



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative  
Services

**Federal Investigations Notice**

**Notice No. 16-01**

**Date: October 2, 2015**

**Subject: Investigations Reimbursable Billing Rates Effective October 1, 2015**

The attached Office of Personnel Management's Federal Investigative Services (OPM-FIS) billing rates for reimbursable background investigative services are effective beginning October 1, 2015. This year, this notice includes billing rates for Special Agreement Checks (SACs) and Reimbursable Suitability/Security Investigation (RSI) products; a separate notice for those rates will not be issued.

For FY 2016, OPM-FIS is raising prices to fully recover an increase of 7.8% in the costs necessary to run OPM-FIS' investigations program. FY 2016 prices were derived using FIS' updated Cost Allocation Model (CAM) to determine the price adjustments required for each case type.

The primary cost drivers for FY 2016 include:

- Acquisition of additional investigative resources to address the imbalance between existing capacity and workloads
- Increased baseline direct investigative costs due to contractual changes within our investigative field and support activities
- Continued implementation of the Federal Investigative Standards, including the launch of Tier 3 and Tier 3R investigative products effective FY 2016
- Information Technology (IT) security and system enhancements to protect against cyber-attacks and to advance efficiencies in our investigative processes

Please be aware that this price increase does not provide any augmentation to FIS' operating reserve. Since the start of FY 2014, we experienced significant losses and have operated at insufficiently low retained earnings levels for our revolving fund, which has brought about greater financial risk and instability. Moreover, since the start of FY 2015, we have operated with retained earnings levels far below our monthly expenditures. For these reasons, we once again reserve the option to adjust prices (up or down) during the fiscal year to ensure the funding received through our prices is sufficient to fully recover our costs.

Throughout FY 2016 OPM-FIS will continue to evaluate our program from both an operational and financial perspective to ensure we achieve our mission with consistent high quality, effectiveness and cost efficiency.

Merton W. Miller  
Associate Director  
Federal Investigative Services

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Inquiries:	OPM-FIS External Liaison, 724-794-5612
Code:	736, Investigations
Distribution:	SOIs/SONs
Notice Expires:	September 30, 2016, unless superseded
Attachment:	OPM-FIS Reimbursable Billing Rates – Effective October 1, 2015

