A.** Leave it blank.

<b>F</b>	Position	
	Title	

Enter the title of the position for which the investigation is requested. If the person being investigated is a contractor employee, enter either the person's position with the contractor company, or CONTRACTOR.

<b>G</b>	SON	_ _ _ _

Enter the 4-character SON; if the Security Office is the Submitting Office, enter the SOI. (Both SON and SOI codes are issued by OPM-FIPC; contact FIPC's Program Services Office (FIPC-PSO) for assistance.

<b>H</b>	SOI	_ _ _ _

Enter the 4-character SOI. Submitting Offices should contact their Security Office for the correct SOI.

<b>I</b>	OPAC-ALC	
	Number	

Enter your agency's ALC (Agency Locator Code) assigned by the Department of the Treasury for use in the OPAC (On-Line Payment and Collection) billing system. This must be completed on all requests. If you do not have an OPAC-ALC number, contact FIPC-PSO. **BE SURE TO USE THE CORRECT ALC FOR YOUR AGENCY AND OFFICE TO BE BILLED FOR THE INVESTIGATION.**

**Q. What if an agency does not use the OPAC system?**

**A.** FIPC-PSO will assign a code to cause manual billing from OPM.

**Q. Who receives the billing information in an agency?**

**A.** Billing information is sent to the OPAC-ALC address (the agency's Financial Management Office). If you receive information that bills are not being mailed to the proper address, or you are not receiving timely or correct billing information, contact FIPC-PSO for assistance.

<b>J</b>	Accounting Data and/or	
	Agency Case Number	

This block is for your agency's internal use. Up to 25 characters may be entered in this block. (*The information you enter will be printed on the Investigation Scheduled Notice and on documents used to close the case and bill your agency.*) If your agency does not need this space, leave the block blank.

<b>K</b>	Requesting	Name and Title	Signature	Telephone Number	Date
	Official				

Enter the name, title, and signature of the official requesting the investigation; enter their commercial telephone number, including area code, and the date. (*OPM-FIPC will call this person if there are questions about the submission. This signature indicates an agency's obligation to pay OPM for investigative services; no other procurement document is necessary.*)

**Q. Does the "Requesting Official" block have to contain an original signature? Must the signer be from the SON?**

**A.** Block K must contain the signature of someone in the SON who is authorized by the agency to request investigations. The signature does not have to be original; a stamp or copy is sufficient.

**Q. Whom will OPM-FIPC call with questions about case papers before scheduling a case?**

**A.** OPM-FIPC will call the individual shown in block K.

**Q. What if the requesting official should not be contacted for inquiries?**

**A.** If you want to provide additional names and numbers for inquiry, this information should be recorded here as well. The blocks are not big; you may have to use very clear, very small print. You should call FIPC-PSO to discuss alternatives.

**INSTRUCTIONS FOR COMPLETING THE SF 85P and SF 86 "AGENCY USE ONLY"  
BLOCK (Unless otherwise noted, instructions are the same for both forms.)**

<b>A</b>	Type of Investigation	
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Using the chart below, enter the appropriate 3-character code that represents the type of investigation and timeliness service requested. (See the OPM-IS Federal Investigations Notice issued annually for the cost of each case type and timeliness service.)

Type of Investigation	35-Day Service	75-Day Service	120-Day Service	Reopen * Service
NACI		02B		02D
NAC	06A			06D
NACLC	08A	08B		08D
ANACI	09A	09B		09D
PRI			11C	11D
PRIR			12C	12D
MBI			15C	15D
SSBI-PR			18C	18D
LBI	20A	20B	20C	20D
LBI Update (LDI) *	21A	21B	21C	21D
LBI Upgrade (LGI) *	36A	36B	36C	36D
BI	25A	25B	25C	25D
BI Update (BDI) *	26A	26B	26C	26D
BI Upgrade (BGI) *	37A	37B	37C	37D
SSBI	30A	30B	30C	30D
SSBI Update (SDI) *	31A	31B	31C	31D
SSBI Upgrade (SGI) *	38A	38B	38C	38D

\* DEFINITIONS:

**Reopen:** Clarification of issues in a case, or to reopen a discontinued case, within 12 months of the closing date of the previous OPM investigation. When requesting reopen service, contact OPM-FIPC for instructions.

**Update Investigation (DI):** Investigation of the same type updated from the previous investigation's closing date.

**Upgrade Investigation (GI):** Investigation for movement upward in sensitivity or risk level within 60 months after the previous investigation's closing date; for example, a BGI upgrades an LBI (3 years) to a BI (5 years).

**Q. How does an agency change the timeliness service of a case in process?**

**A.** An SOI may do this on an already-scheduled case by calling FIPC Telephone Liaison.

**Q. Which Questionnaire is used and how are case papers coded when a position requires Confidential or Secret access and a BI is needed due to High Risk public trust duties?**

**A.** If access is required, the SF 86 is required. Since the position requires a BI due to High Risk Public trust duties, Block **A** is coded for a BI (codes 25A, 25B, or 25C). Block **C** (Sensitivity Level) is coded 2 for Noncritical-Sensitive, and Block **D** (Access) is coded 1 for Confidential or 2 for Secret.



<b>B</b>	Extra Coverage	
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Using the chart below, enter the number or letter codes that represent the types of extra investigative coverage desired. Availability:

O = Optional Coverage    F = Optional Coverage, additional fee charged

<b>Extra Coverage Codes (1 through 7 &amp; A through Y)</b>										
Type of Investigation ↓	① Over-seas	② Credit	③ Advance NAC	④ Mgr/ Spvy	⑤ Public Contact	⑥ Law Enforcement	⑦ Attach-ments	A – Y Contact FIPC	R Rein-vestigation	Z Criminal Justice Position
<b>NACI</b>		F	O				O		O	O
<b>NAC</b>		F	O				O		O	O
<b>NACLC</b>			O				O	O		O
<b>ANACI</b>			O				O	O	O	O
<b>PRI/R</b>			O				O		O	O
<b>SSBI-PR</b>	F		O				O		O	O
<b>MBI</b>			O				O	O	O	O
<b>LBI</b>	F		O	F	F	F	O	O	O	O
<b>BI</b>	F		O	F	F	F	O	O	O	O
<b>SSBI</b>	F		O	F	F	F	O	O	O	O

**Code 1, Overseas attributes** Subject and spouse, as required, addressed in interviews.\*

**Code 2, Credit** Automated scheduling of credit. An additional fee is charged for an optional credit check.

**Code 3, Advance NAC** The advance on the National Agency Check (NAC) consists of an itemized list of the NAC results and search status. This is a notification of item results only, no hardcopy is furnished. The Advance NAC Report is sent to the SOI and is available for all case types. If after 30 days from the scheduling date the NAC is not complete, a NAC status report will be generated to provide the SOI information on the NAC.

