



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Federal Investigative
Services Division

Federal Investigations Notice

Notice No. 08-04

Date: September 4, 2008

Subject: Investigations Reimbursable Billing Rates for FY 2009

The attached billing rates for reimbursable investigative services for background investigations and discontinued billing rates from the Office of Personnel Management's Federal Investigative Services Division (OPM-FISD) are effective beginning October 1, 2008. The adjusted rates reflect projected increases in operating costs, contractor costs, and third-party fees.

The Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA) set new timeliness requirements for Fiscal Year (FY) 2010 for initial security clearance investigations. In light of these new timeliness requirements, FISD continues to work towards streamlining the investigative process which include improvements to our information technology infrastructure. FISD will absorb many of the operating costs in FY 2009 to meet the new IRTPA timeliness standards. Having developed an appropriate business and investment plan, FISD is able to limit the price increases for most products to 4.5% in FY 2009. Prices for our special investigative products will be described in Federal Investigative Notice 08-05 titled, "Special Agreement Price Schedule".

Due to our increased capacity to handle priority case requests, OPM will no longer impose limits on the number of "Priority" case submissions agencies may request starting in FY 2009. Given that the timeliness standards for initial clearance investigations mandated by the IRTPA are in line with our projections of timeliness for "Priority" investigations, agencies should budget and plan to request "Priority" service for all initial clearance investigations beginning in FY 2010.

Also, please be aware of the new accounting data being requested on the new Standard Form (SF) 86 (July 2008) which will be implemented prior to October 1, 2009. The new accounting fields in the Agency Use Block consist of the Treasury Account Symbol, Obligating Document Number, and Business Event Type Code (BETC). These are important data elements that will assist the OPM finance office in the billing and collection of funds for services rendered. These fields will be required fields by the U.S. Treasury Department during FY 2009. If you need assistance with the new accounting information requirements, please contact your agency or program finance office.

If you need additional information or assistance, contact your Investigations Program Specialist at (724) 794-5612.

Kathy L. Dillaman
Associate Director
Federal Investigative Services Division

Inquiries: OPM-FISD, Agency Liaison Group, (724) 794-5612
OPM-FISD, Agency Support Branch, (724) 794-5612

Code: 736, Investigations

Distribution: SOI's/SON's

Notice Expires: September 30, 2009, unless superseded

OPM INVESTIGATIONS BILLING RATES - FY 2009

NAC/NACI/CNACI Investigations

NAC/NACI/CNACI INVESTIGATIONS	Case Type/Service Code	Price
NAC National Agency Check	06A	\$102
NACI National Agency Check and Inquiries	02B	\$121
CNACI Child Care National Agency Check and Inquiries The CNACI is case type "02" with a position code of "H" on the SF 86 and SF 85P or extra coverage code "8" on the SF 85. The base price for the CNACI is \$121, plus \$5 processing fee for each State Criminal History Repository search conducted and the additional user fee charged by each state, if any.	02B	\$121

Additional Coverage Available: Additional coverage on the NAC/NACI/CNACI products may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

Coverage Not Included in the Basic Investigation Unless Indicated	Extra Coverage Code	Price
Credit Search: A search of all three major credit bureaus concerning financial responsibility. <i>Per special agreement, all DoD NACI investigations include a Credit Search. Consequently, coding in the "Extra Coverage" block for this item is not required for DoD submitting offices.</i>	2	\$10
Bureau of Vital Statistics (BVS): Verification of birth record information on file at listed State of Birth.	L	\$21
Citizenship and Immigration Services (CIS) Check: To verify the subject's immigration status if not a U.S. Citizen or citizenship status if a naturalized U.S. citizen. Coverage is conditionally scheduled, except on NAC and NACLC. Coverage is scheduled on NAC and NACLC if Extra Coverage Code H is present and conditions are met.	H	No Charge
Citizenship and Immigration Services Check of Spouse or Cohabitant: To verify immigration status or naturalization of foreign-born spouse. SF 86: Check is conditionally scheduled on access TS, SCI, and Q. Check is scheduled on other SF 86 investigations if Extra Coverage Code I is present and conditions are met.	I (letter i)	No Charge
Spouse and/or Cohabitant FBI Name Searches: For NAC investigations used to support delegated agency conducted SSBI's for access to Top Secret or SCI, a search of the fingerprint (FP) name and FBI investigative files will be conducted. These searches are automatically scheduled based on the access level of the case.		FP Name (SFPN) \$2.25 FBI Investigative Files (SFBN) \$17

Base case prices account for agency conducted FBI fingerprint and name searches and for reinvestigations where the previous investigation contained the fingerprint classification. For investigations where an agreement exists with OPM to provide expanded file screening, a surcharge of \$6 will be applied.