# OPM-FIS Reimbursable Billing Rates – Effective October 1, 2015

## Section 1: Investigations Billing Rates

**Table 1: Effective Investigations Billing Rates**

Case Type	Case Type Code	Base Price	Form to Use	Optional Extra Coverage (See Sub-Section 1a)				Expanded Coverage (See Sub-Section 1b)		
				BAR	BVS	CRED	SCHR	INTL	SFPN/ SFBN	TESI
<b>Tiered Products</b>										
<b>Tier 1 NACI</b> (National Agency Check and Inquiries)	02B	<b>\$182</b>	SF-85	NA	\$21	\$11	\$5+	\$950	NA	NA
<b>Tier 2 MBI Priority<sup>[1]</sup></b> (Moderate Risk Background Investigation)	15A	<b>\$1,531</b>	SF-85P	\$10+	\$21	NC	\$5+	\$950	NA	NA
<b>Tier 2 MBI Standard<sup>[1]</sup></b>	15C	<b>\$1,423</b>								
<b>Tier 3</b>	64B	<b>\$595</b>	SF-86	\$10+	\$21	NC	\$5+	\$950	\$25.25+	\$795
<b>Tier 3R (Reinvestigation)</b>	65B	<b>\$372</b>	SF-86	\$10+	\$21	NC	\$5+	\$950	\$25.25+	\$795
<b>Traditional Products</b>										
<b>NAC (National Agency Check)</b>	06A	<b>\$130</b>	Various <sup>[2]</sup>	NA	\$21	\$11	\$5+	\$950	\$25.25+	NA
<b>NACLC on SF-85P</b> (Moderate Risk Public Trust Reinvestigation) (National Agency Check with Law and Credit)	08B	<b>\$372</b>	SF-85P	\$10+	\$21	NC	\$5+	\$950	NA	NA
<b>PRI Priority</b> (Periodic Reinvestigation)	11A	<b>\$1,167</b>	SF-85P	\$10+	NC	NC	\$5+	\$950	NA	NC
<b>PRI Standard</b>	11C	<b>\$1,028</b>								
<b>SSBI-PR Priority</b> (Periodic Reinvestigation for SSBI)	18A	<b>\$3,699</b>	SF-86	\$10+	NC	NC	\$5+	\$950	\$25.25+	NC
<b>SSBI-PR Standard</b>	18C	<b>\$3,384</b>								
<b>PPR Priority<sup>[3]</sup></b> (Phased Periodic Reinvestigation)	19A	<b>\$2,592</b>	SF-86	\$10+	NC	NC	\$5+	\$950	\$25.25+	NC
<b>PPR Standard<sup>[3]</sup></b>	19C	<b>\$2,304</b>								
<b>BI Priority</b> (Background Investigation)	25A	<b>\$4,284</b>	SF-85P	\$10+	NC	NC	\$5+	\$950	NA	NC
<b>BI Standard</b>	25C	<b>\$3,615</b>								
<b>SSBI Priority</b> (Single Scope Background Investigation)	30A	<b>\$5,696</b>	SF-86	\$10+	NC	NC	\$5+	\$950	\$25.25+	NC
<b>SSBI Standard</b>	30C	<b>\$5,188</b>								

NC = No Charge (coverage is part of the basic investigation or coverage can be added at no additional charge)

NA = Not Available (coverage cannot be added)

“+” = Amount preceding is minimum; May be additional or multiple fees per search (see Sub-Sections 1a and 1b for more details)

<sup>1</sup> When requesting standard service on Tier 2 MBI investigations (15C), the local law enforcement coverage is first attempted by written inquiry. If after 25 days there is no response, a record search will be conducted. If Priority Service (15A) is requested, all law enforcement is scheduled as a record search. Priority service for Tier 2 investigations relates to the manner in which the local law coverage is obtained, not the estimated case completion time. Overall timeliness for these investigations is heavily dependent on the responsiveness of national, state, and local record providers.

<sup>2</sup> The NAC (case Type 06A) may be requested on the SF-85, as well as the SF-85P and SF-86 if it is submitted by an OPM-FIS-authorized delegated agency in support of a higher level background investigation.

<sup>3</sup> The PPR may convert at scheduling or at any time during the investigation to a full SSBI-PR. In such instances, the case price will be upgraded to the SSBI-PR price.

## OPM-FIS Reimbursable Billing Rates – Effective October 1, 2015

### Sub-Section 1a: Extra Coverage Fees

The optional additional coverage outlined in this section can be requested by including the appropriate code in the “Extra Coverage” block of the Agency Use Block (AUB) portion of the Standard Forms. The below table defines the extra coverage available, the appropriate codes to use in the AUB and the fees that may be applied to your bill. Please refer to the “Optional Extra Coverage” section within *Table 1: Effective Investigations Billing Rates* to know on which case types and standard forms extra coverage can be ordered, or when extra coverage may be included within an investigation.