**Code 4, Managerial and Supervisory attributes \***

**Code 5, Public Contact attributes \***

**Code 6, Law Enforcement attributes \***

\* Codes 1, 4, 5, and 6 print instructions to the Investigators on the Case Assignment Transmittal (CAT) to provide additional coverage. The extra coverage is specified in the OPM Investigator's Handbook. A surcharge is added to the case cost for *each* Code 1, 4, 5, or 6 extra coverage request.

**Code 7, Attachments** This code is used when information is attached – e.g.: request for license or certificate verification; issue information; personnel folder or security file information; people in the U.S. who can verify activities outside the United States; agency-conducted Subject interview or pre-appointment checks; and, any other pertinent information.

**[Codes A – Y** Used only by agreement with OPM-FIPC]

**Code Z** FBI User Fee exemption for specific positions. *See page 31 for detailed information.*

**Q. Do extra coverage codes have to be in a particular order?**

**A.** No, the codes may be entered in any order.

**Q. Does extra coverage code 1 pertain to coverage of foreign activities?**

**A.** No, extra coverage code 1 is used to request the "overseas attributes" questions as listed in the OPM Investigator's Handbook. Code 1 is requested when an individual is going on a foreign assignment. The questions are to assess an individual's potential for foreign assignment, not to obtain investigative coverage of previous activities outside the United States.

**Q. Where can the extra coverage questions for codes 4, 5, and 6 be found?**

**A.** The questions appear in the OPM Investigator's Handbook which has been given to agency security offices.

**Q. Can I request multiple extra coverage questions (codes 1, 4, 5, and 6)?**

**A.** Yes. There is an additional fee for each code category. Contact your Appraisal/Assistance Officer at OPM-IS for more information.

**Q. In requesting more than the minimum periodic reinvestigation (NACLC) needed for an employee's position, what steps must an agency take to indicate that the request is for reinvestigation?**

**A.** The letter "R" should be entered in block B to prevent the automated system from rejecting the case. This will allow scheduling of the case requested.

**Q. What are the advance NAC processing procedures?**

**A.** An advance NAC report is available by entering code 3 into Extra Coverage block B of the SF 85P, or SF 86. Generally within 30 days of the scheduling of a case, either an advance NAC report or NAC status report will be sent to the SOI.

**Q. If an agency requires a change in clearance on an investigation already requested, what should be done?**

**A.** Contact FIPC Telephone Liaison and explain the change. If the investigation is still in process, the case type can be changed and billing will be adjusted as appropriate. If the investigation is completed, and the Subject's clearance is rising from Confidential/Secret/L to Top Secret/SCI/Q, the agency should request an SSBI (or an SGI if the completed case was a BI).

**Q. Should the case papers indicate attendance at the Federal Law Enforcement Training Centers (FLETC) at Glynco, GA, Marana, AZ, or Artesia, NM?**

**A.** Yes. In completing the case papers, the agency should attach information that indicates attendance dates or future dates at FLETC. The submitting office should ensure that code 7 is entered in block B of the SF 85P or SF 86 and that the information is included. A suggested format for this is given in FIN 94-4 of February 16, 1994. This information is necessary to avoid unusual delay in conducting the Personal Subject Interview in cases. Security Offices should ensure that this information has been passed on to appropriate components within the agency.

**Q. When agencies request an SF 86 SSBI for SCI access, can OPM send a copy of the case to the CIA at the same time the case is sent to the requesting agency?**

**A.** Yes. To do this, the agency should enter code 7 in block B and request on an attached document that a copy of the case be sent to the CIA.

**For either form below, enter the code representing the sensitivity or risk level of the position requiring the investigation:**



**SF 85P:**

<b>C</b>	<b>Sensitivity/Risk Level</b>	
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**CODE:      LEVEL**  
1      Low Risk  
5      Moderate Risk  
6      High Risk



**SF 86:**

<b>C</b>	<b>Sensitivity Level</b>	
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**CODE:      LEVEL**  
2      Noncritical-Sensitive  
3      Critical-Sensitive  
4      Special-Sensitive

**On the SF 86, add the letter C for a Computer-ADP position.**

**Q. How does the SON determine the sensitivity/risk level of a position? How should the SF 85P/86 be completed when the risk/sensitivity level/access are unknown to the SON?**

**A.** The SON should obtain the sensitivity/risk level from the SOI.

**Q. How does the SOI (Security Office) determine the sensitivity/risk level of a position?**

**A.** OPM issues definitions of the various levels in 5 CFR 731, Suitability, and 5 CFR 732, National Security. Supplemental guidance provides information about how to determine the sensitivity/risk level for a specific position, and how to establish a system for an agency. Contact your OPM-IS Security Appraisal/Assistance Officer for the supplemental guidance or other assistance.

**Q. What is entered for SF 86 "Sensitivity Level" or SF 85P "Risk Level" (block C) for individuals who are not Federal employees?**

**A.** The agency should designate the Sensitivity Level or the Public Trust Risk Level of the position as if the individual were a Federal employee.

**Q. What is a Low Risk computer position? As most positions involve computer use, it is not clear which are to be designated under Computer/ADP criteria.**

**A.** Any position that includes duties and responsibilities related to the organized collection, processing, transmission, or dissemination of information in accordance with defined procedures by automated means is a Computer/ADP position. Any such position not meeting the criteria for High or Moderate Risk, is a Low Risk Computer/ADP position. Contact your OPM-IS Appraisal and Assistance Officer for additional information.

**SF 85P:**

<b>D</b>	Compu/ ADP	
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On the SF 85P, enter the code C if the position is Computer-ADP.

**SF 86:**

<b>D</b>	Access	
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On the SF 86, using the table below, enter the code representing the security clearance or access the position requires (or will require).

CODE	LEVEL
0	Not required
1	Confidential
2	Secret
3	Top Secret
4	Sensitive Compartmented Information
5	Q
7	L
8	Other (specify clearance level on an attached document and enter "7" in Extra Coverage block B)

**Q. How should an agency handle a situation involving multiple clearances/access when completing block D of the SF 86?**

**A.** The highest clearance being requested for the Subject should be entered.

<b>E</b>	Nature of Action Code	
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For either form, if the person being investigated is a Federal employee or applicant, enter the same 3-digit code used on the SF 52 representing the "Nature of Action" taken or to be taken for the position requiring the investigation. If the person being investigated is a contractor, enter CON.

**Q. What should be entered in SF 86 "Nature of Action Code" (block E) when investigation (or reinvestigation) is requested due to adding access to a current position?**

**A.** In this instance, the "Nature of Action Code" block is left blank. In reinvestigations, both the "Nature of Action Code" and "Date of Action" blocks are left blank if there has been no personnel action.

<b>F</b>	Date of Action	Month	Day	Year
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Enter the effective date of the action requiring the investigation. If the action has not been taken, leave the block blank.

