



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

IN REPLY REFER TO

5520

Ser 09N2/9U532486

NOV 19 1999

From: Chief of Naval Operations

Subj: PERSONNEL SECURITY CLEARANCE INVESTIGATIONS FOR
CIVILIAN EMPLOYEES

Encl: (1) OASD(C3I) memo of 29 Sep 99
(2) Guidance for Submitting Requests for
Investigation to OPM
(3) OPM guidance, Standard Form 86 and EO 19268,
"Access to Classified Information"
(4) SON Request Form

1. On 29 September 1999, the Senior Civilian Official in the Office of the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) announced that effective 1 October 1999, all personnel security investigations of Department of Defense civilian personnel (except for overseas investigations) will be conducted by the Office of Personnel Management (OPM). Enclosure (1) provides guidelines modified to reflect actual data requirements for submission of requests to OPM. Enclosures (2) through (4) provide amplifying information. In order to expedite compliance with these guidelines, please distribute this memorandum and its enclosures to your subordinate commands or refer your subordinate commands to our web site at www.navysecurity.navy.mil.

2. Attachment 2 to enclosure (1) provides information on the cost of investigations requested from OPM. The Department of the Navy (DON) bills will be satisfied through a funding line to the single point of contact, the Naval Criminal Investigative Service (NCIS). OPM will not bill individual requesters.

Subj: PERSONNEL SECURITY CLEARANCE INVESTIGATIONS FOR
CIVILIAN EMPLOYEES

3. The point of contact for this matter is Mrs. Mary
Anderson, who can be reached at (202) 433-8854 or DSN 288-
8854, email: manderso@ncis.navy.mil.



M. F. BROWN
Assistant for Information
And Personnel Security

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OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000

AND, CONTROL,
COMMUNICATIONS, AND
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September 29, 1999

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Personnel Security Clearance Investigations

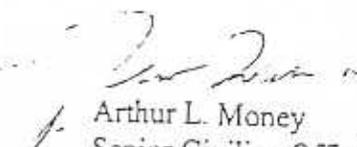
In his June 9, 1999, memorandum the Deputy Secretary directed the development and implementation of a plan to ensure that all active clearances/accesses are based upon a current investigation in accordance with national standards by the end of FY00. My memorandum of June 15, 1999, implemented the Deputy Secretary's tasking by directing a minimum number of additional periodic reinvestigations (over and above those already programmed) in FY99 to the Office of Personnel Management (OPM) for DoD civilian employees and all others to the Defense Security Service (DSS).

Beginning October 1, 1999, all investigations for DoD civilian personnel, except for overseas investigations, will be conducted by OPM. The DSS will conduct investigations for military personnel, for civilian personnel currently stationed overseas or who have been stationed overseas within the scope of the investigation, and for contractor personnel (Attachment 1). Instructions for processing civilian investigations to OPM are in Attachment 2.

For FY00, DoD Components are to provide funding for personnel security investigations conducted by OPM and DSS. This arrangement will be reviewed at the end of FY00 and each subsequent fiscal year until the periodic reinvestigation backlog is resolved.

In response to questions that have been raised about the status of fee for service for DSS, an explanation is at Attachment 3. Finally, Components are to continue to prioritize submission of their periodic reinvestigation backlog in accordance with the framework at Attachment 4.

I am committed to maintaining a viable and robust personnel security program. Ensuring that all DoD personnel with access to classified information and to other mission critical information and systems are and will remain reliable and trustworthy, is a mission critical requirement.


