



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

IN REPLY REFER TO

5520

Ser 09N2/9U223338

28 OCT 2009

From: Chief of Naval Operations

Subj: PROCEDURAL CHANGES FOR REQUESTING SUBMITTING OFFICE
NUMBERS (SONs) AND SECURITY OFFICE IDENTIFIERS
(SOIs)

Ref: (a) CNO ltr 5520 Ser 09N2/7U223288
(b) CNO ltr 5520 Ser 09N2/6U871225
(c) E.O. 10450
(d) DoD 5200.2-R
(e) SECNAV M-5510.30

Encl: (1) PIPS Form 12 (Revised February 1999)
(2) PIPS Form 11 (Revised February 1999)

1. References (a) and (b) are hereby canceled.

2. CNO (N09N2) is the single point of contact for the Department of the Navy (DON) validation of all Submitting Office Numbers (SONs). Submitting Office Numbers (SONs) can be obtained by submitting enclosure (1) for approval and endorsement to the appropriate Echelon II Security Manager. Once endorsed and approved, the Echelon II Security Manager will forward the request to CNO(N09N2). Approved requests may be sent to this office, using the Portable Document Format to the following e-mail address: N09N2_24E@navy.mil or may be sent via fax to 202-433-8849. Once approved, the new SON will be provided to the requesting command. Marine Corps commands will forward request via Headquarters Marine Corps Plans, Policy, and Operations Security Division for approval.

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3. For clarification, the only approved Submitting Office Identifier (SOI) that is approved for use within the Department of the Navy is NV00. If a Submitting Office Identifier (SOI) is needed, enclosure (2) should be submitted for approval and endorsement to the appropriate Echelon II Security Manager. Once endorsed and approved by the command, the Echelon II Security Manager will forward the request to CNO(N09N2). Approved requests may be sent in the same format provided for issuance of SONs.

4. These requirements are established to provide accountability of all issued SONs and SOIs, to assist with the accountability of Personnel security investigations (PSIs) submitted to OPM. Also, per references (c) through (d), the Office of Personnel Management is the only authorized investigative agency for the Department of the Navy to conduct personnel security investigations.

5. The CNO (N09N2) point of contact is Ms. Michelle Sawall at 202-433-2019 or N09N2_24E@navy.mil.



C. L. KLINE
Assistant for Information
And Personnel Security

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CNO (N09B31)
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(SON label/code:) _____

Investigations Service
Federal Investigations Processing Center
P.O. 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

Enclosure (1)

(SON label/code:) _____

Federal Investigations Processing Center
P.O. Box 618
Boyers, PA 16018-0618
Commercial 724 794-5612 FAX 724 794-2891

SECURITY OFFICE IDENTIFIER (SOI) AUTHORIZATION AND AMENDMENT FORM

ATTENTION: SECURITY OFFICER

OPM authorizes each agency Security Office a 4-character identifier, called the SOI. The SOI permits OPM to return investigative reports to agency-approved addresses. The SOI also permits security offices to obtain detailed investigative information. The Security Office must provide OPM-FIPC the following:

- An accurate mailing address for the Security Office;
- Name and social security numbers for authorized callers;
- Type and date of most recent background investigation conducted on the authorized callers.

To request an SOI or advise OPM of SOI 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. Check this block if requesting a new SOI
2. Change/add agency name and/or address (include zip code):

Agency Name: _____
 City: _____ State: _____ Zip Code: _____

3. Change/add security office telephone numbers:

Commercial: (____)____-____ Extension: _____ Commercial: (____)____-____ Extension: _____

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

Billing Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact Name: _____ Phone: (____)____-____ Extension: _____

5. Change/add security officer:

Name: _____
 SSN: _____ - _____ - _____ Type/Date of last investigation: _____

6. Delete Authorized Callers:

Name: _____ SSN: _____ - _____ - _____
 Name: _____ SSN: _____ - _____ - _____

7. Add Authorized Callers:

a. Name: _____ SSN: _____ - _____ - _____
 Type/Date of last investigation: _____

b. Name: _____ SSN: _____ - _____ - _____
 Type/Date of last investigation: _____

SOI Security Officer Signature: _____

This form should be duplicated as needed

Enclosure (2)