<b>G</b>	Geographic Location	_ _ _ _ _
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**OPTIONAL:** Enter the 9-digit "Worldwide Geographic Location Code" from the General Services Administration publication dated April 1987, to show the actual location of the duty station for the position. (The Location Code is an OPM Central Personnel Data File [CPDF] requirement to be entered on the SF 52 and SF 50 for certain personnel actions.)

**Q. What does an agency enter in the "Geographic Location" block when it is unsure of the duty station to which the individual will be assigned?**

**A.** Leave it blank.

<b>H</b>	Position	
	Code	

Enter the appropriate code letter from the table below. If none applies, leave the block blank. You may contact your Security Appraisal Officer for information about additional codes available by special agreement with OPM.

**CODE POSITION**

- A Congressional Staff
- B Investigator
- C Astronaut
- E White House
- F SES/GS-15 (or equivalent)
- G Special or Confidential Assistant (GS-13 and above)
- H Child Care Provider (For child care investigations only; contact FIPC-PSO for additional information)

<b>I</b>	Position	
	Title	

Enter the title of the position for which the investigation is being requested. If the person being investigated is a contractor employee, enter either the person's position with the contractor company, or CONTRACTOR.

<b>J</b>	SON	
		----

Enter the 4-character SON; if the Security Office is the Submitting Office, enter the SOI. If SON is unknown, contact your Security Office or FIPC-PSO.

<b>K</b>	Location of Official Personnel Folder	<input type="checkbox"/>	None	Other Address	ZIP Code
		<input type="checkbox"/>	NPRC		
		<input type="checkbox"/>	At SON		

Check one box only:

- None**, if the person has never been a Federal employee.
- NPRC**, if the OPF is at the National Personnel Records Center.
- At SON**, if the OPF is at the SON.
- ...or...**

**Other Address:** If the OPF is at any other location (for example, the SOI), furnish the complete address.

**Q. When unsure where an OPF is located, how should an agency indicate that fact?**

**A.** The agency should make every effort to determine the location of the OPF. If all attempts are still unsuccessful, show UNKNOWN in "Other Address" block.

**Q. If the SOI is the submitting office, should the address be filled out for "Location of OPF" (block K) rather than marking the "SON" box within that block?**

**A.** If the SOI is the SON and the OPF is at that location, then "At SON" is appropriate. If the SOI is the SON, but the OPF is located elsewhere, then the "Other Address" should be shown.

<b>L</b>	SOI	
		----

Enter the 4-character SOI. Submitting Offices should contact the Security Office for the correct SOI.

<b>M</b>	Location of Security Folder		None At SOI NPI	Other Address	ZIP Code

Check one box only:

**None**, if there is no security file at your agency.

**At SOI**, if there is a security file at your SOI address.

**NPI**, if there is a security file at your agency, but it contains nothing pertinent to the investigation.

...or...

**Other Address:** If your agency's security file is at a location other than the SOI address, furnish the complete address.

**Q. How do I ensure that the Security File is reviewed by an Investigator?**

**A.** In cases involving investigative field work, insert the numeral '5' in the "Codes" block, immediately above the Agency Use Only section on the Standard Forms.

<b>N</b>	OPAC-ALC Number	

Enter your agency's ALC (Agency Locator Code) assigned by the Department of the Treasury for use in the OPAC (On-Line Payment and Collection) billing system. This must be completed on all requests. If you do not have an OPAC-ALC number, contact OPM-FIPC. **BE SURE TO USE THE CORRECT ALC FOR YOUR AGENCY AND OFFICE TO BE BILLED FOR THE INVESTIGATION.**

**Q. Who receives the billing information in an agency?**

**A.** Billing information is sent to the OPAC-ALC address (the agency's Financial Management Office). If you receive information that bills are not being mailed to the proper address, or you are not receiving timely or correct billing information, contact FIPC-PSO for assistance.

**Q. What if an agency doesn't use the Treasury OPAC-ALC system?**

**A.** FIPC-PSO will assign your agency a code; this code triggers manual (rather than automated) billing.

<b>O</b>	Accounting Data and/or Agency Case Number	

This block is for your agency's internal use. Up to 25 characters may be entered in this block. *(The information you enter will be printed on the Investigation Scheduled Notice and on documents used to close the case and bill your agency.)* If your agency does not need this space, leave the block blank.

<b>P</b>	Requesting Official	Name and Title	Signature	Telephone Number ( )	Date

Enter the name, title, and signature of the official requesting investigation; enter their commercial telephone number, including area code, and the date. *(OPM-FIPC will call this person if there are questions about the submission. This signature indicates an agency's obligation to pay OPM for investigative services; no other procurement document is necessary.)*

**Q. Does the "Requesting Official" block have to contain an original signature? Must the signer be from the SON?**

**A.** Block P must contain the signature of someone in the SON who is authorized by the agency to request investigations. The signature does not have to be original; a stamp or copy is sufficient.

**Q. Whom will OPM-FIPC call with questions about case papers before scheduling a case?**

**A.** OPM-FIPC will call the individual shown in block P.

**Q. What if the requesting official should not be contacted for inquiries?**

**A.** If you want to provide additional names and numbers for inquiry, record them here as well. You may have to use very clear, very small print. You may call FIPC-PSO to discuss alternatives.

## **B. SECURITY OFFICE PROCEDURES**

### **PROCESSING INVESTIGATIONS**

A Security Office is responsible for receiving completed investigation reports from OPM and controlling the cases for the agency. Designated Security Office employees may contact OPM-FIPC to obtain detailed information about a case. The Security Office is also responsible for processing and completing a variety of investigative forms.

### **SECURITY OFFICE IDENTIFIER (SOI)**

Each agency Security Office is issued a 4-character identifier, called an SOI. It is assigned by FIPC-PSO and is used to identify the proper agency officials to receive case results, data, or information from OPM. The SOI permits OPM to send cases to agency-approved addresses and it permits agencies to obtain detailed investigative information. If your agency does not have an SOI, contact OPM-FIPC. (*Use form PIPS 11, available from FIPC Telephone Liaison or PSO, to update Security Office information for OPM.*)

### **CASE CLOSING TRANSMITTAL (CCT)**

The CCT provides the Security Office with a summary of investigated activities and results, and indicates one of the following closing actions:

- **Closed-Complete:** Provides results of a fully completed case.
- **Closed-Pending:** Provides an interim package of completed portions of a case except for a pending record or NAC item that has been delayed. A Closed-Complete action will be sent when the pending pieces are completed.

**Q. What should an SON do when the SOI sends the CCT, Report of Agency Adjudicative Action, or other case papers to the SON?**

**A.** Unless there is an agreement with OPM-IS for handling this information at the SON, it should return case papers to the SOI. One exception is the Certification of Investigation which should be filed on the permanent side of the Official Personnel Folder after it has been completed by the SOI.

### **INVESTIGATION NOTICES**

OPM sends notices to the Security or Submitting Office about cases in process. Each notice includes the name of the agency requesting the investigation, the type and timeliness service of investigation, OPM case number, the name of the Subject of investigation, and the Subject's SSN and DOB. Agencies may receive these notices by mail, or electronically to be printed at the SOI or uploaded into an SOI's database.