Arthur L. Money
Senior Civilian Official

Attachments



Enclosure (1)

Matrix for Submission of Investigative Requests

	OPM	DSS
DoD Civilians*	X	X* *Investigations for civilian personnel currently stationed overseas or who have been stationed overseas within the scope of the investigation are to be sent to DSS.
Military Personnel		X
Contractor Personnel		X

This form is to be attached to each Electronic Personnel Security Questionnaire (EPSQ) submitted to OPM for investigation. **Note: The EPSQ is for internal DOD use only, and is pending OMB approval.**

Agency Use Information

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			
J SON	K Location of Official Personnel Folder	None	Other Address			Zip Code
		NPRC				
		At SON				
L SOI	M Location of Security Folder	None	Other Address			Zip Code
		At SOI				
		NPI				
N OPAC-ALC Number	O Accounting Data and/or Agency Case Number					
P Requesting Official	Name and Title		Signature		Telephone Number ()	Date

The following information is requested as part of your EPSQ for an investigative request being sent to OPM. This information will be used to obtain records in order to determine your suitability for employment. Please sign the attached sheet certifying the accuracy of the information you provided.

Subject of Investigation (Identifying Information)

Full Name
 If you have only initials in your name, use them and state (IO) * If you are a "JR.", "SR", "II", etc., enter this in the box after your middle name
 If you have no middle name, enter "NMN"

Name	First Name	Middle Name	Jr., II, etc.
Maiden Name Used your maiden name and the "To and From" dates of when it was used.			
Maiden Name			Month/Year To Month/Year

Education Degree(s) (Not shown on the EPSQ)

OPM verifies highest degree obtained and degrees pertinent to the position for which this investigation is conducted. Please list education information below for those degrees beyond the 7 year period, not listed on your EPSQ. Use the number "2" in the Code block which represents College/University/Military College.

Month/Year To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (County) of School			State	Zip Code
Month/Year To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (County) of School			State	Zip Code

Applicant Signature:

Date:

Instructions for Completing the SF-86 "Agency Use" Block

FE: Attached to this instruction sheet, are four examples of completed agency use blocks. The examples represent the four different case types that will be submitted. The instructions are a summary of the items that need completed on blocks A-P of the "Agency Use" portion of the SF 86. It represents a brief description only, any specific questions can be addressed by calling OPM-FIPC at (724) 794-5612.

A (Type of Investigation): Enter the appropriate 3-character code from the chart below representing the type of investigation and service requested. The first two digits represent the investigation type, and the third digit represents the investigation service.

Type of Investigation	35 Day Service	75 Day Service	120 Day Service	Reopen Service	150 Day Service	180 Day Service
SSBI	30A	30B	30C	30D		
SSBI-PR				18D		18F
ANACI	09A	09B		09D		
NACLIC	08A	08B		08D		

*Note: Any variation to the service noted above should be made by special request to OPM.

- SSBI: Single Scope Background Investigation
- SSBI-PR: Periodic Reinvestigation for Single Scope Background Investigation
- ANACI: Access National Agency Check with Inquiries
- NACLIC: National Agency Check with Law and Credit

B (Extra Coverage): Enter the appropriate number of the numeric (1-7) and/or alphabetic (A-Z) codes from the chart below which represent the type of extra investigative coverage desired.

Chart codes: * Indicates Codes that may be appropriate for some DON requests.

O = Optional Coverage

S = Standard Coverage

N/A = Not Available

Investigative coverage for DoD investigations has been pre-negotiated.

Type of Investigation	Extra Coverage Codes											
	1 Overseas	2 Credit	3 Advance NAC	4 Mgr Spvy	5 Public Contact	6 Law Enforcement	7 Attachments	H INS	I Spouse INS	L BVS	R Reinvestigation	Z Criminal Justice Position
SSBI	N/A	S	O	O	O	O	O	S	S	O	O	O
SSBI-PR	N/A	S	O	O	O	O	O	S	S	O	O	O
ANACI	N/A	S	O	N/A	N/A	N/A	O	O	N/A	O	O	O
NACLIC	N/A	S	O	N/A	N/A	N/A	O	O	N/A	O	O	O

~~Code 1 (Overseas Subject and Spouse): Not available~~

~~Code 2 (Credit): Automated scheduling of Credit happens automatically with these case types, no code is necessary.~~

Need in item SCI - need a 3

3 (Advance NAC): The Advance on the National Agency Checks (NAC) consists of an itemized list of NAC results and or search status. This is notification of item results only, no hardcopy 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(s) are not complete, a NAC Status report will be generated to provide the SOI information on the required NAC items. Place code "3" in Block "B" for this coverage. For more information and sample copies of the reports, contact OPM-#IPC.