NACL/ANACI/MBI Investigations

NACL/ANACI INVESTIGATIONS	CASE TYPE CODE	CASE SERVICE CODE	
		Priority Handling Code A	Standard Service Code B
<i>NACL National Agency Check with Law and Credit</i>	08	\$274	\$221
<i>ANACI Access National Agency Check and Inquiries</i>	09	\$296	\$252
MBI INVESTIGATIONS	CASE TYPE CODE	Code A	Code C
<i>MBI Minimum Background Investigation</i>	15	\$673	\$591

For standard service requests of these case types, the local law enforcement coverage is first attempted by written inquiry with record searches conducted at non-responsive or admitted arrest locations. If you want **all** local law coverage scheduled as expedited record searches conducted by field staff without attempting coverage by inquiry, you may request Priority Service Code "A". *Note* - Service Code A relates to the manner in which the local law coverage is obtained, not the estimated case completion time. Overall timeliness for these investigations is heavily dependent on the responsiveness of national, state, and local record providers.

Additional Coverage Available: Additional coverage on the NACL/ANACI and MBI products may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

Coverage Not Included in the Basic Investigation Unless Indicated	Extra Coverage Code	Price
Bureau of Vital Statistics (BVS): Verification of birth record information on file at listed State of Birth.	L	\$21
Bar Association License Checks: Attorney type positions scheduled to membership state. This check is <i>only</i> available for the NACL and ANACI case types.	Q	\$10
Citizenship and Immigration Services (CIS) Check: To verify the subject's immigration status if not a U.S. Citizen or citizenship status if a naturalized U.S. citizen. Coverage is conditionally scheduled, except on NAC and NACL. Coverage is scheduled on NAC and NACL if Extra Coverage Code H is present and conditions are met.	H	No Charge
Citizenship and Immigration Services Check of Spouse or Cohabitant: To verify immigration status or naturalization of foreign-born spouse. SF 86: Check is conditionally scheduled on access TS, SCI, and Q. Check is scheduled on other SF 86 investigations if Extra Coverage Code I is present and conditions are met.	I (letter i)	No Charge
Spouse and/or Cohabitant FBI Name Searches: For NACL investigations used to support delegated agency conducted SSBI's for access to Top Secret or SCI, a search of the fingerprint (FP) name and FBI investigative files will be conducted. These searches are automatically scheduled based on the access level of the case.		FP Name (SFPN) \$2.25 FBI Investigative Files (SFBN) \$17
Special Interviews (SPIN): Additional charges are applied to the investigation when the agency requests a special interview be conducted with the subject. The SPIN gives the subject an opportunity to refute or explain developed information and to offer new information they choose to provide. Agencies may request the SPIN on a case-by-case basis or under a blanket agreement for all investigations.	\$480	

Base case prices account for agency conducted FBI fingerprint and name searches and for reinvestigations where the previous investigation contained the fingerprint classification. For investigations where an agreement exists with OPM to provide expanded file screening, a surcharge of \$6 will be applied.

Other Background Investigations

BACKGROUND INVESTIGATIONS INVOLVING PERSONAL AND/OR RECORD SOURCES		CASE TYPE CODE	CASE SERVICE CODE	
			Priority Handling Code A	Standard Service Code C
PRI	<i>Periodic Reinvestigation</i>	11	\$694	\$612
PRIR	<i>Periodic Reinvestigation and Residence Coverage</i>	12	\$1,617	\$1,382
SSBI-PR	<i>Periodic Reinvestigation for SSBI</i>	18	\$2,878	\$2,632
PPR	<i>Phased Periodic Reinvestigation (Basic case)</i>	19	\$2,195	\$1,950
PPR	<i>Upgraded Phased PR Basic to Full Scope (Price added to Phased PR Basic)</i>	19	\$1,392	\$1,229
LBI	<i>Limited Background Investigation</i>	20	\$2,988	\$2,578
LDI	<i>Update of previous LBI completed: 13 to 36 months</i>	21	\$2,141	\$1,759
BI	<i>Background Investigation</i>	25	\$3,670	\$3,096
BGI	<i>Upgrade to BI from LBI completed: 0 to 36 months</i>	37	\$1,677	\$1,540
BDI	<i>Update of previous BI completed: 13 to 36 months</i>	26	\$2,141	\$1,759
PTSBI	<i>Public Trust Special Background Investigation</i>	35	\$3,970	\$3,506
SSBI	<i>Single Scope Background Investigation</i>	30	\$4,271	\$3,888
SGI	<i>Upgrade to SSBI from BI completed: 0 to 36 months</i>	38	\$2,278	\$1,950
	<i>37 to 60 months</i>	34	\$3,790	\$3,260
SDI	<i>Update of previous SSBI completed 13 to 36 months</i>	31	\$2,305	\$2,004