An **Investigation Scheduled Notice** is sent to the Submitting Office to verify that the requested investigation has been scheduled by OPM. This notice is filed on the temporary side of the OPF. (*Agencies should notify FIPC Telephone Liaison if there is a question about this notice.*)

An **Administrative Return Notice** is sent to the Submitting Office returning case papers when the type of investigation requested is inconsistent with Sensitivity/Access information in the "Agency Use Only" block. The investigation has not been initiated, so the notice must be returned to OPM-FIPC with the corrected case papers as soon as possible. Contact FIPC Telephone Liaison for clarification.

An **Unacceptable Case Notice** is sent to the Submitting Office to return case papers not completed correctly or missing essential information about the person to be investigated. The investigation has not been initiated, so the notice must be returned to OPM-FIPC with the corrected case papers as soon as possible.

A **Case in Process Notice** is sent to a Submitting Office when an investigation meeting or exceeding requirements of the requested investigation is already in process. If the case in process was requested by the same SON, it indicates that the second request was a duplicate. If the case in process is for another agency's SOI, a copy of the case will be sent to the second requestor's SOI when it is completed.

A **Closed-Discontinued Notice** is sent to the Security Office when the case has been discontinued at agency request. The notice should be forwarded by the Security Office to the Submitting Office for filing on the permanent side of the OPF.

A **Closed-Incomplete Notice** is sent to the Security Office to return case papers when OPM-FIPC has not received a new fingerprint chart previously requested from the SON. The notice must be returned to us with the new fingerprint chart and the case papers. If the investigation is no longer required, the notice is sent by the Security Office to the Submitting Office for filing on the permanent side of the OPF.

A **Returned-Requirements Met Notice** is sent to the Security Office indicating that an investigation has recently been completed which meets requirements of the requested investigation. The request for investigation is returned, as no additional investigation is necessary, and a copy of the previous case, if any, is sent to the Security Office for adjudication. This notice is sent by the Security Office, after adjudication, to the Submitting Office for filing on the permanent side of the OPF.

A **Certification of Investigation** is sent to the Security Office with the CCT of cases Closed-Complete. The notice is completed and sent by the Security Office, after adjudication, to the Submitting Office for filing on the permanent side of the OPF.

**Q. Does OPM track Receipts and Returns?**

**A.** Yes; OPM can provide submitting and security offices with a monthly report that shows their agency's receipts and returns. Agencies may request these reports or change the frequency of the reports they get by calling FIPC-PSO or their Appraisal/Assistance Officer at OPM-IS.

**Q. Is a Certification of Investigation Notice certified differently when the subject is removed on suitability?**

**A.** No, there is no difference in how the Certification of Investigation Notice is completed. The removal would be documented on an SF 50 in the OPF.

**Q. Can a duplicate copy of the Returned Unacceptable Notice be sent to the SOI?**

**A.** Only one copy of the notice is sent. If the SOI needs a copy, it should request it from the SON.

## **OPM INVESTIGATIONS SERVICE FORMS**

**OFI-16A - Specific Release.** This form is used by OPM to obtain specific medical, financial, or other information. Occasionally, OPM may ask the agency to have this form signed by the person being investigated and to return it to OPM.

**OFI Form 79 - Notice of Personnel Investigation.** This form is used by other Federal investigative agencies to notify OPM that an investigation is being initiated. This information is added to OPM's Security/Suitability Investigations Index (SII) and the investigative agency is sent results of an SII search. After adjudication, the agency is required to complete Part C of this form and return it to OPM-FIPC.

**OFI Form 79A - Report of Agency Adjudicative Action on OPM Personnel Investigations.** This form accompanies the CCT for certain Closed-Complete cases and in some instances must be returned to OPM-FIPC when the Security Office completes final action.

**OFI Form 79B - Request for Search of OPM Records.** This form provides the SOI with results of an OPM SII search and may require agency adjudicative action and notification to OPM-FIPC.

**OFI Form 86 - Special Agreement Check (SAC).** This form is used to request limited investigative checks for which there is a special agreement with OPM. Contact your Appraisal/Assistance Officer at OPM-IS for more information.

**INV 50 - Agency Information for OPM Background Investigations.** This form is included with the results of mailed closed cases and gives agencies information concerning procedures and documents associated with OPM background investigations.



**SECURITY/SUITABILITY INVESTIGATIONS INDEX (SII) and CASE INQUIRIES**

Each Security Office provides OPM with an official mailing address, contact information, and an approved list of employees authorized to request information about agency cases in process. This list should be updated regularly using IS form PIPS 11. (*Contact FIPC-PSO to update information or to obtain the PIPS 11.*) The approved persons are the only individuals who may receive information by telephone. A Security Office might call, for example, for a pre-placement SII search to determine if OPM has a record of the Subject, or to determine the current status of a scheduled investigation. The Security Office should call FIPC Telephone Liaison (724-794-5228) to request information.

<b>Information the OPM-FIPC Liaison Assistant will ask for:</b>	<ul style="list-style-type: none"> <li>• <b>Caller's SOI and other identifiers</b></li> <li>• <b>Subject's Name, SSN, Date &amp; Place Of Birth</b></li> <li>• <b>OPM Case Number (for case status checks)</b></li> </ul>
⇒	
Information the OPM-FIPC Liaison Assistant may provide:	<ul style="list-style-type: none"> <li>• Whether OPM has a record of the Subject</li> <li>• If any investigation in OPM's system contains issues</li> <li>• Types of issues in the case</li> <li>• Current Case Status</li> <li>• Investigative Items that are not complete</li> <li>• Expected Completion Date of the investigation</li> <li>• Results of NAC Searches</li> <li>• Referral to Reviewer for more specific information</li> </ul>
Telephone contact should also be made to cancel a case, change the case type or timeliness service, to obtain other data, or for general information.	

**Q. Can an SON obtain an SII search?**

**A.** SII data is not available to the SON. Only the SOI can obtain an SII search.

**Q. Is there a minimum level of investigation required for authorized SOI Users?**

**A.** Agency security officers must have a BI (5-year background investigation). Other staff should have the same level of investigation as the cases they handle, or a level of investigation specified by any Special Agreement with OPM-IS. For SII access, the minimum level is ANACI, with NACLC reinvestigation every 10 years.

**Q. How will an agency know if an Investigation was completed using the SF 86 or SF 85P?**

**A.** The SII currently records which investigative form was used for the investigation. This information will be provided to the agency upon request.

