

AGENCY USE INFORMATION

Part 1 of the SF 86 and the EPSQ/Agency Use Form solicit information to direct the administration of the investigation request. Enter "Agency Use Information" as follows:

A – Type of Investigation

A Type of Investigation	B Extra Coverage	C Sensitivity Level	D Access	E Nature of Action Code	F Date of Action	Month Day Year
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Enter "30B" for SSBI (for critical sensitive positions, top secret security clearance, SCI access determinations) (accelerated service).

Enter "18F" for SSBI-PR (when reinvestigating personnel in critical sensitive positions, top secret security clearance and SCI access) (standard service).

Enter "08B" for NACL and Secret-PR (for reinvestigation of personnel with secret and confidential security clearance) (standard service).

Enter "09B" for ANACI (for non-critical sensitive positions and initial secret and confidential security clearance determinations) (standard service).

OPM will only process requests using the service codes listed above. OPM has not been authorized DON funding to conduct "Expedited" or "Priority" service investigations. All agency checks and reinvestigations will be requested using "Standard" service investigation codes, all SSBI's will be requested using "Accelerated" service codes. The POC for this matter is CNO (N09N2) at DSN: 288-8858.

B – Extra Coverage

A Type of Investigation	B Extra Coverage	C Sensitivity Level	D Access	E Nature of Action Code	F Date of Action	Month Day Year
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Normally this block is left blank.

Enter "3" for advanced NAC notice (to support interim Top Secret clearance determinations and Special program requirements).

Enter "7" when attaching information (such as information on citizenship or developed issues)

Enter "I" to schedule INS check for spouse (required when spouse is not a US citizen).

Enter "L" if the command is unable to verify birth locally (this will cause OPM to include a Bureau of Vital Statistics (BVS) check as part of the investigative coverage).

Enter "R" for all reinvestigations (required for SSBI-PR requests and NACLC reinvestigations).

Leave blank if none of the above apply.

C – Sensitivity Level

A Type of Investigation	B Extra Coverage	C Sensitivity Level	D Access	E Nature of Action Code	F Date of Action	Month Day Year
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Enter "2"

- for Noncritical-Sensitive positions
- for AIS II positions
- for military NACLC accessions
- for all positions requiring Secret and Confidential security clearance.

Enter "3"

- for Critical-Sensitive positions
- for AIS I positions
- for all duties requiring an SSBI (including specified accession)
- for all positions requiring Top Secret security clearance (excluding SCI access).

Enter "4"

- for Special-Sensitive positions (DCID 6/4 positions).

D- Access

A Type of Investigation	B Extra Coverage	C Sensitivity Level	D Access	E Nature of Action Code	F Date of Action	Month DayYear
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Enter "0" for Not Required at this time

Enter "1" for Confidential

Enter "2" for Secret

Enter "3" for Top Secret

Enter "4" for SCI (DCID 6/4)

E- Nature of Action Code

A Type of Investigation	B Extra Coverage	C Sensitivity Level	D Access	E Nature of Action Code	F Date of Action	Month DayYear
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For civilian employees, enter the 3-digit code used on the SF-52 representing the "Nature of Action" taken for the position requiring the investigation (if no SF-52, leave blank).

For contractor or industry employees, enter "CON"

For military personnel, enter "MIL"

F- Date of Action

A Type of Investigation	B Extra Coverage	C Sensitivity Level	D Access	E Nature of Action Code	F Date of Action	MonthYear
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Normally this block is left blank.

Enter "MM/DD/YY" of effective date of SF-52 action.

Otherwise, leave blank.

G – Geographic Location

G Geographic Location	H Position Code	I Position Title
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Leave blank

H – Position Code

G Geographic Location	H Position Code		I Position Title	
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Normally this block is left blank.

Enter "A" for congressional staff

Enter "B" for investigator

Enter "C" for astronaut

Enter "D" for White House positions

Enter "F" for SES/15 (or equivalent)

Enter "J" for PRP

Leave blank if none of the above apply.

I – Position Title

G Geographic Location	H Position Code		I Position Title	
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For civilian employees, enter title of the position for which the investigation is being requested.

For military members, enter Rank and Rating or MOS

For contractor or industry personnel, enter the position title and contract number or CAGE code.

J - SON

		K Location of	None	Other Address	Zip Code
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J	Official Personnel Folder	None		
		NPRC SON		

SON

Enter your command's 4 digit Submitting Office Number (SON) assigned by OPM.

Most commands already have an SON. If you do not know your commands SON, check with your personnel office. If your command does not have an SON you must complete a PIPS form 12 and forward to OPM to obtain one.

K – Location of Official Personnel Folder

J SON	K Location of Official Personnel Folder	None	Other Address	Zip Code
		NPRC		
		At SON		

Check None – if the applicant has never been a federal employee

Check NPRC -if the Official Personnel Folder (OPF) is at the National Personnel Records Center

Check SON – if the OPF is at the submitting office

If the OPF is at another location, please furnish address

L - SOI

			None		
			At SOI		
			NPI		

The Security Office Indicator (SOI) is assigned to the agency that will adjudicate the completed investigation. For investigations whose results must be returned to the request originator for adjudication (such as Child Care NAC's, Facility Access Determination NAC's, Non-Sensitive Positions and certain Public Trust positions) contact OPM to establish an SOI.

Enter "NV00" for Navy and Marine Corps military and civilian personnel and consultants who will be adjudicated by DON CAF.

M – Location of Security Folder

L SOI		M Location of Security Folder	None	Other Address	Zip Code
			At SOI		
			NPI		

Check "None" – if there is no security folder information to review

DO NOT check "At SOI"- DON CAF does not maintain a "security folder"

Check "NPI" – if there is No Pertinent Information

Other Address – if a security file exists at your command or at another location and it should be reviewed, enter the appropriate address.

N – OPAC-ALC Number

N OPAC-ALC Number		O Accounting Data and/or Agency Case Number	
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This code is used to account for investigations as they are reflected in the Navy and Marine Corps personnel systems

Enter "DOD-MC" for Marine Corps personnel

Enter "DOD-NAVY" for Navy personnel

Enter "DSS-IND" for contractor or industry personnel

O – Accounting Data and/or Agency Case Number

N OPAC- ALC Number		O Accounting Data and/or Agency Case Number	
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This block provides the information required to properly process your investigation at the DON CAF.

Enter UIC or RUC and provide return address.

Enter any special project code assigned by formal agreement with DON CAF.

Enter any of the following, **if applicable**:

- Limited Access Authorization (LAA)
- Presidential Support
- SIOP-ESI
- Critical PRP
- Controlled PRP
- NATO Billet
- Special Access Program (SAP)
- NAVSEA Nuke

P – Requesting Official

P Requesting Official	Name and Title	Signature	Telephone Number	Date
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Enter the Name, Title and Signature of the individual authorizing the request.

Provide a commercial telephone number, including area code, and an e-mail address of the person that OPM will contact concerning specific case related submission errors.

Date the request appropriately.