**Table 2: Optional Extra Coverage Fees**

Extra Coverage	Extra Coverage Code	Fee
<b>BAR - Bar Association License Checks</b> Scheduled to membership state for attorney-type positions. <i>Note: A \$10 OPM-FIS processing fee is charged per state search where the subject claims a license. An additional state processing fee may be added where applicable. For a current listing of state fees, please contact the OPM-FIS Billing Oversight Team.</i>	Q	\$10 + Varying State Fee for each search
<b>BVS - Bureau of Vital Statistics</b> Verification of birth record information at listed State of Birth.	L	\$21
<b>CRED - National Credit Check</b> A search of national credit bureaus concerning financial responsibility. <i>Note: To comply with the 2012 Federal Investigative Standards, a credit search is now required on all Tier 1 investigations if the subject admits to Federal debt or if it is discovered during the investigation. In these cases, extra coverage code 2 will be automatically added to the case and the fee will be applied.</i>	2	\$11
<b>SCHR - State Criminal History Repository</b> <i>Note: For positions involving child care, a \$5 OPM-FIS processing fee per search will be charged. Also, for each SCHR, an additional user fee (determined and charged by each state) will be applied. Some states may charge for each name search conducted. For a current listing of state fees, please contact the OPM-FIS Billing Oversight Team.</i>	8 (SF-85)	\$5 + Varying State Fee for each search
	H (SF-85P and SF-86)	

Please note, the extra coverage outlined above is only what is available at an added cost to the customer above the basic investigative rate. For additional extra coverage available at no charge, please refer to the most current version of the INV 15, [Requesting OPM Personnel Investigations](#), which can be located on OPM-FIS’s website at [www.opm.gov/investigations](http://www.opm.gov/investigations). The INV-15 is intended to assist federal agencies in requesting OPM-FIS background investigations. It provides information to familiarize agency human resource and security officials with OPM-FIS and the products and services we offer.

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### Sub-Section 1b: Expanded Coverage Fees

The expanded coverage outlined in this section is automatically added to the customer's bill according to the expansion criteria. The below table defines the expanded coverage and the specific criteria that is required for OPM-FIS to assess the added fee. Please refer to the "Expanded Coverage" section within *Table 1: Effective Investigations Billing Rates* to know on which case types and standard forms expanded coverage may be assessed.

**Table 3: Expanded Coverage Fees**

Expanded Coverage and Criteria	Fee
<b>INTL – International Coverage</b> <i>Expansion Criteria: International coverage is defined as any casework conducted outside of the United States and its territories. All case types are subject to an International Coverage fee<sup>1</sup>.</i>	<b>\$950</b> <i>(flat fee per case)</i>
<b>SFPN/SFBN - FBI Name Search for Spouse and/or Cohabitant</b> <i>Expansion Criteria: For cases ordered using a SF-86 and having Access Levels 3 through 6, a name-based search of FBI Criminal Files (SFPN) and FBI Investigative Files (SFBN) for subject spouse and/or cohabitant will be automatically scheduled. Fees apply to each search conducted.</i>	<b>\$25.25</b> <i>(fee per search;  SFPN = \$2.25;  SFBN = \$23.00)</i>
<b>TESI - Triggered Enhanced Subject Interview for Tier 3 and Tier 3R</b> <i>Expansion Criteria: Applied to each case when a TESI is added to a Tier 3 or Tier 3R investigations. The TESI must be completed for charges to apply.</i>	<b>\$795</b> <i>(flat fee per Case)</i>

<sup>1</sup> Includes the Reimbursable Suitability/Security Investigation (RSI) product (see Section 2)

## OPM-FIS Reimbursable Billing Rates – Effective October 1, 2015

### Sub-Section 1c: Investigations Discontinued Billing Rates

The following table lists the billing rates for investigations discontinued prior to completion. With the exception of Tier 1 NACI and NAC investigations, all standard investigations offered in this FIN receive discounted pricing if they are discontinued or cancelled within 30 days of case scheduling. Priority investigations receive discounted pricing if they are discontinued or cancelled within 15 days of case scheduling. Discontinued investigations that meet the criteria described in the table below will receive a credit (AC bill event) thereby reducing the base case price to the prices reflected below.

