UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative Services

Federal Investigations Notice

Notice No. 13-08 **Date: August 30, 2013**

Subject: Special Agreement and Reimbursable Suitability/Security Investigation Price Schedule for Fiscal Year (FY) 2014

The Office of Personnel Management's Federal Investigative Services (OPM-FIS) will continue to offer Special Agreement Checks (SAC) and Reimbursable Suitability/Security Investigations (RSI) in FY 2014. OPM-FIS is also pleased to announce there will be no price changes on SAC and RSI products this fiscal year. The description and price of each of these products is provided in this notice.

SACs are single or multiple record checks that do not constitute a complete investigation. For information about how SACs can assist in fulfilling your agency mission-related objectives, we encourage you to contact your OPM-FIS Agency Liaison at 724-794-5612.

RSIs are either record searches and personal interviews conducted by OPM investigators (RSI Codes 0-7) or record searches of certain government records (RSI Codes J, T, V). RSIs are conducted by request of the adjudicating agency when additional work is needed that falls outside the scope or coverage requirements of an investigation product.

To initiate an RSI, an authorized contact from the agency's security office must submit a letter or memo to OPM-FIS Investigative Interface, RSI/Reopen Quality Review. Requests may be submitted on the FIPC 553 (Reopen/RSI Request Form) which can be found on the FIS website at www.opm.gov/investigate. Please include a clear description of the work requested in the RSI as well as the subject's current location and phone number. Requests can be faxed to 724-738-0178, sent via the OPM Secure Portal, or mailed to:

OPM-FIS
ATTN: Investigative Interface; RSI/Reopen Quality Review
PO Box 618
1137 Branchton Road
Boyers, PA 16018-0618

The cost of the RSI varies depending on the work requested. Priority service is available at an additional cost and should be limited to urgent situations. Upon scheduling of each RSI, the requesting agency will be billed a processing fee. In FY 2014, the processing fee is $51 for Standard (STD) service and $60 for Priority (PRT) service. Upon completion of the investigation, all items completed will be listed individually on the monthly invoice. With few exceptions, the bill event on the invoice will begin with the letter 'R' followed by the corresponding RSI Code in the attached table. If you need additional information regarding your

invoice, please contact a member of the FIS Billing Oversight Team at 724-794-5612 extension 4490 or via email at FISBillingOversightTeam@opm.gov.

Please note that many of the NAC items available in the RSI are also available in the Special Agreement Check (SAC) product. When only NAC items are needed, the SAC may be a more cost-effective option.

If a code is not listed for a needed item, please contact your OPM-FIS Agency Liaison to schedule a special request.

Merton W. Miller
Associate Director
Federal Investigative Services

Inquiries:	OPM-FIS, Agency Liaison, 724-794-5612
Code:	736, Investigations
Distribution:	SOIs/SONs
Notice Expires:	September 30, 2014, unless superseded
Attachment:	Special Agreement and Reimbursable Suitability/Security Investigations Billing Rates

SPECIAL AGREEMENT CHECK AND REIMBURSABLE SUITABILITY/SECURITY INVESTIGATION BILLING RATES – EFFECTIVE OCTOBER 1, 2013

Special Agreement Checks (SAC) Basic processing rate for all SAC requests (additional charges listed below based on coverage requested)	$9	
Reimbursable Suitability/Security Investigation (RSI) Basic processing rate for all RSI requests (additional charges listed below based on coverage requested)	PRT $60	STD $51

The items below can be requested on both SAC and RSI products in addition to the basic processing fee:

SAC/RSI CODE	TYPE	COST
A	Security/Suitability Investigations Index (SII): Check of investigations conducted by OPM or other Federal investigative agencies	$5
B	FBI Fingerprint Classification (FBIF/FBFN): Fingerprint-based search of FBI Criminal Files (criminal history)	$14.50
C	FBI Investigations Files (FBIN): Name-based search of previous FBI investigative files.	$19
D	Defense Central Index of Investigations (DCII): Check of investigations conducted by DoD entities	$11
E	National Credit Check(CRED): Search of national credit bureaus	$10
F	Selective Service Check (SESE): Verification of Selective Service Registration	$4
G	Military Personnel Records Check (MILR): Review of subject's military records	$16
H	Investigative Agencies (INVA): Retrieval of "Other" agency investigation (as recorded via OFI 79 Notification in OPM's SII):	$8
I (*letter i*)	Citizen and Immigration Services Check (IMM): To confirm legal residency or naturalization status of subject. There can be multiple searches and the charge is per search.	$6
N	Bureau of Vital Statistics for birth record confirmation (BVS): Confirmation of birth record on file at listed State of Birth	$21
S	Spouse/Cohabitant NACs (In accordance with Executive Order 12968 for Top Secret/Q access): Check of A, B*, C, and D Foreign Born Spouse/Cohabitant NAC: Check of A, B*, C, D, and I *A reduced rate of $2.25 is charged for the B item.	$37.25 $43.25
U	Periodicals (PERI): Online check of commercial databases for material related to subject	$7
X	National Crime Information Center/Interstate Identification Index (NCIC/III) Security Clearance Information Act (SCIA) only: A name check of the NCIC/III database for agencies who are under SCIA authority and have special agreements with OPM	$6
Child Care B, 8	State Criminal History Repository (SCHR) search: A $5 OPM processing fee per search will be added to your bill (indicated by an "AD" bill event on the invoice). Also, for each SCHR, an additional user fee charged by each state will be applied, if any (shows as an "AE" bill event on the invoice).	$5 + Varying State Fee

The items below can only be requested on SAC products and includes the basic processing fee:

SAC CODE	TYPE	COST
Electronic Fingerprint-Only Special Agency Checks The electronic fingerprints are those submitted electronically via LiveScan or CardScan technology to the OPM-FIS Fingerprint Transaction System (FTS). Costs shown include FBI User fees.		
B	Fingerprint only SAC for Federal applicants, employees, contractor, military personnel, or non-Federal personnel (for regulatory purposes). Submission of SF 87/FD 258 only	$21.50
	Fingerprint only SAC for criminal justice user fee exempt positions	$7
Periodic Assessment Special Agreement Check (PA SAC)		
3	The PA SAC includes checks of the NCIC/III, Financial Crimes Enforcement Network (FinCEN), credit bureaus, and OPM's SII. The PA SAC is only available to agencies who have executed a special agreement with OPM.	$32
Full basic National Agency Check		
R	Full basic National Agency Check scheduled from OFI 86C. Includes SAC item codes A, B, C, D, and H, and the basic processing fee.	$66.50

Effective October 1, 2013

The items below can only be requested on RSI products:

RSI CODE	TYPE	COST
0 (zero)	Basic Record Check with No Known Issues - Consists of a record/file review when there are no known issues *When possible, a "bulk" record check (RSI Code 1) will be conducted for statewide law items at a cost of $21 (or $25 for priority service) instead of the basic record check)*	$119
2	Record Search for Known Issues - Consists of a record/file review when there are record(s) to be reviewed in connection with known issues	$206
4	Personal Source for Coverage (No Known Issues) - An investigative contact, in person, with a Personal Source for coverage (no known specific issue to be resolved)	$328
5	Personal Source to Address Known Issues - An investigative contact, in person, with a Personal Source targeted to obtain specific information or resolve a specific known issue	$391
6	Subject Contact - An investigative contact, in person, with the subject of investigation for purposes other than a confrontational interview, such as obtaining a signed release, obtaining lead information, etc.	$169
7	Enhanced Subject Interview (ESI) - Contains all the components of the in person subject interview plus resolution with the subject of any trigger issue information developed throughout the investigation	$550
	Note: When an ESI is requested, if the investigator was unable to conduct (UC) the ESI after several attempts with the subject and agency, the cost is adjusted as reflected. *(Please note this can typically be avoided by providing accurate subject location information to OPM in the RSI request.)*	$137
J	State Department Passport Office (STPA): Confirmation of a foreign-born subject's U.S. citizenship by birth; also available for subject's spouse, cohabitant, and immediate family members (SSTP)	$6
T	Interpol search: A search of records maintained by Interpol (an international organization which facilitates the exchange of police information across 190 member countries)	$21
V	Financial Crimes Enforcement Network (FNCN): Department of Treasury records of select cash transactions. (This check is only available if the subject is in a National Security Position.)	$10

Records and personal sources can be defined as employment, education, financial, residential, law enforcement, or public records coverage depending upon the check requested.

In some situations, a NAC item cannot be conducted to obtain the requested record. Depending on the location of the information and the repository's electronic capabilities, the price of these items can range from the listed NAC item price up to the fieldwork item price. OPM-FIS will strive to obtain the item through electronic capabilities at a lower cost to the agency when possible.