~~Code 4 (Managerial and Supervisory)~~

~~Code 5 (Public Contact)~~

~~Code 6 (Law Enforcement)~~

~~These codes print instructions to the investigators on the Case Assignment Transmittal (CAT) to provide additional coverage for positions requiring these duties. The extra coverage is specified in the Extra Coverage Section of the Investigator's Handbook. An additional \$100 surcharge is added to the case cost for this coverage. Place extra coverage code of "4, 5, or 6" in Block B for this coverage.~~

* **Code 7 (Attachments):** When information is attached to the investigative request, such as:

~~Request for license or certificate verification~~

* Issue(s) information

~~Personnel folder or security file information~~

Special handling instructions

* Any other information pertinent to the investigation

* Place code "7" in Block B to indicate an attachment to the investigation.

~~Code H (INS): Automated scheduling of the Immigration and Naturalization Search. Place code "H" in Block B for this coverage.~~

Code I (Spouse INS): Automated scheduling of the Immigration and Naturalization Search for the subject of investigations' spouse. Place code "I" in Block B to request this coverage.

Code L (BVS): Automated scheduling of the Birth Verification at State BVS. Place code "L" in Block B to request this coverage.

* **Code R (Reinvestigation):** This code by-passes the administrative edits resident in PIPS that requires the appropriate level of case type/sensitivity/access. Place code "R" in Block B to indicate a reinvestigation.

~~Code Z (Criminal Justice Position): This identifies a Criminal Justice Position that are exempt from the FBI user fees. Place code "Z" in Block B if the subject is in a Criminal Justice Position.~~

C Sensitivity Level: In the first space, enter one of the following codes representing the sensitivity level of the position requiring the investigation:

CODE	LEVEL
2	Noncritical-Sensitive
3	Critical-Sensitive
4	Special-Sensitive

~~Enter "C" in the second space for an ADP Computer position. If not an ADP Computer position, leave the block blank.~~

D Access Level: Enter the appropriate code from the chart below to show the type of security clearance/access the position requires.

CODE	LEVEL
0	Not Required
1	Confidential (Executive Order 12968)
2	Secret (Executive Order 12968)
3	Top Secret (Executive Order 12968)
4	Sensitive Compartmented Information (DCID 1/14)
5	Q Sensitive (Atomic Energy Act)
6	Q-Non-Sensitive (Atomic Energy Act)
7	L (Atomic Energy Act)
8	Other (specify other security clearance under extra coverage Item B, Code 7)

E Nature of Action Code: ~~If the person being investigated is a Federal employee or applicant, enter the 3-digit code showing the Nature of Action taken or to be taken for the position requiring the investigation (the same action code as used on the SF-52). If your agency did not use FPM Supplement 296-33 coding, enter "000". If the person being investigated is a contract employee, enter "CON". For applicants for federal civilian service positions, the SF-52 action code is entered. For PR requests, leave blank.~~

F Date of Action: ~~Enter the effective date (Month/Day/Year) of the action requiring the investigation. If the action has not been taken, leave the block blank. Leave blank unless a code entered in item E for a civilian applicant is used, in which case the accompanying date of action is entered here.~~

G Geographic Location: ~~enter the 9-digit "Worldwide Geographic Location Code", showing the actual location of the duty station for the position. The Geographic Location Code is an OPM Central Personnel Data File (CPDF) requirement that must be entered on the SF-52 and SF-50 for certain personnel actions. This is a GSA Publication (4/87). If unknown, leave the block blank.~~

H Position Code: ~~Enter the appropriate alphabetic code from the chart below. If none of the codes apply, leave the block blank.~~

CODE	POSITION	CODE	POSITION
A	Congressional Staff	E	White House
B	Investigator	F	SES/15 (or equivalent)
C	Astronaut	G	Special/Confidential Assistants (GS/13 and above)
D	Fellow Programs	H	Child Care Provider

I 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 the person's position with the contractor company, or "CON".~~

J SON: Enter the 4 character Submitting Office Number (SON); if the Security Office is the Submitting Office, enter the Security Office Identifier (SOI) code.