**Table 4: Investigations Discontinued Billing Rates**

Case Type	Case Type Codes	Base Price / Full Charge (FC)	Adjusted Case Cost based on Time Discontinued from the Initial Schedule Date			
			0 - 5 days	6 - 15 days	16 - 30 days	Over 30 days
<b>Tiered Products</b>						
Tier 1 NACI	02B	<b>\$182</b>	FC	FC	FC	FC
Tier 2 MBI Priority	15A	<b>\$1,531</b>	\$842	\$995	FC	FC
Tier 2 MBI Standard	15C	<b>\$1,423</b>	\$427	\$569	\$712	FC
Tier 3	64B	<b>\$595</b>	\$298	\$357	\$446	FC
Tier 3R	65B	<b>\$372</b>	\$186	\$223	\$279	FC
<b>Traditional Products</b>						
NAC	06A	<b>\$130</b>	FC	FC	FC	FC
NACLC on SF-85P	08B	<b>\$372</b>	\$186	\$223	\$279	FC
PRI Priority	11A	<b>\$1,167</b>	\$642	\$759	FC	FC
PRI Standard	11C	<b>\$1,028</b>	\$308	\$411	\$514	FC
SSBI-PR Priority	18A	<b>\$3,699</b>	\$370	\$1,480	FC	FC
SSBI-PR Standard	18C	<b>\$3,384</b>	\$338	\$846	\$1,692	FC
PPR Priority	19A	<b>\$2,592</b>	\$259	\$1,037	FC	FC
PPR Standard	19C	<b>\$2,304</b>	\$230	\$576	\$1,152	FC
BI Priority	25A	<b>\$4,284</b>	\$428	\$1,714	FC	FC
BI Standard	25C	<b>\$3,615</b>	\$362	\$904	\$1,808	FC
SSBI Priority	30A	<b>\$5,696</b>	\$570	\$2,278	FC	FC
SSBI Standard	30C	<b>\$5,188</b>	\$519	\$1,297	\$2,594	FC

**FC = Full Charge**

If a scheduled investigation is discontinued and subsequently the same level of investigation is reopened by the same agency within four (4) months from the discontinuation date, the rate charged for the reopened investigation will be adjusted by the amount previously credited. OPM-FIS has created FIPC Form 553 to request reopens of previously discontinued cases and to request Reimbursable Suitability/Security Investigations (RSI). The FIPC Form 553 is available on the OPM-FIS website at [www.opm.gov/investigations](http://www.opm.gov/investigations). It may be faxed, scanned, sent through the OPM Secure Portal, or mailed to OPM-FIS with the case papers.

## OPM-FIS Reimbursable Billing Rates – Effective October 1, 2015

### Section 1d: Special Notes on Investigations Billing Rates

Base case prices in this Federal Investigative Notice (FIN) account for agency-conducted Federal Bureau of Investigation (FBI) fingerprint and name searches as well as reinvestigations where the previous investigation contained the fingerprint classification.

Priority service (PRT) can be requested at additional charge above standard service (STD), which will prioritize the processing of your request ahead of standard service cases.

For investigations where an agreement exists with Office of Personnel Management Federal Investigative Services (OPM-FIS) to provide expanded file screening, a surcharge of \$6 will be applied.

For pending investigations that require a case type/service change, please contact OPM-FIS. Failure to do so may result in two cases running at the same time, and your agency may be billed for both products.

In order to comply with the 2012 Federal Investigative Standards and the Expandable Focused Investigation (EFI) Model, a case may incur additional charge(s) to resolve issues should specific EFI Flag(s) be triggered.

For additional information on OPM-FIS investigative submitting procedures please refer to INV 15, [\*Requesting OPM Personnel Investigations\*](#), which can be located on OPM-FIS's website at [www.opm.gov/investigations](http://www.opm.gov/investigations). The INV-15 is intended to assist federal agencies in requesting OPM-FIS background investigations. It provides information to familiarize agency human resource and security officials with OPM-FIS and the products and services we offer.

