

**SF-86 ACCEPT GUIDELINES**  
**Items Required for Investigation Processing**

**Revised 02/14/2000 by OPM**  
**Incorporates Department Supplemental**  
**Guidelines of March 21, 2002**

ITEM	ACCEPT INCOMPLETE	DATA REQUIRED	CONSIDERATIONS
A. Type of Investigation		X	Three digit code from FIN Notice Representing Current FY Investigations Reimbursable Billing rates to include two digit numeric Case type code and single digit alpha Case Service Code. See Attachment 1
B. Extra coverage	X		Single digit numeric or alpha code needed only when extra coverage is requested. More than one type may be selected. See Attachment 2
C. Sensitivity Level		X	See Attachment 3.
D. Access		X	See Attachment 4.
E. Nature of Action	X		Leave Blank
F. Date of Action	X		Leave Blank
G. Geographic Location Code	X		Use 9 digit code from Worldwide Geographic Codes (Available on website <a href="http://www.opm.gov/feodata/guidance.htm">http://www.opm.gov/feodata/guidance.htm</a> Select "Data Standards"
H. Position Code	X		Leave Blank
I. Position Title		X	Use Official Position Title from Vacancy Needs to match with SF-87
J. SON		X	Department completes this block by entering the 4 character alpha/numeric representing the submitting office number (SON).
K. Location of OPF	X		If first time Federal employee check "none"; if at National Personnel Records Center (former Federal employee with break in service) check NPRC; if at SON check SON; check "other" and show the agency name and address if the OPF is at some other location (transfer situation.).
L. SOI		X	Department completes this block by entering the 4 digit code representing the Security Office Identifier. (Agency identifier and numeric code)
M. Location of Security File		X	If individual named has no previous security file check "none"; if the individual has had a previous security investigation in USDA,

			check SOI, if the security file is at Department but contains no pertinent information check “NPI”; or check “other” and show the agency name and address if the security file is maintained at some other location and needs to be reviewed by an investigator.
N. OPAC-ALC Number	X		Supply Agency Location Code (ALC) assigned by Treasury used in the On-Line Payment and Collection (OPAC) billing system.
O. Accounting Data		X	Supply current Agency accounting code
P. Requesting Official		X	Department Signature Required
1. Name-Last		X	Must be cited the same on SF-86, SF 87 and OF 306.
Name-First		X	Enter “IO” for initial only.
Name-Middle		X	Enter “NMN” if there is no middle name; or “IO for initial only.
2. Date of Birth		X	Reject if discrepant or not shown
3. Place of Birth		X	City or County required
City/County			
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	All dates (month and year) must be included for each listed name and name needs to include Last, First and Middle with Use of “NMN” or “IO” if applicable.
6. Other Identifying Information		X	If not completed reject. Can be obtained from other forms.
7. Telephone Numbers		X	PRI/PRIS/MI/LBI/BI/SSBI need one number NAC/NACI accept incomplete.
8a. Citizenship		X	If country of birth is shown as non-US, one block must be checked.
8b. Mother’s Maiden Name		X	Required if L is present in Extra coverage. Last name required.
8c. US Citizenship		X	Required if “citizen not by birth” is marked or “H” is present in extra coverage. Need Naturalized or Citizenship Certificate, Passport, or Form 240 information (date: month/year required).
8d. Dual Citizenship	X		
8e. Alien		X	Required if subject is not a US Citizen. Subject should supply City, State, Date of Entry (year only), Registration Number, and Country.