Location of Official Personnel Folder: Check the correct box that gives us the location of the OPF.

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 Submitting Office

OTHER ADDRESS: If the OPF is at any other location (for example, the SOI), furnish the address.

L SOI: ~~Enter the 4 character Security Office Identifier (SOI). Submitting Offices should contact their Security Office to determine the correct SOI.~~ Enter: NVOO

M Location of Security Folder: Check the correct box that identifies the location of the Security folder.

NONE: If there is no security file at your agency

AT SOI: If there is a security file at your agency, and it should be reviewed.

NPI: If there is a security file at your agency, but it contains no pertinent information.

OTHER ADDRESS: If your agency's security file should be reviewed and it is not at the SOI, furnish the address.

OPAC-ALC Number (On-Line Payment and Collection Agency Location Code): ~~Enter your agency's OPAC-ALC number that records the billing information. OPM's process uses the OPAC billing system, which utilizes the ALC number, issued to each agency for this purpose by the Department of Treasury. Under this system, a transfer of funds is made by the Department of Treasury from the account of the requesting agency to the account of OPM. Contact OPM-FIPC for additional billing information.~~
Not applicable, leave blank.

O Accounting Data: You may enter your agency data for internal use (internal case number, file number, etc.). Up to 25 characters may be entered in this block. The information you enter will be printed on documents used to close the case to your agency. ~~If your agency does not need this information, leave the block blank.~~ Enter UIC/RUC.

P Requesting Official: Enter the name, title, and signature of official requesting the investigation; the date; and the commercial telephone number, including area code. This is the person OPM will contact concerning specific case related submission problems.

Processing of Personnel Security Investigations for DoD Civilian Employees

WHO: DoD Civilian Employees

WHAT: All investigations, except overseas investigations (ANACI, Initial SSBI, SSBI-PR, Secret and Confidential PRs (NACLC), SII, Public Trust).

HOW: Submit SF86/SF85P (EPSQ printed paper form with signed releases), SF87 (Fingerprint Card), DD Form 1879 (which is to accompany SSBI, SSBI-PR and SII requests), and OPM required information. (The EPSQ in its current configuration is not compatible with the OPM case management process and cannot be submitted electronically).

WHERE: U.S. Office of Personnel Management
Federal Investigations Processing Center
P.O. Box 618
1137 Branchton Road
Boyers, PA 16018-0618

WHEN: Beginning October 1, 1999

COST:

Type of Investigation	75 Day Service		180 Day Service	
	Base Expansion	SPIN Expansion	Base Expansion	SPIN Expansion
ANACI	\$165	\$540		
NACLC	\$145	\$520		
SSBI	\$2695	\$3070		
SSBI-PR			\$1795	\$2170

All issues will be resolved before a case is returned to the CAF based upon the DLT (base expansion). SPIN Expansion is based upon more in-depth issue resolution, i.e. confrontational interview of subject after initial SI. Prices reflect a range of a minimum charge to a maximum charge for a case. If a case is needed sooner, it will be considered on a case by case basis by calling the OPM Program Services Office at (724) 794-5612. A surcharge will be added to expedite the case. Components will be billed directly by OPM.

Explanation Regarding the Status of "Fee for Service"

Background: The DSS Defense Working Capital Fund (DWCF) Charter established DSS as a DWCF Activity Group effective October 1, 1998 under the authority of Title 10, United States Code, Section 2208. DSS began operating in the DWCF on a reimbursable basis in FY99. Full implementation of fee for service would begin in FY00.