Additional Coverage Available: Additional coverage on the products listed above may be requested by indicating the requirement in the “Extra Coverage” block of the “Agency Use” portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

Coverage Not Included in the Basic Investigation Listed Above Unless Indicated	Extra Coverage Code	Price
Bureau of Vital Statistics (BVS): Verification of birth record information on file at listed State of Birth. The cost of the BVS record is incorporated into the case pricing for the products listed above.	L	No Charge
Bar Association License Checks: Attorney type positions scheduled to membership state. This check is only available for the SSBI-PR, PTSBI, and SSBI case types.	Q	\$10
Citizenship and Immigration Services (CIS) Check: To verify the subject’s immigration status if not a U.S. Citizen or citizenship status if a naturalized U.S. citizen. <i>Note</i> - This search is automatically scheduled for foreign born subjects as part of an investigation requested for Top Secret or SCI access. Also please note, if the subject is not a U.S. citizen and does not indicate birth abroad of a U.S. citizen, a CIS search will automatically be conducted. It is optional, by agency request, when the subject claims to be a naturalized citizen.	H	No Charge
Citizenship and Immigration Services Check on Spouse or Cohabitant: To verify immigration status or naturalization of foreign-born spouse. <i>Note</i> – This coverage is only available on investigations for access to Top Secret or SCI.	I (letter i)	No Charge

Coverage Not Included in the Basic Investigation Listed Above Unless Indicated	Extra Coverage Code	Price
Official Personnel Folder (OPF): This search is scheduled automatically for the SSBI-PR, PTSBI, and the SSBI; it is scheduled automatically for the LBI and BI when the location of the OPF is at NPRC. All other case types must indicate the extra coverage code of "T".	T	No Charge
Security File: This is a check of the Federal agency security folder maintained by the SOI. This search is automatically scheduled for the LBI, BI, PTSBI, and SSBI; all other case types must indicate the extra coverage code of "V".	V	No Charge
Special Factors: Following is a list of special factors that may be requested for positions requiring attributes that need to be addressed in the personal interview. These include:		
Overseas Attributes	1	No Charge
Managerial and Supervisory Attributes	4	No Charge
Public Contact Attributes	5	No Charge
Law Enforcement Attributes	6	No Charge
Special Interviews (SPIN): Additional charges are applied to the investigation when the agency requests a special interview be conducted with the subject. The SPIN gives the subject an opportunity to refute or explain developed information and to offer new information they choose to provide. Agencies may request the SPIN on a case-by-case basis or under a blanket agreement for all investigations.		\$480

ADDITIONAL SERVICES

Following is a description of additional services and/or coverage that you may want to request with any of the products described in billing FIN 08-04. There is no additional charge for these services.

Item	Code
Advance Fingerprint Results: To request advanced fingerprint results with a Standard Form 85, 85P, or 86, indicate the letter "R" in the "Codes" block of the "Agency Use" section in either hardcopy submissions or electronic submissions via e-QIP (see figures 1-1 and 1-2). This code will provide for priority processing of your request and will trigger an Advanced Fingerprint Report to be generated the day after completion of the criminal history check.	"R" in Codes Block, see examples below
Advance National Agency Check (NAC): To request an Advance NAC, indicate the number "3" in the "Extra Coverage" block of the "Agency Use" section. This will provide you with advance results via an itemized list of the basic NAC item results immediately upon completion of those items. Please note, no reports are furnished with this Advance Notice.	"3" in Extra Coverage Block