9. Where You Have Lived		X	PRI/PRIS/MBI/LBI/BI requires 10 years with gaps of no more than 2 months total. NACL and ANACI requires 7 years of residence if information to schedule the credit search (need month/year, city/state/zip code for addresses of 6 months or more in the last 7 years). SSBI requires 10 years with gaps of no more than 2 months cumulative time. NAC/NACI requires 5 years with gaps of no more than 6 months. Residence dates require month & year during the coverage period. Residence contacts not required.
10. Where You Went To School		X	All education within the last 7 years (SSBI requires 10 years) and most recent degree earned must be shown. To and from dates of attendance (month & year during coverage period), complete school name, mailing address, and date of degree (year only) required. For the NACL and ANACI, credit search schedules from this information for the last 7 years, need school name, code, city, state and zip code.
11. Employment Activities		X	PRI/PRIS/LBI/BI/NACL/ANACI requires 7 years with gaps of no more than 2 months total cumulative time. NAC/NACI requires 5 years with gaps of no more than 3 months cumulative time. Employment dates require month and year. Need complete name and mailing address of employer including street addresses and zip codes. For the NACL/ANACI, employment coverage is 5 years, however, credit will be scheduling from employment for entire 7 year period, need From/To dates, Code, Employer Name, Job Location (first, if not shown need employer), City, State and Zip Code for employments of 6 months or more.
12. People Who Know You Well	X	X	Accept incomplete for NAC/PRI/PRIS/MBI/LBI/BI/SSBI. ANACI/NACIs must have two names with complete US addresses.
13. Spouse		X	Marital status block must be checked. If "Married", current spouse name required. Former spouses on NACI must be marked divorced or widowed. If spouse coverage is required (Access Level of "3,4,5", or Extra

			coverage Codes of “g” or “T”), all identifying information for spouse required including ssno and covering 10 years. SSBI and SBI-PR need name and address of former spouse; SSBI-PR divorced since last investigation; SSBI name and address of former spouse(s) divorced within the last 10 years. All other case types require last name only of former spouse(s).
14. Relatives and Associates		X	Return SSBI-PR/LBI/BI/SSBI if completely unanswered. Information not required on NAC/NACI/MBI/PRI. For code 19 (Adult Currently Living with you) nature of the relationship must be defined. The cohabitant’s ssno and place of birth is required if in a spouse-like relationship.
15. Citizenship Information for Relatives and Associates		X	Required for SSBI-PR and SSBI’s, if foreign born. <b>Citizenship required for immediate family members and significant cohabitants.</b>
16. Military History		X	A. First question requires response (Merchant Marine question accepted if blank). Military information required if 16a is answered “yes”. Month and year required for SSBIs and during 15 year coverage period for all other case types.
17. Foreign Activities	X		
18. Foreign Countries You Have Visited		X	Information not required, but if provided month & year required during coverage period. If “code” not provided, assume other.
19. Military Record		X	PRI/PRIS/MBI/LBI/BI/SSBI-PR/SSBI accept incomplete. Unanswered questions will be listed as “issues” for investigator resolution. NACL/ANACI/NACIs require full information during the five year coverage period. NACs accept incomplete.
20. Selective Service Record		X	20a requires answer. If “yes”, 20b requires completion.
21,22,23, 24, 15, 26,27, 28, 29, and 30		X	PRI/PRIS/MBI/LBI/BI/SSBI-PR/SSBI accept incomplete; unanswered questions will be listed as “issues” for investigator resolution. NACL/ANACI/NACIs require all questions be answered with requested details. NACs accept incomplete.
27A Petition for Bankruptcy		X	Answer required

Certification		X	Subject must sign and date page 9. Date must be within 120 days of receipt at FIPC and 90 days by Dept.
Authorization for Release		X	Subject must sign and date page 10. 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. If question #21 is answered "yes", subject should complete the specific medical release. If not submitted, will be obtained by investigator.
Amendments/changes to SF-86		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.
			Questions 9, 10, 11, 22, 23 e and f, and 29 must be answered for a period of 10 years to meet OPM requirements.
			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 the items requests a month/year, then a month/year needs to be provided.

OF-306 (Declaration of Federal Employment Accept Guidelines\*)

ITEM	ACCEPT INCOMPLETE	DATA REQUIRED	CONSIDERATIONS
Full Name		X	Reject if spelling is discrepant with other forms.
Military Service		X	Question 7 must show type of discharge and date (month/year).
Background Information		X	Questions 8 through 12. All positive responses require complete details in #15.
Signature		X	OF-306 must be signed by the subject.
OF 306 Amendments/changes	X		Amendments are to be initialed and dated.
OF 306 Attachments	X		Subject needs to sign and certify the accuracy of all attachments to the OF-306.
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 Investigations Notices Related to Processing SF-86s

FIN Letter No. 97-02 Executive Order 12968 and Investigative Standards for Background Investigations for Access to Classified Information July 29, 1997

FIN Letter No. 99-01 Financial Crimes Enforcement Network (FINCEN) October 23, 1998

FIN Letter No. 97-06 Submitting Investigative Requests September 25, 1997

FIN Notice No. 01-03 Product Enhancements December 22, 2000

### SF-86, Questionnaire for National Security Positions

Information is available on the APHIS website--<http://www.aphis.usda.gov/mrpbs/classification/security/index.html#eqip>

All Letters and Notices are available on OPM website at <http://www.opm.gov/extra/investigate/fins.htm>.