Current Status: Full implementation of fee for service has been delayed. DSS will continue to operate in the DWCF and service-level billings are to continue in FY00, FY01, and FY02. DSS in consultation with USD(C) and ASD(C31) is to reevaluate implementation of full fee for service and provide recommendations to the Deputy Secretary of Defense by May 1, 2000.

What does this mean?

DoD Components will continue to finance DSS on a reimbursable basis in FY00 through FY02 and are to use, as a minimum, the money devolved to them for payment of fees for DSS and/or OPM services. Essentially, DoD Components are to send the devolved money to DSS and/or OPM as applicable via MIPR or other funding documents.

Additional guidance for budgeting will be issued in PBD 434 or other directives.

GUIDANCE FOR SUBMITTING REQUESTS FOR INVESTIGATION TO OPM

A INVESTIGATIVE REQUIREMENTS FOR CIVILIAN EMPLOYMENT IN SENSITIVE POSITIONS AND ACCESS TO CLASSIFIED INFORMATION

1. The U.S. Office of Personnel Management (OPM) conducts a National Agency Check and Inquiries (NACI) for assignment to non-sensitive positions, a NACI or Access NACI (ANACI) for assignment to non-critical sensitive positions and a Single Scope Background Investigation (SSBI) for assignment to critical sensitive and special sensitive positions.

2. OPM and Defense Security Service (DSS) use different terms to refer to some investigative products, however both agencies use Executive Order 12968 investigative standards as the basis for investigations supporting national security determinations.

a. For access to Sensitive Compartmented Information (SCI) and Top Secret (TS) classified information, OPM and DSS conduct SSBI's. For continued access to SCI and TS, OPM and DSS will conduct a SSBI Periodic Reinvestigation (PR) every five years.

b. For initial access to Secret or Confidential classified information, OPM conducts an ANACI and DSS conducts a National Agency Check with Law and Credit (NACLIC). For continued access to Secret and Confidential classified information, both agencies conduct a reinvestigation at 10 and 15 year intervals respectively. OPM conducts a NACLIC for ^{continued} access to both Secret and Confidential classified information, while DSS conducts a Secret PR (SPR) and Confidential PR (CPR).

B SUBMITTING REQUESTS FOR INVESTIGATION TO OPM

1. All requests for personnel security investigation (PSI) of civilian personnel will be submitted to the U.S. Office of Personnel Management (OPM), Federal

Enclosure (2)

for military employees

for civilian employees

Investigations Processing Center, P.O. Box 618, 1137
Branchton Road, Boyers, PA. 16018-0618, ~~except these~~
~~questionnaire's that include information about overseas~~
~~employment, education, or residence. Since OPM cannot~~
~~conduct leads overseas, these requests will be forwarded to~~
~~DSS according to established procedures.~~ OBE

2. OPM uses a case control system that processes paper requests with key entry and paper scanners. OPM cannot electronically accept the Electronic Personnel Security Questionnaire (EPSQ) developed for DSS, but has agreed to accept a printed paper copy of the EPSQ, provided the EPSQ is supplemented with the data required to accommodate OPM's requirements. The supplemental data required is identified in attachment 2 to enclosure (1) and in sections ~~6-14B-C~~ through ~~6-14D~~ below, and varies depending on the PSI requested. E

3. In lieu of the paper EPSQ, commands have the option of submitting the paper Standard Form (SF) 86 historically used to request investigations from OPM. ~~If using the SF 86, it must be pre-determined that overseas leads will not be an issue as DSS will not accept the paper SF 86.~~ OBE
Commands may use the guidance provided in attachment 2 to enclosure (1) to complete the SF 86, Part 1, Agency Use Only information.

