



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520  
Ser N09N2/3U532539

NOV 14 2003

From: Chief of Naval Operations  
To: Distribution

Subj: PERSONNEL SECURITY INVESTIGATION TRANSITION

Ref: (a) NAVADMIN 261/03 of 26 Sep 03  
(b) MID 908 of 24 Jan 03

1. Reference (a) advised that per reference (b), effective 1 October 2003, the Office of Personnel Management (OPM) would begin conducting all Department of the Navy Personnel Security Investigations (PSI's). Funding and approval delays associated with the Defense Authorization Act have created delays in the PSI transition to OPM. The following guidance pertains to the PSI transition delays:

a. PSI requests on civilian and military accessions will be mailed to OPM, as previously instructed, and will be opened by OPM within 5 working days.

b. PSI requests on all other military personnel will be forwarded to Defense Security Service (DSS) or OPM, as previously instructed, but be held in abeyance at DSS and OPM until funding and approval issues are resolved. Requests held in abeyance will not be reflected in the Joint Personnel Adjudication System (JPAS).

(1) Requests forwarded to the DSS portal will be held electronically at DSS. Requesters may search the DSS Electronic Personnel Security Questionnaire (EPSQ) receipt system to ensure the request was received. Requesters must also ensure the Agency Use Form; fingerprint card and signed releases are mailed to DSS as required, to be mated with the electronic EPSQ completing the request. Incomplete requests will be rejected.

(2) Non-accession and non-civilian requests forwarded to OPM will be held at the Navy Liaison office which is located on site at OPM's Federal Investigations Processing Center (FIPC) in Boyers, Pennsylvania. Requesters may consult the Navy Liaison office's "List of Requests Held at OPM," to ensure requests mailed to OPM are received. The "List" will be posted on the CNO (N09N2) web site at [www.navysecurity.navy.mil](http://www.navysecurity.navy.mil), and will be updated weekly. Before you take action to resubmit a PSI request, check the list to see if the Navy Liaison office is holding your original request.

2. Check the CNO website regularly for transition status reports and to ensure you are following current request procedures. Do not contact OPM for guidance.

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3. In order to expedite dissemination, please distribute this memorandum to your subordinate commands or refer your subordinate commands to our web site at [www.navysecurity.navy.mil](http://www.navysecurity.navy.mil).

4. The CNO (N09N2) point of contact for this matter is Ms. Francine Stephens, who can be reached at DSN: 288-8858, (202) 433-8844 or e-mail [fstephens@ncis.navy.mil](mailto:fstephens@ncis.navy.mil). The Navy Liaison points of contact are: for receipt questions Mr. Michael Price at (724) 738-0084 or e-mail [mprice@ncis.navy.mil](mailto:mprice@ncis.navy.mil) and for procedure questions Ms. Charlean Snyder at (724) 738-0027 or e-mail [csnyder@ncis.navy.mil](mailto:csnyder@ncis.navy.mil).

  
per M. F. BROWN  
Assistant for Information  
and Personnel Security

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