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**ATTACHMENT 1: TYPE OF INVESTIGATION CODES**

<u>Type of Investigation</u>		<u>Case Type Code</u>	<u>Expedite Handling Code A</u>	<u>Standard Handling Code B</u>
NAC	National Agency Check	06	06A	Not Available
NACLC	National Agency Check with Law And Credit	08	08A	08B
NACI	National Agency Check and Inquiries	02	Not available	02A
ANACI	Access National Agency Check and Inquiries	09	09A	09B
CNACI	Child Care National Agency Check And Inquiries	02	Not available	02B
			<u>35 Day</u>	<u>75 Day</u>
				<u>120 Day</u>
PRI	Periodic Reinvestigation	11		11C
PRIR	Periodic Reinvestigation and Residence Coverage	12		12C
SSBI-PR	Periodic Reinvestigation for SSBI	18		18C
MBI	Minimum Background Investigation	15		15C
LBI	Limited Background Investigation	20	20A	20B
				20C
LDI	Update of previous LBI	21	21A	21B
				21C
BI	Background Investigation	25	25A	25B
				25C
BGI	Update to BI from LBI	37	37A	37B
				37C
BDI	Update of previous BI completed	26	26A	26B
				26C
SSBI	Single Scope Background Investigation	30	30A	30B
				30C



		Case Type Code	<u>35 Day</u>	<u>75 Day</u>	<u>120 Day</u>
SGI	Upgrade to SSBI from BI completed 0 to 36 months	38	38A	38B	38C
	37 to 60 months	34	34A	34B	34C
SDI	Update of previous SSBI completed	31	31A	31B	31C
Reopen Service	(Case Type Code with Suffix of "D" )				

SPECIAL AGREEMENT CHECKS

	<u>SAC Code</u>
Fingerprint Only SAC	None
Spouse FBI Fingerprint Name Check	None
Spouse FBI IRM File checks	None
Schedule basic NAC items (Codes A, B, C, D, and H)	R
SII-Security/Suitability Investigations Index and SIIF-related previous OPM files only	A
FBIF-FBI Fingerprint classification FBFN-Name Check of FBI -CJIS files	B
FBIN-FBI IRM files FBNF-Name Check at other than Headquarters	C
DCII-Defense clearance and Investigations Index DCIF-Any DOD file referenced in DCII	D
CRED-Credit Check	E

SESE-Selective Service Check	F
MILR-Military Personnel Records Check	G
INVA-Retrieval of “other” Agency investigation	H
INS-Immigration and Naturalization Service	I
CIAS-CIA Security Office	L
BVS-Bureau of Vital Statistics	N
Spouse/Cohabitant NAC; Foreign Born Spouse/Cohabitant NAC	S
PERI-Periodicals	U
STSC-State Security	W
NCIC/III (SCIA only)	X

## ATTACHMENT 2: EXTRA COVERAGE CODES

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

M	Automated scheduling of Periodicals (LEXIS/NEXIS) search.
N	Pre-Appointment Investigation
R	Reinvestigation
W	Military
Z	Criminal Justice Position

### **ATTACHMENT 3: SENSITIVITY LEVELS**

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

#### **ATTACHMENT 4: ACCESS LEVELS TO CLASSIFIED INFORMATION**

0	Not Required
1	Confidential
2	Secret
3	Top Secret
4	SCI (DCID 1/14)
5	Q (Atomic Energy Act)-Dept of Energy/Nuclear Regulatory Commission (not USDA)
7	L (Atomic Energy Act)-Dept of Energy (Not applicable to USDA)
8	Other