C REQUESTING SSBI'S FOR CIVILIAN EMPLOYEES

1. OPM requires 10 years of information for SSBI requests, or information back to the subjects 16th birthday, whichever is shorter, in conformance with the SF 86 and EO 12968 requirements. Enclosure (3) provides the OPM requirements for SSBI requests. ✓

2. Commands that choose to submit requests to OPM using the paper SF 86, will use the SF 86A *Continuation Sheet for Questionnaires* to provide the additional SSBI information. Commands using the EPSQ will ensure the additional information required is provided in the "general remarks" section. If the required information is not provided, OPM will return the request without action.

accelerated service

3. When completing the Agency Use Only block of the questionnaire, in item A Type of Investigation, commands will enter 30B (for SSBI - ~~75 day service~~). If advanced notification of the NAC completion is required to support interim TS or SCI determinations, commands will enter Code 3 (for advanced NAC) in item B Extra Coverage. Other codes will normally not be used, unless the command is unable to verify birth locally, in which case a Code L (for Birth Verification at State) will be entered in item B.

✓

D REQUESTING SSBI-PR'S FOR CIVILIAN EMPLOYEES

1. EO 12968 requires investigative coverage going back to the date of the previous investigation. The additional questionnaire information required to support the investigative coverage must be submitted either on the SF 86A Continuation Sheet for Questionnaires to accompany the SF 86, or in the remarks section of the EPSQ when submitting the printed EPSQ.

✓

standard service

2. When completing the Agency Use Only block of the questionnaire, in item A Type of Investigation, commands will enter 18F (for SSBI-PR ~~180 day service~~) and in item B Extra Coverage, commands will enter Code R (for reinvestigation).

✓

3. If it can be determined that a previous valid technical check of the FBI was conducted, a SF 87 Fingerprint Card is not required.

✓

E REQUESTING ANACI'S AND NACLIC'S (SPR'S AND CPR'S) FOR CIVILIAN EMPLOYEES

1. OPM requires 7 years of information when requesting ANACI's and NACLIC's, in conformance with the SF 86 requirements. Commands using the SF 86 will simply follow the form instructions directing 7 years of information. Commands sending the paper EPSQ to OPM must specifically instruct employees to provide 7 years of information because the EPSQ software only solicits 5 years. OPM will return requests that do not provide the required information.

✓

2. When completing the *Agency Use Only* block of the questionnaire, in item A *Type of Investigation*, commands will enter **09B** (for ANACI ~~75-day~~ service) or **08B** (for NACLIC's ~~75-day~~ service). A NACLIC is requested to reinvestigate individuals with Secret and Confidential access (eg. SPR and CPR). In item B *Extra Coverage*, no code is entered for ANACI's (unless a command is unable to verify birth locally, in which case a **Code L** is used to request a Birth Verification at State (BVS)). However, when requesting a NACLIC reinvestigation for Secret or Confidential access, enter **Code R** (for reinvestigation) in item B.

3. EO 12968 requires a technical check of the FBI files for the ANACI and NACLIC, including reinvestigations. One SF 87 fingerprint card is required for each request. ✓

F SUBMITTING FINGERPRINT CARDS TO OPM

1. One SF 87 fingerprint card is required for each request for investigation submitted to OPM. In the case of SSBI-PR's, if it is determined that a previous valid technical check of FBI criminal history files was accomplished, an SF 87 is **not** required. The fingerprint card submitted with the investigation request will be scanned at OPM in Boyers and electronically sent to the FBI. The FBI will check criminal history files and create a FBI civil fingerprint file with the electronic data.

2. Requests for investigation submitted without an SF 87, or with the incorrect fingerprint card, will usually be returned without action. OPM requires an SF 87 to provide a complete investigation. Fingerprints submitted on cards not authorized for OPM's use (eg. DD 258, DD 2280) cannot be processed by OPM or included in the FBI civil fingerprint file. ✓ OBE

3. SSBI-PR requests submitted without a ~~SF 87~~ will be accepted and completed on the assumption that the command determined a technical fingerprint check was previously accomplished. SSBI-PR requests submitted with a SF 87 will be completed and will include a technical fingerprint check at no additional cost to the DON. *fingerprint card* ✓

G SUBMITTING OFFICE NUMBER (SON)