Hard Copy Standard Form 86 Submissions:

Standard Form 86 (EG)
Revised September 1995
U.S. Office of Personnel Management
5 CFR Parts 731, 732, and 736

**QUESTIONNAIRE FOR
NATIONAL SECURITY POSITIONS**

Form approved:
OMB No. 3206-0007
NSN 7540-00-634-4036
86-111

Part 1	Investigating Agency Use Only		Codes R		Case Number			
	Agency Use Only (Complete items A through P using instructions provided by the Investigating agency).							
A Type of Investigation	B Extra Coverage	C Sensitivity Level	D Access	E Nature of Action Code	F Date of Action	Month	Day	Year
G Geographic Location	H Position Code	I Position Title						

Fig. 1-1

e-QIP Submissions:

Edit Agency Use Block Information [Help](#)

If applicable, provide the appropriate Agency Use Block information below and click the 'Submit' button.

Agency Use Block for OPM CIS/IS (ID:1) / Form SF86 [1995-09]

FIPC Codes

Codes **R** [] [] [] [] [] [] [] [] [] []

A) Type of Investigation

Case Type []

Service []

B) Extra Coverage

Codes [] [] [] [] [] [] [] [] [] []

Fig. 1-2

Investigations Discontinued Billing Rates - FY 2009

INVESTIGATIONS DISCONTINUED PRIOR TO COMPLETION BILLING RATES EFFECTIVE OCTOBER 1, 2008

Discontinued from Scheduled Date

FC – Full Charge

Case Type	Case Type Code	Case Cost	0 - 5 days	6 - 15 days	16 - 30 days	Over 30 days
NAC/NACI	06/02	Varied	FC	FC	FC	FC
NACLC Priority	08A	\$274	\$120	\$171	FC	FC
NACLC Standard	08B	\$221	\$112	\$132	\$162	FC
ANACI Priority	09A	\$296	\$139	\$191	FC	FC
ANACI Standard	09B	\$252	\$133	\$154	\$187	FC
PRI Priority	11A	\$694	\$270	\$374	FC	FC
PRI Standard	11C	\$612	\$155	FC	FC	FC
PRIR Priority	12A	\$1617	\$249	\$794	FC	FC
PRIR Standard	12C	\$1,382	\$140	\$209	\$695	FC
SSBI-PR Priority	18A	\$2,878	\$288	\$1,154	FC	FC
SSBI-PR Standard	18C	\$2,632	\$305	\$405	\$1,321	FC
Phased PR (basic) Priority	19A	\$2,195	\$220	\$880	FC	FC
Phased PR (basic) Standard	19C	\$1,950	\$226	\$300	\$979	FC
Phased PR (full) Priority*	19A	\$1,392	\$139	\$558	FC	FC
Phased PR (full) Standard*	19C	\$1,229	\$143	\$182	\$595	FC
MBI Priority	15A	\$673	\$369	\$429	FC	FC
MBI Standard	15C	\$591	\$169	\$254	FC	FC
LBI Priority	20A	\$2,988	\$308	\$1,198	FC	FC
LBI Standard	20C	\$2,578	\$237	\$647	\$1,292	FC
BI Priority	25A	\$3,670	\$367	\$1,472	FC	FC
BI Standard	25C	\$3,096	\$300	\$780	\$1,563	FC
PTSBI Priority	35A	\$3,970	\$397	\$1,592	FC	FC
PTSBI Standard	35C	\$3,506	\$316	\$877	\$1,753	FC
SSBI Priority	30A	\$4,271	\$427	\$1,713	FC	FC
SSBI Standard	30C	\$3,888	\$369	\$964	\$1,928	FC

* Price added to Phased PR Basic price.

Note: Rates for discontinued Update and Upgrade investigations are based on the same percentage of total case costs as those prices shown in this table.

If a scheduled investigation is discontinued and subsequently the same level of investigation is reopened by the same agency within four (4) months from the discontinuation date, the rate charged for the reopened investigation will be adjusted by the amount previously charged. To request a reopen of a previously discontinued case, send the discontinued notice or attach a cover letter from your agency asking for a reopen, along with the case papers, and mail the package to OPM-FISD. Similarly, if a pending investigation needs to have a case type/service change, contact OPM-FISD. Simply submitting the case papers to initiate a reopen or to change case type/service may result in two cases running at the same time and your agency may be billed for both products.