**Q. What will SII have on file for no-issue cases?**

**A.** SII will show the type of case, the date the case was closed, and that it contained no issues.

**Q. Does OPM receive arrest information on individuals previously investigated?**

**A.** When the FBI receives criminal fingerprints and has an indication that a previous background investigation was conducted by the Federal Government or that the Subject may be a Federal employee, the FBI furnishes a copy of the identification division record form (rap sheet) to OPM-FIPC. OPM-FIPC reviews the information and establishes if the individual is currently with a Federal agency. If so, it furnishes the SOI with a copy of the record and an OFI Form 79A characterizing the issue(s). OPM-FIPC records this information and the agency's action in the SII and maintains a case file.

**AUTOMATED LINKAGE WITH OPM**

OPM-IS maintains its investigative data and processes its cases through its automated Personnel Investigations Processing System (PIPS). Automated linkage between an agency SOI and PIPS provides direct access to OPM's records. An agency computer compatible with PIPS can replace mailed forms or the telephone inquiry process. With proper equipment, a Security Office can make on-line SII searches, request files, transmit messages, record OFI 79 notifications, enter Special Agreement Checks (SACs), and monitor the progress of the agency's cases. Other features include the capability to access security clearance information through the Clearance Verification System (CVS), and to print or download case status and report data. Planned additions include the ability to record case adjudications directly on PIPS and to search the Defense Clearance and Investigation Index (DCII) through OPM's system. Agencies interested in obtaining a PIPS connection must have a Security Office Identifier (SOI) assigned by OPM. For more information, or to request a PIPS connection, contact the Policy and Operations Division at IS Headquarters in Washington, DC, at (202) 606-1042.

**C. FINGERPRINTING INFORMATION**

**Q. If an agency submits fingerprints to the FBI prior to requesting an OPM investigation, what special procedures must the agency follow?**

**A.** Agencies with special agreements with OPM-IS for submitting fingerprints directly to the FBI, and which have the results of a fingerprint search that is less than 120 days old at the time an OPM investigation is requested, should enter extra coverage code "7" in block B. The FBI Identification Division record or fingerprint classification form must be attached to the case papers. If a fingerprint search was unclassifiable or completed more than 120 days prior to the request for investigation, a new fingerprint chart and the results of the previous check should be attached.

**Q. What is the procedure for cases with unclassifiable fingerprints?**

**A.** Investigative requirements are satisfied on Non-sensitive (SF 85) and Public Trust (SF 85P) positions once the original submission is characterized as unclassifiable by the FBI. Agencies have the option of submitting one reprint for classification within one year of OPM's closing the investigation without incurring additional cost. For National Security (SF 86) positions, OPM will continue to require a second fingerprint submission if the original was unclassifiable.

<b>FINGERPRINT CHARTS ARE RETURNED MOST FREQUENTLY BECAUSE.....</b>	<b>TO CORRECT THESE COMMON PROBLEMS.....</b>
Fingerprints were <i>not fully rolled</i> .	<b>Roll fingers</b> "nail to nail" to obtain a full print.
Fingerprints are <i>smudged</i> .	<b>Use less ink</b> ; spread it more evenly; take care not to smudge charts after printing.
Fingerprints are <i>indistinct</i> .	<b>Press fingers firmly</b> when printing.
Physical <i>disabilities or skin problems</i> prevent clear prints.	Take prints and <b>attach explanation</b> to chart.
Subject identifying <i>information is incomplete</i> .  Chart is <b>not signed</b> by the Subject and/or Official taking prints.	Remind the Subject of the necessity for information and <b>check for completion</b> of these blocks.

**Q. What will OPM do if the agency sends two fingerprint charts with the initial request?**

**A.** Only one chart is needed and should be sent with the request for investigation. If one chart is unclassifiable, it's likely that the second chart is also unclassifiable when the prints were taken by the same individual at the same time. When the original submission is returned unclassifiable by the FBI, OPM-FIPC contacts the agency for a second fingerprint submission. The second chart from the original investigation request will be held and not used.

There are currently three submission formats for fingerprints:

- ♦ Hardcard: May be ink or chemical method;
- ♦ Cardscan: Scanned image of a hardcard; and
- ♦ Live-Scan: Digital, paperless technology for capturing fingerprints.

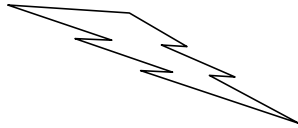
Agencies may access the following web-site address to obtain information concerning the products certified for compliance by the FBI:

[www.fbi.gov/programs/iafis/cert.htm](http://www.fbi.gov/programs/iafis/cert.htm)

Keep in mind that with any of the scan systems, you need to reference the American National Standards Institute (ANSI/NIST-CSL) for the data format of interchange for fingerprint information.

For additional information, call the FBI at (202) 324-9341 or (301) 975-2932.

Agencies interested in electronically transmitting Live-Scan fingerprints directly to FIPC for processing should coordinate planning with FIPC-PSO prior to an equipment purchase.



***OPM does not endorse any particular Live-Scan vendor; however, we believe that the proper use of this technology, if coordinated with PIPS processing capabilities, significantly improves classification rates as well as overall case processing timeliness. Call FIPC-PSO at 724-794-5612 for additional information.***

## SECTION 2.

### ADDITIONAL INFORMATION

# Nice To Know. ... But not in Section 1

#### NACI INVESTIGATIONS

- ★ All NACI inquiry forms containing potentially actionable issue information will be sent to the SOI (Security Office), attached to the CCT.
- ★ OPM discontinues a NACI when the requesting agency SON or SOI contacts OPM-FIPC by telephone or in writing to discontinue the case.
- ★ In no-issue cases that have no investigative reports (e.g., NACIs and NACLCS), only summary information is retained by OPM in its automated system. The summary shows the case type, when it was closed, where inquiries were sent, and whether they were completed, returned as undeliverable, or not returned. Only inquiries with issue information and no-issue inquiries with favorable information or comments beyond the basic questions will be retained by OPM. Other investigative material, such as a previous case file, will be reviewed. If appropriate, it will be attached and will become part of the current case file.
- ★ Straggler inquiries (those arriving after cases are Closed-Complete) will be reviewed. If "acceptable," they will not be sent to the SOI. Inquiries with issues will be sent to agency security offices and additional investigation will be conducted if required.
- ★ For NACIs, the case will be closed when the NAC items (SII, DCII, FBI name check, and FBI fingerprint check) are completed and either all inquiries are completed or 30 days have passed since the case was scheduled. The CCT will indicate to the requesting office where inquiries were sent, and which were returned. Also, the CCT will show whether an inquiry was returned as undeliverable, or not returned.
- ★ OPM routinely resolves issues considered to be recent and serious, i.e., actionable under OPM suitability guidelines. If an agency receives a NACI case in which it appears actionable issues have not been resolved, and the agency anticipates taking action on the case, the agency may obtain the needed information themselves by telephone inquiry, correspondence, or Subject contact, as appropriate. The agency may also send the case back to OPM-FIPC (attn: SAS) and request that OPM conduct further action to obtain the necessary information.