## OPM-FIS Reimbursable Billing Rates – Effective October 1, 2015

### Section 2: Special Agreement Check (SAC) and Reimbursable Suitability/Security Investigation (RSI) Billing Rates

#### Sub-Section 2a: Basic Processing Fees

<b>Special Agreement Check (SAC)</b> Basic processing rate for all SAC requests (additional charges listed below based on coverage requested)	<b>\$13</b>	
<b>Reimbursable Suitability/Security Investigation (RSI)</b> Basic processing rate for all RSI requests (additional charges listed below based on coverage requested)	<b>STD \$73</b>	<b>PRT \$85</b>

*STD = Standard Service; PRT = Priority Service*

#### Sub-Section 2b: SAC/RSI Codes & Fees

*The following items can be requested on both SAC and RSI products. The fee does not include the basic processing fee.*

SAC/RSI Code	Type	Fee
A	<b>Security/Suitability Investigations Index (SII)</b> Check of investigations conducted by OPM or other Federal investigative agencies	\$5
B	<b>FBI Fingerprint Classification (FBIF/FBFN)</b> Fingerprint-based search of FBI Criminal Files (criminal history)	\$12.75
C	<b>FBI Investigations Files (FBIN)</b> Name-based search of FBI investigative files	\$23
D	<b>Defense Central Index of Investigations (DCII)</b> Check of investigations conducted by DoD entities	\$11
E	<b>National Credit Check (CRED)</b> Search of national credit bureaus	\$11
F	<b>Selective Service Check (SESE)</b> Verification of Selective Service Registration	\$4
G	<b>Military Personnel Records Check (MILR)</b> Review of subject's military records	\$16
H	<b>Investigative Agencies (INVA)</b> Retrieval of "Other" agency investigation(s) (as recorded via OFI 79 Notification in OPM's SII)	\$8
I <i>(letter i)</i>	<b>Citizen and Immigration Services Check (IMM)</b> To confirm legal residency or naturalization status of subject. Also available for subject's spouse, cohabitant, and immediate family members (SIMM). There can be multiple searches, and the charge is per search.	\$6
N	<b>Bureau of Vital Statistics (BVS)</b> Verification of birth record information at listed State of Birth	\$21
S	<b>Spouse/Cohabitant National Agency Check (NAC)</b> In accordance with Executive Order 12968 for Top Secret/Q access. Check of A, B*, C, and D items. For foreign-born spouses/cohabitants, a Citizen and Immigration Services Check (code I) will be added for an additional fee of \$6. <i>*A reduced rate of \$2.25 is charged for the B item.</i>	\$41.25
U	<b>Periodicals (PERI):</b> Online check of commercial databases for material related to subject	\$11.50
X	<b>National Crime Information Center/Interstate Identification Index (NCIC/III)</b> Security Clearance Information Act (SCIA) only. A name check of the NCIC/III database for agencies that are under SCIA authority and have special agreements with OPM.	\$6
8 <i>(with B*)</i>	<b>State Criminal History Repository (SCHR) Search</b> 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 (shows as an "AE" bill event on the invoice). Some states may charge for each name search conducted. For a current listing of state fees, please contact OPM-FIS Billing Oversight. <i>*Must be ordered in addition to SAC code B. Fees for SAC code B will apply.</i>	\$5 + Varying State Fee for each <u>search</u>

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### Sub-Section 2c: SAC-Only Codes & Fees

The following items can only be requested on SAC products. The fee includes the basic SAC processing fee.