Each office submitting PSI requests to OPM must have a SON to identify them to OPM. OPM issues SON's in response to official requests. Most DON commands already have SON's established by the command entity historically responsible for submitting NACI requests. If you do not have a SON, complete the form provided at enclosure (4) and forward it to the OPM address provided. If you are unable to determine if you have a SON, you may contact OPM's Agency Liaison Assistance desk at (724) 794-5228. ✓

H CANCELLING REQUESTS FOR INVESTIGATION

When it is determined that a requested investigation is no longer necessary, commands will call the OPM Agency Liaison Assistance desk at (724) 794-5228 as soon as possible to cancel the investigation. Any individual authorized under the command SON may call to cancel an investigation. ✓

I OPM POINTS OF CONTACT

OPM provides customer service points of contact. The main number at the OPM Federal Investigations Processing Center (FIPC) is (724) 794-5612. For questions on preparation of forms ask for the Program Services Office. For questions on the status of an investigation call the Agency Liaison Assistance help desk at (724) 794-5228. To request expedited service or special handling to meet mission unique requirements, contact ~~Mrs. Mary Anderson~~ of CNO (N09N2) staff at (202) 433-8858, DSN 288-8858, facsimile (202) 433-8849 or e-mail: ~~manderso@ncis.navy.mil~~. ✓

Francine
Stephens



INVESTIGATIONS SERVICE

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT

WASHINGTON, DC 20415-0001

Attachment to FIN 97-06

STANDARD FORM 86 AND E.O. 12968 (ACCESS to CLASSIFIED INFORMATION)

The Standard Form 86, dated September 1995, will continue to be used when submitting requests for access investigations. Some questions on the current SF 86 specify a time frame of seven years, which is not consistent with E.O. 12968. Until a revised form is in place, interim instructions are needed for some of the items on the current SF 86 when an SSBI is required. The following questions should be answered with a ten (10) year time frame for the case to meet the new standard:

Number	Question
9	Where You Have Lived
10	Where You Went To School
11	Your Employment Activities
22	Your Employment Record
23 (e & f)	Your Police Record
29	Public Record Civil Court Actions

If you have any questions, please contact OPM-IS, Oversight and Technical Assistance Division, 202-606-1042, or OPM-FIPC, Program Services Office, 412-794-5612. Any applicants/subjects with questions should contact their agency's security office.

↓
724

* This attachment may be reproduced locally and a copy provided to each person asked to complete an SF86 for a Single Scope Background Investigation.

Enclosure (3)

(SON label/code:)

U. S. Office of Personnel Management
Investigations Service
Federal Investigations Processing Center
PO Box 618
Boyers, PA 16018-0618
Commercial 724 794-5612 FAX 724 794-2891

SUBMITTING OFFICE NUMBER (SON) AUTHORIZATION AND AMENDMENT FORM

ATTENTION: PERSONNEL OFFICER

OPM authorizes an SON for each Personnel Office that submits investigation requests and to make case status requests. The SON data is used to mail a variety of investigative notices, and to contact a submitting office to clarify information that may otherwise delay an investigation. OPM-FIPC must have current information on:

- Agency name and mailing address; and
- Name, position, and phone numbers of a contact person.

To request an SON or advise OPM of SON changes, complete the necessary items on the form below. Mail or fax the completed form to the address on the top of this form, attention Program Services Office (PSO). For additional information and/or assistance, call OPM-FIPC, PSO at 724 794-5612.

1. SON: _____ Check this block if requesting a new SON

2. SOI: _____

3. Change/add Online Payment And Collection (OPAC) Agency Location Code (ALC): _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: (____) _____ - _____ Extension: _____

4. Change/add Agency Name/Address:

Agency Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

5. Add Contact Person:

Name: _____

Position: _____

6. Delete Contact Person:

Name: _____

Name: _____

7. Change/add SON Contact telephone numbers: Commercial: (____) _____ - _____ Extension: _____

This form should be duplicated as needed