#### REIMBURSABLE SUITABILITY INVESTIGATIONS

- ★ When an agency wants to request a Reimbursable Suitability Investigation (RSI) to expand on issues developed but not resolved in an investigation, or to investigate issues developed by the agency, it should submit a memorandum detailing the basis for the request and any pertinent information to OPM-FIPC. You must include Subject identifiers (Name, DOB, POB, SSN), SOI or SON, and OPAC-ALC number.

#### CONTACT WITH CURRENT EMPLOYER

- ★ A request made on the application/resume to not contact the current employer is related to employment verification only in the application examining process. When the application/resume becomes part of the investigation case papers with an SF 85, SF 85P, or SF 86, all information will be

verified. These Standard Forms contain the statement, "Your current employer must be contacted as part of the investigation, even if you have previously indicated on applications or other forms that you do not want this."

## **FILE RELEASE AND DISSEMINATION**

★ A copy of the SF 85, SF 85P, or SF 86 can be released to the Subject of investigation with all the "Agency Use Only" blocks completed.

★ OPM disseminates case files or information from previous investigations (1) to investigating agencies when they are conducting an investigation, (2) to any agency when pertinent to a current investigation or adjudication, and (3) under certain specific circumstances and conditions. For further information, call the Investigations Service's Freedom of Information/Privacy Services at FIPC (724-794-5612).

★ When a Subject of investigation asks an agency security office for a copy of their own investigative file, the agency should advise the Subject that OPM provides a copy of the file under a Privacy Act request. The individual must make a written request for the file to OPM-FIPC, FOI/PS, PO Box 618, Boyers, PA, 16018-0618. The request must include the Subject's Full Name, AKAs, SSN, DOB, POB, full address, location of present or former Federal employment (when applicable), and it must be signed by the requestor.

★ OPM will not release an investigation to the Subject until the agency has acknowledged receipt of the case and has not requested any additional investigative coverage or additional time to adjudicate the case. OPM notifies an agency's SOI of FOI/P requests and, unless FIPC is informed that extra time is needed, the investigation report is released in 30 days.

## **ACTIVITIES OUTSIDE THE UNITED STATES**

★ When the Subject of investigation has significant periods of recent activity (such as employment, education, or residence) in foreign countries, the SON should request that additional information be provided with the SF 85, SF 85P, or SF 86. The Subject should identify sources, preferably in the USA, who have personal knowledge of the foreign activities and should include addresses and telephone numbers of these sources.

## **DISCONTINUE INVESTIGATION**

★ Authority for OPM to investigate individuals ceases when a person is no longer being considered for employment or access. Call OPM-FIPC to discontinue an investigation. When the case is not discontinued, OPM spends time investigating someone who is not going to be cleared/hired, and this may have a negative effect on overall timeliness. If either the Subject or agency subsequently changes its mind, the case can be reopened by contacting OPM-FIPC.

## **PRE-CLOSING ADJUDICATION**

★ If an agency decides that action can be taken based on information received from OPM prior to the investigation being closed (such as when a case is closed-pending awaiting a required-but-not-critical item), it should inform OPM that the balance of the case is not needed.

## **QUESTIONABLE ORGANIZATIONS**

★ OPM does not maintain a list of questionable organizations. The FBI monitors domestic organizations under criteria set by the Attorney General. Agency Security Directors may contact the Counterterrorism Section in the Criminal Investigations Division of the FBI for additional information.



**5-DIGIT ZIP CODES ARE TO BE USED IN COMPLETING SOURCE DOCUMENTS.  
5-DIGIT ZIP CODES ARE IMPORTANT IN ALL ENTRIES.**

**THE CODES LISTED BELOW ARE FOR USE ONLY WHEN THE ZIP CODE IS NOT OBTAINABLE OR FOR EMPLOYMENTS AND RESIDENCES OUTSIDE THE COVERAGE PERIOD OF THE INVESTIGATION. USE THE CODE FOR THE CITY THAT IS NEAREST THE ADDRESS YOU ARE ENTERING ON THE FORM. (DO NOT USE THIS CHART WITH THE SF 85.)**

<b>ALABAMA</b>		<b>CALIFORNIA</b>		<b>GEORGIA</b>		<b>IOWA</b>		<b>MARYLAND</b>	
Anniston	362	San Francisco	941	Albany	317	Mason City	504	Hyattsville	207
Birmingham	352	San Jose	951	Athens	306	Ottumwa	525	Mt. Airy	217
Dothan	363	San Luis		Atlanta	303	Sheldon	512	Salisbury	218
Evergreen	364	Obispo	934	Augusta	309	Sioux City	511	<b>MASSACHUSETTS</b>	
Gadsden	359	San Rafael	949	Columbus	319	Spencer	513	Boston	021
Huntsville	358	Santa Ana	927	Gainesville	305	Waterloo	507	Brockton	024
Mobile	366	Santa		Macon	312	<b>KANSAS</b>		Buzzards Bay	025
Montgomery	361	Barbara	931	Savannah	314	Colby	677	Framingham	017
Opelika	368	Santa Rosa	954	Swainsboro	304	Dodge City	678	Lynn	019
Selma	367	Stockton	952	Valdosta	316	Fort Scott	667	Pittsfield	012
Tuscaloosa	354	Van Nuys	914	Waycross	315	Hays	676	Springfield	011
<b>ALASKA</b>		Whittier	906	<b>HAWAII</b>		Hutchinson	675	Worcester	016
Anchorage	995	<b>COLORADO</b>		Honolulu	968	Independence	673	<b>MICHIGAN</b>	
Fairbanks	997	Alamosa	811	<b>IDAHO</b>		Kansas City	661	Detroit	842
Juneau	998	Brighton	806	Boise	837	Liberal	679	Flint	485
Ketchikan	999	Colorado		Lewiston	835	Salina	674	Gaylord	497
<b>ARIZONA</b>		Springs	809	Pocatello	832	Topeka	666	Grand Rapids	495
Flagstaff	860	Denver	802	Twin Falls	833	Wichita	672	Iron Mountain	498
Globe	855	Durango	813	<b>ILLINOIS</b>		<b>KENTUCKY</b>		Jackson	492
Kingman	864	Fort Morgan	807	Bloomington	617	Ashland	411	Kalamazoo	490
Phoenix	850	Glenwood		Carbondale	629	Bowling		Lansing	489
Prescott	863	Springs	816	Centralia	628	Green	421	Royal Oak	480
Show Low	859	Golden	804	Champaign	618	Campton	413	Saginaw	486
Tucson	857	Grand		Chicago	606	Corbin	407	Traverse City	496
<b>ARKANSAS</b>		Junction	815	Effingham	624	Elizabethtown	427	<b>MINNESOTA</b>	
Batesville	725	Longmont	805	Galesburg	614	Hazard	417	Bemidji	566
Camden	717	Montrose	814	Kankakee	609	Lexington	405	Brainerd	564
Fayetteville	727	Pueblo	810	La Salle	613	Louisville	402	Detroit Lakes	565
Fort Smith	729	Salida	812	Peoria	616	Owensboro	423	Duluth	558
Harrison	726	<b>CONNECTICUT</b>		Quincy	623	Paducah	420	Mankato	560
Hot Springs	719	Hartford	061	Rockford	611	Pikeville	415	Minneapolis	554
Jonesville	724	New Haven	065	Rock Island	612	Somerset	425	Rochester	559
Little Rock	722	New London	063	Springfield	627	<b>LOUISIANA</b>		St. Cloud	563
Pine Bluff	716	Stamford	069	<b>INDIANA</b>		Alexandria	713	St. Paul	551
Russellville	728	Waterbury	067	Bloomington	474	Baton Rouge	708	Thief River	
<b>CALIFORNIA</b>		Willimantic	062	Columbus	472	Hammond	704	Falls	567
Alhambra	918	<b>DELAWARE</b>		Evansville	477	Lafayette	705	Wilmar	562
Bakersfield	933	Wilmington	198	Fort Wayne	468	Lake Charles	706	Windom	561
Eureka	955			Gary	464	Monroe	712	<b>MISSISSIPPI</b>	
Fresno	937	<b>DIST. OF</b>		Indianapolis	462	New Orleans	701	Columbus	397
Inglewood	903	<b>COLUMBIA</b>	200	Kokomo	469	Shreveport	711	Greenville	387
Long Beach	908			Lafayette	479	Thibodaux	703	Grenada	389
Los Angeles	900	<b>FLORIDA</b>		Muncie	473	<b>MAINE</b>		Gulfport	395
Marysville	959	Ft. Myers	339	South Bend	466	Auburn	042	Jackson	392
Mojave	935	Gainesville	326	Terre Haute	478	Augusta	043	Laurel	394
Oakland	946	Jacksonville	322	Washington	475	Bangor	044	McComb	396
Oxnard	930	Lakeland	338	<b>IOWA</b>		Houlton	047	Meridian	393
Palm Springs	922	Miami	331	Burlington	526	Portland	041	Tupelo	388
Pasadena	911	Orlando	328	Carroll	514	Rockland	048	<b>MISSOURI</b>	
Redding	960	Panama City	324	Cedar Rapids	524	Waterville	049	Cape	
Sacramento	958	Pensacola	325	Creston	508	<b>MARYLAND</b>		Girardeau	637
Salinas	939	Tallahassee	323	Decorah	521	Baltimore	212	Chillicothe	646
San Bernar- Dino	924	Tampa	336	Des Moines	503	Cumberland	215	Flat River	636
San Diego	921	West Palm Beach	334	Dubuque	520	Easton	216	Hannibal	634
				Fort Dodge	505	Frederick	217	Harrisonville	647