SAC Code	Type	Fee
<b>B</b> <i>(electronic)</i>	<p><b>Electronic Fingerprint-Only Special Agreement Check (SAC)</b> Fingerprint only SAC for Federal applicants, employees, contractor, military personnel, or non-Federal personnel (for regulatory purposes). The electronic fingerprints are those submitted electronically via LiveScan or CardScan technology to the OPM-FIS Fingerprint Transaction System (FTS) via submission of SF 87/FD 258 only. Costs shown include FBI user fee (\$12.75) and the basic SAC processing fee of \$13 is reduced to \$10.</p> <p><i>Note: Certain criminal justice positions are exempt from the FBI user fee of \$12.75. OPM will only charge for the reduced SAC processing fee (\$10). For more details, please contact your OPM-FIS Agency Liaison.</i></p>	<b>\$22.75</b>
<b>3</b>	<p><b>Periodic Assessment Special Agreement Check (PA SAC)</b> Includes checks of the NCIC/III, Financial Crimes Enforcement Network (FNCN), credit bureaus, and OPM-FIS's SII. The PA SAC is only available to agencies who have executed a special agreement with OPM-FIS. Includes SAC item codes A, E, X, the basic processing fee of \$13, and a Financial Crimes Enforcement Network (FNCN) item (\$10).</p>	<b>\$45</b>
<b>R</b>	<p><b>SAC National Agency Check (SAC NAC)</b> The SAC NAC is scheduled using OFI 86C. Includes SAC item codes A, B, C, D, and H, and the basic processing fee of \$13.</p> <p><i>Note: The SAC NAC is not the same product as a NAC (case type 06A) ordered on an SF-85, SF-85P, or SF-86. The SAC NAC <u>cannot</u> be used by an OPM-FIS-authorized delegated agency in support of a higher level background investigation.</i></p>	<b>\$72.75</b>

### Special Notes on SAC Requests

If a fingerprint SAC is submitted in advance of the higher level investigation, a credit may be applied to the higher level case in the amount of the initial fingerprint SAC. To receive this credit, the requester must:

1. Submit the fingerprint SAC at least 1 day, but no greater than 120 days, in advance of the higher level investigation, and
2. Include FIPC Code "I" (letter i) on the higher level investigation.

Including Agency Specific Accounting Details within Fingerprint Submissions:

- Since not all electronic fingerprint machines contain an accounting field, the Attention Indicator "ATN" field can be used as an alternative method on most machines. Populated ATN field details will return in the "ACCOUNT BLOCK" field within the monthly invoices<sup>1</sup>.
- Additionally, the Occupation "OCP" field can be used to return agency, requesting office, and/or subject specific identifiers. Populated OCP field details will return in the "POSITION" field on monthly invoices<sup>2</sup>.
- Agencies using GSA shared enrollment (USAccess) centers may not have the ability to populate the ATN and OCP fields and should address their concerns regarding this and/or issues with "missing" accounting details on their invoice directly with GSA.
  - GSA USAccess Contact Details: If you believe that you have been invoiced incorrectly via use of the USAccess system, please contact the GSA Managed Service Office (MSO) Help Desk at 1-877-572-HSPD (4773) or [USAccess.Helpdesk@hp.com](mailto:USAccess.Helpdesk@hp.com).

<sup>1</sup>The field requirements for the ATN field are: populated with greater than 3 characters; truncated at 30 characters; and cannot contain any dot or "special" characters.

<sup>2</sup>The only field requirement for the OCP field is that it will be truncated at 50 characters.

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### Sub-Section 2d: RSI-Only Codes & Fees

*The following items can only be requested on RSI products. The Fee does not include the basic RSI processing fee.*

RSI Code	Type	STD Fee	PRT Fee
0 <i>(zero)</i>	<b>Basic Record Check with No Known Issues</b> Consists of a record/file review when there are no known issues	\$170	\$199
	<b>Bulk Record Check</b> When possible, a “bulk” record check (RSI Code 1) will be conducted at a reduced fee (as reflected) for statewide law items instead of the basic record check	\$30	\$35
2	<b>Record Search for Known Issues</b> Consists of a record/file review when there are record(s) to be reviewed in connection with known issues	\$294	\$344
4	<b>Personal Source for Coverage (No Known Issues)</b> An investigative contact, in person, with a Personal Source for coverage (no known specific issue to be resolved)	\$469	\$549
5	<b>Personal Source to Address Known Issues</b> An investigative contact, in person, with a Personal Source targeted to obtain specific information or resolve a specific known issue	\$559	\$654
6	<b>Subject Contact</b> 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.	\$241	\$282
7	<b>Enhanced Subject Interview (ESI)</b> Contains all the components of the in person subject interview plus resolution with the subject of any triggered issue information developed throughout the investigation	\$795	\$930
	<b>Enhanced Subject Interview (ESI) – Unable to Contact</b> When an ESI is requested, if the investigator was unable to conduct (UC) the ESI after several attempts with the subject and agency, a reduced fee is charged (as reflected). This can be avoided by providing accurate subject location information in the RSI request.	\$199	\$233
J	<b>State Department Passport Office (STPA)</b> 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	<b>Interpol search</b> A search of records maintained by Interpol (an international organization which facilitates the exchange of police information across 190 member countries)	\$21	
V	<b>Financial Crimes Enforcement Network (FNCN)</b> Department of Treasury record check of select cash transactions. This check is only available if the subject is in a National Security Position.	\$10	

