



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

IN REPLY REFER TO

5510

Ser 09N2/4U692337

OCT 4 2004

From: Chief of Naval Operations

Subj: PERSONNEL SECURITY INVESTIGATIONS PROCESS CHANGE

Ref: (a) NAVADMIN 261/03 of 26 Sep 03
(b) CNO ltr 5520 Ser N09N2/3U532539 of 14 Nov 03

1. Reference (a) announced the transition of personnel security investigations (PSI) from the Defense Security Service (DSS) to the Office of Personnel Management (OPM) effective 1 October 2003. References (a) and (b) provided guidance on preparing and submitting PSI requests, including the option of mailing paper requests directly to OPM's Federal Investigations Processing Center (FIPC), or forwarding requests via DSS using the Electronic Personnel Security Questionnaire (EPSQ).

2. Over 50% of PSI requests forwarded electronically via DSS during this transition cannot be opened; mostly due to missing fingerprint cards or missing signed release forms. Commands that used the electronic option to submit PSI requests after 1 October 2003 are directed to check the Joint Personnel Adjudication System (JPAS) to determine if the investigation is pending. If the investigation is pending, there is no further action necessary. If it is not pending, check the DSS EPSQ Receipt System on the DSS web site at www.DSS.mil to determine if DSS is holding your request, pending receipt of missing information. DSS currently has over 10,000 incomplete Department of the Navy (DON) requests at risk of being terminated.

3. Based on these failures, commands are directed to discontinue submitting electronic requests via DSS. All PSI requests will be prepared following guidance found at www.navysecurity.navy.mil and mailed to OPM at one of the following addresses:

a. For DON **civilians, military accessions (only)** and Facility Access Determination (FAD) National Agency Checks (NACs) mail to US OPM, FIPC, **PO Box 618**, 1137 Branchton Road, Boyers, PA 16018-0618.

b. For **all other military personnel**, mail to US OPM, FIPC, **PO Box 49**, 1137 Branchton Road, Boyers, PA 16018-0618.

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4. If your check of the EPSQ Receipt System indicates DSS is holding your PSI request, and the "Received" date of the request is less than 90 days ago, mail the missing information to DSS immediately.

5. DSS will terminate requests on hold in their system for more than 90 days. If your check of the EPSQ Receipt System indicates DSS is holding your PSI request, and the request was received more than 90 days ago, prepare a completely new PSI request following the www.navysecurity.navy.mil PSI guidelines and mail everything to directly to **OPM** at the above address. Do not contact OPM for guidance.

6. In order to expedite dissemination, please distribute this letter to your subordinate commands or refer your subordinate commands to our web site at www.navysecurity.navy.mil.

7. The CNO (N09N2) point of contact for this matter is Ms. Francine Stephens, who can be reached at (202) 433-8858 or DSN: 288-8858, or email at fstephen@ncis.navy.mil.



B. A. BOYD
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and Personnel Security

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