<b>MISSOURI</b>	<b>NEW MEXICO</b>	<b>OKLAHOMA</b>	<b>TENNESSEE</b>	<b>VIRGINIA</b>
Jeff. City 651	Socorro 878	Ardmore 734	Chattanooga 374	Pulaski 243
Joplin 648	Truth or Con- Sequences 879	Clinton 736	Columbia 384	Richmond 232
Kansas City 641	Tucumcari 884	Durant 747	Cookeville 385	Roanoke 240
Kirksville 635	<b>NEW YORK</b>	Enid 737	Jackson 383	Winchester 226
Poplar Bluff 639	Albany 122	Lawton 735	Johnson City 376	<b>WASHINGTON</b>
Rolla 654	Binghamton 139	McAlester 745	Knoxville 379	Everett 982
St. Joseph 645	Bronx 104	Muskogee 744	McKenzie 382	Olympia 985
St. Louis 631	Brooklyn 112	Oklahoma City 731	Memphis 381	Pasco 993
Sedella 653	Buffalo 142	Ponca City 746	Nashville 372	Seattle 981
Sikeston 638	Elmira 149	Poteau 749	<b>TEXAS</b>	Spokane 992
Springfield 658	Glens Falls 128	Shawnee 748	Abilene 796	Tacoma 984
<b>MONTANA</b>	Hicksville 118	Tulsa 741	Amarillo 791	Wenatchee 988
Billings 591	Jamestown 147	Woodward 738	Austin 787	Yakima 989
Butte 597	Kingston 124	<b>OREGON</b>	Beaumont 777	<b>WEST VIRGINIA</b>
Great Falls 594	Monticello 127	Bend 977	Bryan 778	Beckley 258
Havre 595	New York 100	Eugene 974	Childress 792	Bluefield 247
Helena 596	Plattsburgh 129	Klamath Falls 976	Conroe 773	Buckhannon 262
Kallispell 599	Poughkeepsie 126	Medford 975	Corpus Christi 784	Charleston 253
Miles City 593	Queens 110	Pendleton 978	Dallas 752	Clarksburg 263
Missoula 598	Riverhead 119	Portland 972	Denton 762	Gassaway 266
Wolf Point 592	Rochester 146	Salem 973	El Paso 799	Huntington 257
<b>NEBRASKA</b>	Staten Island 103	<b>PENNSYLVANIA</b>	Forth Worth 761	Lewisburg 249
Alliance 693	Suffern 109	Altoona 166	Greenville 754	Martinsburg 254
Columbus 686	Syracuse 132	Bradford 167	Houston 770	Parkersburg 261
Grand Island 688	Utica 135	Butler 160	Longview 756	Petersburg 268
Hastings 689	Watertown 136	Du Bois 158	Lubbock 794	Wheeling 260
Lincoln 685	White Plains 106	Erie 165	Lufkin 759	<b>WISCONSIN</b>
McCook 690	<b>NORTH</b>	Greensburg 156	McAllen 785	Eau Claire 547
Norfolk 687	<b>CAROLINA</b>	Harrisburg 171	Midland 797	Green Bay 543
North Platte 691	Ashville 288	Indiana 157	Palestine 758	La Crosse 546
Omaha 681	Charlotte 282	Johnstown 159	San Antonio 782	Madison 537
Valentine 692	Fayetteville 283	Lancaster 176	Texarkana 755	Milwaukee 532
<b>NEVADA</b>	Greensboro 274	Lehigh Valley 180	Tyler 757	Oshkosh 549
Elko 898	Hickory 286	New Castle 161	Victoria 779	Portage 539
Ely 893	Kinston 285	Oil City 163	Waco 767	Rhineland 545
Las Vegas 891	Leicester 287	Philadelphia 191	Wichita Falls 763	Spooner 548
Reno 895	Raleigh 276	Pittsburgh 152	<b>UTAH</b>	Wausau 544
<b>NEW HAMPSHIRE</b>	Rocky Mount 278	Pottsville 179	Ogden 844	<b>WYOMING</b>
Concord 033	<b>NORTH DAKOTA</b>	Reading 196	Provo 846	Casper 826
Keene 034	Bismarck 585	Scranton 185	Salt Lake City 841	Cheyenne 820
Littleton 035	Devils Lake 583	State College 168	<b>VERMONT</b>	Gillette 827
Manchester 031	Dickinson 586	Uniontown 154	Bellows Falls 051	Rawlins 823
Portsmouth 038	Fargo 581	Washington 153	Bennington 052	Riverton 825
<b>NEW JERSEY</b>	Grand Forks 582	Wellsboro 169	Brattleboro 053	Rock Springs 829
Atlantic City 084	Jamestown 584	Wilkes Barre 187	Burlington 054	Sheridan 828
Dover 078	Minot 587	WilliamSPORT 177	Montpelier 056	Wheatland 822
Hackensack 076	Williston 588	<b>RHODE ISLAND</b>	Rutland 057	Worland 824
Newark 071	<b>OHIO</b>	Providence 029	Saint Johnsbury 058	<b>AGANA,</b>
New Brunswick 089	Akron 443	<b>SOUTH</b>	White River Junction 050	<b>GUAM</b>
Paterson 075	Athens 457	<b>CAROLINA</b>	<b>VIRGINIA</b>	<b>PUERTO RICO</b>
Red Bank 077	Canton 447	Charleston 294	Alexandria 223	San Juan 009
Camden 081	Chillicothe 456	Columbia 292	Arlington 222	<b>VIRGIN</b>
Summitt 079	Cincinnati 452	Florence 295	Bristol 242	<b>ISLANDS</b>
Trenton 086	Cleveland 441	Greenville 296	Charlottesville 229	008
<b>NEW MEXICO</b>	Columbus 432	<b>SOUTH DAKOTA</b>	Culpeper 227	
Albuquerque 871	Dayton 454	Aberdeen 574	Farmville 239	
Carrizozo 883	Lima 458	Mitchell 573	Fredericksburg 224	
Clovis 881	Mansfield 449	Mobridge 576	Harrisonburg 228	
Farmington 874	Steubenville 439	Pierre 575	Lynchburg 245	
Gallup 873	Toledo 436	Rapid City 577	Norfolk 235	
Las Cruces 880	Youngstown 445	Sioux Falls 571	Petersburg 238	
Las Vegas 877	Zanesville 437	Watertown 572		
Roswell 882				
Santa Fe 875				