*STD = Standard Service; PRT = Priority Service*

### ***Special Notes on RSI Requests***

RSIs are conducted, by request of the adjudicating agency, when additional work is needed that falls outside the scope or coverage requirements of an investigative product. To initiate a 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 OPM-FIS website at [www.opm.gov/investigations](http://www.opm.gov/investigations). Please include a clear description of the work being requested in the RSI as well as the subject’s current location and phone number.

RSI requests must be sent via the OPM Secure Portal (RSI, and Reopens).

Priority service (PRT) can be requested at additional charge above standard service (STD), which will prioritize the processing of your request ahead of standard service cases.

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### ***Special Notes on RSI Requests (cont.)***

Records and personal sources can be defined as employment, education, financial, residential, law enforcement, or public records coverage depending on 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 electronically at a lower cost to the agency when possible.

The International Coverage fee will be applied on any RSI where casework is conducted outside of the United States and its territories. Please refer to Sub-Section 1b for current fee amount.

Please note that many of the National Agency Check (NAC) items available for the RSI are also available in the 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.

# OPM-FIS Reimbursable Billing Rates – Effective October 1, 2015

## Section 3: Billing Process Overview

### General Information

The rate charged to the agency is based on the original receipt date of the case to OPM-FIS. However, billing is not created until the case is scheduled. Monthly invoices are created and issued to the Agency Location Code (ALC) listed on the submitted case papers or e-QIP agency submission file. Bill events enclosed in monthly invoices represent/include all new cases scheduled during the previous month and any billing adjustment(s) to a previously billed case<sup>1</sup>. Monthly invoices also include a line item indicating each case that closed during the previous month, and are signified by a “CL” bill code and \$0 transaction amount. Unless there are special circumstances, additional bill events for these closed cases would not be expected. **See Section 4 for a complete listing of all active billing codes.**

### Providing Valid Financial Codes and Identifiers

The submitting official must provide the Treasury Account Symbol (TAS) fund identified to pay for the investigation on each case submitted within e-QIP<sup>2</sup>. This code, the billed ALC, the Security Office Identifier (SOI) and the Submitting Office Number (SON), and other accounting details provided with the initial case submission to OPM-FIS will remain constant for the life of the investigation, impacting all subsequent bill events, which may cross multiple invoices. Therefore, it is critically important that these codes are properly determined prior-to, and accurately included within, each case submission. **Concerns or problems arising from inaccurately submitted billing details (or additional externally required accounting fields that are left blank or not properly populated) should be addressed internally within each agency and should not be grounds for continued invoice chargebacks.**

### OPM-FIS Invoice Retrieval

We encourage all agencies to register for online access to download invoice back-up detail containing all monthly case bill events via OPM’s Secure Portal (<https://opmis.xsp.org/>). To initiate the registration process, please contact a member of the OPM-FIS Billing Oversight Team at 724-794-5612, extension 4490, or via email at [FISBillingOversightTeam@opm.gov](mailto:FISBillingOversightTeam@opm.gov). Current and prior Fiscal Year invoice files will remain available in an electronic PDF or “flat” file formats. In addition, instructions and a template can be provided to convert the electronic “flat” file to an Excel document.

