



CHIEF OF NAVAL OPERATIONS (N09N2) INFORMATION & PERSONNEL SECURITY

REQUESTING OPM INVESTIGATIONS TO SUPPORT NON-SENSITIVE POSITION DETERMINATIONS

The Department of the Navy (DoN) mission to control and protect the interests of the United States against foreign aggression demands that most positions be designated as sensitive. SECNAVINST 5510.30A provides guidance on designating position sensitivity in paragraph 5-3. However, certain civilian positions that do not directly support the DoN mission (are not designated as sensitive) and do not require a public trust designation, may be designated as non-sensitive.

GENERAL INSTRUCTIONS

- Effective October 1, 2003, OPM will conduct ALL investigations of DoN military, federal civilian, and contractor employees.
- All commands and activities requesting investigations for designated Non-Sensitive civilian positions must establish a process to ensure proper adjudication of the investigative results (DoN CAF does not adjudicate Non-Sensitive position investigations). This process will include the establishment of a command unique Security Office Number (SOI). To obtain an SOI, complete PIPS Form 11 and forward to OPM.
- The DoN CAF SOI (NV00) is NOT VALID for Non-Sensitive investigation requests.

All requests will be mailed to:

U.S. Office of Personnel Management
Federal Investigations Processing Center
P.O. Box 618
Boyers PA 16018

- All requests will include appropriate releases, resume or equivalent, OF-306, and SF-87 fingerprint cards.
- All requests will identify Navy and Marine Corps personnel by recording unique OPAC-ALC (Item N) and accounting data (Item O) in the Agency Use Information instructions.
- To cancel, change, or check on the status of investigation requests, call OPM-FIPC telephone liaison from 0700 to 1730 EST at (724) 794-5228.

AGENCY USE INFORMATION – Part 1 of the SF-85 solicits information to direct the administration of the investigation request. Enter “Agency Use Information” as follows:

A Type of Investigation	
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Enter “02B” for NACI (for non-sensitive position suitability determinations).



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B Extra Coverage	
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Enter "7" when attaching information (such as information on citizenship or developed issues).

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).

Leave blank if none of the above apply.

C Nature of Action Code	
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Enter the 3-digit code used on the SF-52 representing the "Nature of Action" taken for the position requiring the investigation.

D Date of Action	Month	Day	Year
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Enter "MM/DD/YY" of effective date of action code.

E Geographic Location	
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Leave blank.

F Position Title	
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Enter title of the position for which the investigation is being requested.

G SON	
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Enter your 4-digit code (Submitting Office Number) assigned by OPM to your command. To obtain a SON, complete PIPS Form 12 and forward to OPM.

H SOI	
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Enter your 4-digit code (Security Office Indicator) assigned by OPM to your command. To obtain an SOI, complete PIPS Form 11 and forward to OPM.

NV00 is NOT VALID for SF-85 requests.



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I OPAC-ALC Number	
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Enter "DOD-MC" for U.S. Marine Corps civilian personnel.

Enter "DOD-NAVY" for U.S. Navy civilian personnel.

J Accounting Data and/or Agency Case Number	
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Enter Return Address of the entity that will adjudicate the investigation.

K Requesting Official	Name and Title	Signature	Telephone Number ()	Date

Enter the Name and Title, Signature, and telephone number of the individual authorizing the request.
Provide a commercial telephone number, including area code. This is the person OPM will contact concerning specific case-related submission errors.