**FOR SF 85 OR SF 86 “Extra Coverage” BLOCK (See pages 12 and 16)**

<b>B</b>	Extra Coverage	-----
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**Code Z – Criminal Justice Position – FBI user fee exemption.**

The FBI charges user fees for processing Federal fingerprint and name search requests that are not specifically for criminal justice or law enforcement purposes. OPM must pass these costs along to agencies.

When an agency SOI or component is not exempt from the fees, but a specific position (as listed in **Ī** below) is exempt, the SON must place code Z in Block B to obtain an exemption from the fees.

<b>Ī</b>	<p>The following SOIs are exempt:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Courts</td> <td>Administrative Office of the U.S. Courts U.S. Court of International Trade U.S. Supreme Court U.S. Tax Court</td> </tr> <tr> <td>Defense</td> <td>Office of the Inspector General</td> </tr> <tr> <td>Interior</td> <td>Office of the Inspector General</td> </tr> <tr> <td>Justice</td> <td>Bureau of Prisons Department of Justice Drug Enforcement Administration U.S. Marshals Service</td> </tr> <tr> <td>OPM</td> <td>Office of Administrative Law Judges</td> </tr> <tr> <td>Treasury</td> <td>Bureau of Alcohol, Tobacco, and Firearms Federal Law Enforcement Training Center U.S. Customs Service U.S. Secret Service</td> </tr> <tr> <td>TVA</td> <td>Office of the Inspector General</td> </tr> </table>	Courts	Administrative Office of the U.S. Courts U.S. Court of International Trade U.S. Supreme Court U.S. Tax Court	Defense	Office of the Inspector General	Interior	Office of the Inspector General	Justice	Bureau of Prisons Department of Justice Drug Enforcement Administration U.S. Marshals Service	OPM	Office of Administrative Law Judges	Treasury	Bureau of Alcohol, Tobacco, and Firearms Federal Law Enforcement Training Center U.S. Customs Service U.S. Secret Service	TVA	Office of the Inspector General						
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TVA	Office of the Inspector General																				
<b>Í</b>	<p>The following components of agency SOIs are exempt:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">IRS</td> <td>Criminal Investigations Division Internal Security Division</td> </tr> <tr> <td>Navy</td> <td>Naval Investigative Service</td> </tr> <tr> <td>All Agencies</td> <td>Office of the Inspector General submitted as a component of an agency SOI</td> </tr> </table>	IRS	Criminal Investigations Division Internal Security Division	Navy	Naval Investigative Service	All Agencies	Office of the Inspector General submitted as a component of an agency SOI														
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Navy	Naval Investigative Service																				
All Agencies	Office of the Inspector General submitted as a component of an agency SOI																				
<b>Î</b>	<p>The following General Schedule (GS) specific positions are exempt:</p> <table style="width: 100%; border: none;"> <tr><td style="width: 25%;">GS-007</td><td>Correctional Officer</td></tr> <tr><td>GS-082</td><td>U.S. Marshal</td></tr> <tr><td>GS-083</td><td>Police</td></tr> <tr><td>GS-1169</td><td>Internal Revenue Officer</td></tr> <tr><td>GS-1811</td><td>Criminal Investigator</td></tr> <tr><td>GS-1816</td><td>Immigration Inspector</td></tr> <tr><td>GS-1854</td><td>Alcohol, Tobacco, and Firearms Inspector</td></tr> <tr><td>GS-1884</td><td>Customs Patrol Officer</td></tr> <tr><td>GS-1890</td><td>Customs Inspector</td></tr> <tr><td>GS-1896</td><td>Border Patrol Agent</td></tr> </table> <p style="text-align: center; margin-top: 10px;"><i>GM and SES in the same occupational groups and series are also exempt.</i></p>	GS-007	Correctional Officer	GS-082	U.S. Marshal	GS-083	Police	GS-1169	Internal Revenue Officer	GS-1811	Criminal Investigator	GS-1816	Immigration Inspector	GS-1854	Alcohol, Tobacco, and Firearms Inspector	GS-1884	Customs Patrol Officer	GS-1890	Customs Inspector	GS-1896	Border Patrol Agent
GS-007	Correctional Officer																				
GS-082	U.S. Marshal																				
GS-083	Police																				
GS-1169	Internal Revenue Officer																				
GS-1811	Criminal Investigator																				
GS-1816	Immigration Inspector																				
GS-1854	Alcohol, Tobacco, and Firearms Inspector																				
GS-1884	Customs Patrol Officer																				
GS-1890	Customs Inspector																				
GS-1896	Border Patrol Agent																				

**Contractor positions are not exempt.**

**Questions about exemptions should be directed to FIPC-PSO at 724-794-5612.**



**NOTES**