### Available Status Reports

To facilitate agencies with proactively reviewing billing details, we now offer a series of electronic status reports featuring information concerning agency investigation requests, fingerprint submissions, and billing data. The daily notification status reports can provide sufficient information to identify the subject and requestor, including the subject's last name, investigation request number, OPM-FIS case number, fingerprint machine serial number, and the requesting official's name. These reports can serve as a valuable tool to rectify historical billing issues. For more details on establishing this connection please refer to FIN 13-03, *Daily Notifications from OPM*. This and other historical FINs are located on OPM-FIS website at: [www.opm.gov/investigations](http://www.opm.gov/investigations).

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<sup>1</sup> Reimbursable Suitability/Security Investigation (RSI) items are not billed until the completion of the investigation.

<sup>2</sup> Entities that OPM-FIS does not “pull” payment via IPAC are currently exempt for providing TAS details within e-QIP.

## OPM-FIS Reimbursable Billing Rates – Effective October 1, 2015

### Section 4: Active Billing Codes

- A3** Adjustment related to an Enhanced Subject Interview (ESI)
- A5** Adjustment made when a higher level investigation is linked to a SAC (Special Agreement Check)
- AA** Manual addition made by OPM-FIS where other billing codes cannot be applied
- AB** Adjustment made when a Bureau of Vital Statistics (BVS) item is added to a case as additional coverage
- AC** Adjustment made when a case is cancelled/discontinued prior to completion (see Sub-Section 1c for Investigations Discontinue Rates)
- AD** Adjustment for OPM-FIS Processing Fee when Child Care cases add a State Criminal History Repository (SCHR) search as additional coverage (for each search conducted)
- AE** Adjustment for each SCHR search made in states that charge additional fees (for each search conducted)
- AF** Adjustment made when an agency is exempt from the FBI User fee(s)
- AH** Adjustment made when a Defense Central Index of Investigations (DCII) item is added to a case as an additional coverage
- AI** Adjustment when a FIPC special code “P” is applied to an ANACI
- AJ** Adjustment made for expanded file screening when an agency has an agreement with OPM-FIS to provide this service
- AM** Adjustment made when a Military Personnel Records Check (MILR) is conducted in a SAC
- AO** Adjustment made when a Spouse/Cohabitant National Agency Check (NAC) is conducted in a SAC
- AP** Adjustment made when named-based searches of FBI Criminal and Investigative Files for subject spouses and/or cohabitants are conducted on lower level cases with Access Levels 3-6 (for each search conducted)
- AQ** Adjustment made when a PPR (Phased Periodic Reinvestigation) converts to a full SSBI-PR (SSBI-Periodic Reinvestigation)
- AR** Adjustment made when a National Credit Check (CRED) item is added to a case as additional coverage or is conducted on a SAC product
- AS** Manual subtraction made by OPM-FIS where other billing codes cannot be applied
- AT** Adjustment made when a case type is changed
- AU** Adjustment made when a case type is upgraded
- AV** Adjustment made when a case service is changed
- AX** Adjustment made when the case type and service is changed
- AY** Adjustment for OPM-FIS Processing Fee when a Bar Association License Checks is added to a case as additional coverage or is conducted on a SAC product (for each state search conducted)
- AZ** Adjustment for each Bar Association License Check in states that charge additional fees (for each search conducted)
- B3** Adjustment related to a Triggered Enhanced Subject Interview (TESI)
- CL** Closing bill event code when the investigation is completed
- DA** Manual addition made by OPM-FIS due to an agency dispute
- DS** Manual subtraction made by OPM-FIS due to an agency dispute
- IN** Surcharge for cases requiring international work
- OR** The initial bill event on a case
- RO** Adjustment made to reverse a discontinue adjustment when the case is reopened
- R\_** With few exceptions, the bill event for RSI products will begin with the letter ‘R’ followed by the corresponding RSI Code (see Section 2 for additional details)