

SF-85 ACCEPT GUIDELINES
Items Required for Investigation Processing

Revised 05/1996 by OPM

ITEM	ACCEPT INCOMPLETE	DATA REQUIRED	CONSIDERATIONS
A. Type of Investigation	X		All requests on SF-85 are Non Sensitive NACI, code of "02B".
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 1
C. Nature of Action	X		Leave Blank
D. Date of Action	X		Leave Blank
E. 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"
F. Position Title		X	Use Official Position Title from Vacancy; needs to match with SF-87 Fingerprint Chart. If not shown reject.
G. SON		X	See Attachment 2. Use appropriate SON representing the submitting office.
H. SOI		X	See Attachment 2. 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)
I. OPAC-ALC Number	X		Supply Agency Location Code (ALC) assigned by Treasury used in the On-Line Payment and Collection (OPAC) billing system.
J. Accounting Data		X	Supply current Agency accounting code
K. 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-85, 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. Sex		X	If not completed reject. Can be obtained from other forms.
7a. Citizenship		X	If country of birth is shown as non-US, one block must be checked.
7b. Mother's Maiden Name		X	Required if L is present in Extra coverage. Last name required.

7c. US Citizenship		X	Required if “citizen not by birth” is marked <u>or</u> “H” is present in extra coverage. Need Naturalization or Citizenship Certificate, Passport, or Form 240 information (dates: month/year required).
7d. Dual Citizenship	X		
7e. Alien		X	Required if subject is not a US Citizen. Subject should supply City, State, Date of Entry (year only), Registration Number, and Country.
8. Where You Have Lived		X	Requires 5 years with gaps of no more than 6 months total. Residence dates require month and year during the coverage period. Residence contacts not required.
9. Where You Went To School		X	All education within the last 5 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.
10. Employment Activities		X	Requires 5 years with gaps of no more than 6 months cumulative during coverage period. Need complete name and mailing address of employer including street addresses and zip codes.
11. People Who Know You Well		X	Must have two names with complete names and US addresses.
12. Selective Service Record		X	12a requires answer. If “yes”, 12b requires completion.
13. Military History		X	A. First question requires response (Merchant Marine

			question accepted if blank). Military information required if 13a is answered "yes". Month and year required during 10 year coverage period; year only outside coverage period.
14. Illegal Drugs		X	Question must be answered; if answered "yes", from and to dates (month/year), type of substance, and explanation required.
Certification		X	Subject must sign and date page 5. Date must be within 120 days of receipt at FIPC.
Authorization for Release		X	Subject must sign and date page 6. 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-85		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".
			If item requests a month/year, then a month/year is required.

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).
		X	Questions 8 through 12. All positive responses require complete details in #15.
Background Information		X	OF-306 must be signed by the subject.
OF 306 Amendments/changes			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-85, Questionnaire for Non-Sensitive Positions

SF-85 is available on the APHIS website:

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

All Letters and Notices are available on OPM website at

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

ATTACHMENT 1: 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 2: 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

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