UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Federal Investigative
Services Division

## Federal Investigations Notice

**Notice No. 08-04** **Date: September 4, 2008**

**Subject: Investigations Reimbursable Billing Rates for FY 2009**

The attached billing rates for reimbursable investigative services for background investigations and discontinued billing rates from the Office of Personnel Management's Federal Investigative Services Division (OPM-FISD) are effective beginning October 1, 2008. The adjusted rates reflect projected increases in operating costs, contractor costs, and third-party fees.

The Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA) set new timeliness requirements for Fiscal Year (FY) 2010 for initial security clearance investigations. In light of these new timeliness requirements, FISD continues to work towards streamlining the investigative process which include improvements to our information technology infrastructure. FISD will absorb many of the operating costs in FY 2009 to meet the new IRTPA timeliness standards. Having developed an appropriate business and investment plan, FISD is able to limit the price increases for most products to 4.5% in FY 2009. Prices for our special investigative products will be described in Federal Investigative Notice 08-05 titled, "Special Agreement Price Schedule".

Due to our increased capacity to handle priority case requests, OPM will no longer impose limits on the number of "Priority" case submissions agencies may request starting in FY 2009. Given that the timeliness standards for initial clearance investigations mandated by the IRTPA are in line with our projections of timeliness for "Priority" investigations, agencies should budget and plan to request "Priority" service for all initial clearance investigations beginning in FY 2010.

Also, please be aware of the new accounting data being requested on the new Standard Form (SF) 86 (July 2008) which will be implemented prior to October 1, 2009. The new accounting fields in the Agency Use Block consist of the Treasury Account Symbol, Obligating Document Number, and Business Event Type Code (BETC). These are important data elements that will assist the OPM finance office in the billing and collection of funds for services rendered. These fields will be required fields by the U.S. Treasury Department during FY 2009. If you need assistance with the new accounting information requirements, please contact your agency or program finance office.

If you need additional information or assistance, contact your Investigations Program Specialist at (724) 794-5612.

Kathy L. Dillaman
Associate Director
Federal Investigative Services Division

**Inquiries:** **OPM-FISD, Agency Liaison Group, (724) 794-5612**
**OPM-FISD, Agency Support Branch, (724) 794-5612**

**Code:** **736, Investigations**

**Distribution:** **SOI's/SON's**

**Notice Expires:** **September 30, 2009, unless superseded**

# OPM INVESTIGATIONS BILLING RATES - FY 2009

## NAC/NACI/CNACI Investigations

| NAC/NACI/CNACI INVESTIGATIONS | Case Type/Service Code | Price |
|---|---|---|
| **NAC** ***National Agency Check*** | **06A** | **$102** |
| **NACI** ***National Agency Check and Inquiries*** | **02B** | **$121** |
| **CNACI** ***Child Care National Agency Check and Inquiries*** The CNACI is case type "02" with a position code of "H" on the SF 86 and SF 85P or extra coverage code "8" on the SF 85. The base price for the CNACI is $121, plus $5 processing fee for each State Criminal History Repository search conducted and the additional user fee charged by each state, if any. | **02B** | **$121** |

**Additional Coverage Available:** Additional coverage on the NAC/NACI/CNACI products may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

| Coverage Not Included in the Basic Investigation Unless Indicated | Extra Coverage Code | Price |
|---|---|---|
| **Credit Search:** A search of all three major credit bureaus concerning financial responsibility. *Per special agreement, all DoD NACI investigations include a Credit Search. Consequently, coding in the "Extra Coverage" block for this item is not required for DoD submitting offices.* | **2** | **$10** |
| **Bureau of Vital Statistics (BVS):** Verification of birth record information on file at listed State of Birth. | **L** | **$21** |
| **Citizenship and Immigration Services (CIS) Check**: To verify the subject's immigration status if not a U.S. Citizen or citizenship status if a naturalized U.S. citizen. Coverage is conditionally scheduled, except on NAC and NACLC. Coverage is scheduled on NAC and NACLC if Extra Coverage Code H is present and conditions are met. | **H** | **No Charge** |
| **Citizenship and Immigration Services Check of Spouse or Cohabitant**: To verify immigration status or naturalization of foreign-born spouse. SF 86: Check is conditionally scheduled on access TS, SCI, and Q. Check is scheduled on other SF 86 investigations if Extra Coverage Code I is present and conditions are met. | **I** ***(letter i)*** | **No Charge** |
| **Spouse and/or Cohabitant FBI Name Searches:** For NAC investigations used to support delegated agency conducted SSBI's for access to Top Secret or SCI, a search of the fingerprint (FP) name and FBI investigative files will be conducted. These searches are automatically scheduled based on the access level of the case. | | **FP Name *(SFPN)* $2.25 FBI Investigative Files *(SFBN)* $17** |

Base case prices account for agency conducted FBI fingerprint and name searches and for reinvestigations where the previous investigation contained the fingerprint classification. For investigations where an agreement exists with OPM to provide expanded file screening, a surcharge of $6 will be applied.

# NACLC/ANACI/MBI Investigations

| NACLC/ANACI INVESTIGATIONS | CASE TYPE CODE | CASE SERVICE CODE | |
|---|---|---|---|
| | | Priority Handling Code A | Standard Service Code B |
| NACLC *National Agency Check with Law and Credit* | 08 | $274 | $221 |
| ANACI *Access National Agency Check and Inquiries* | 09 | $296 | $252 |
| MBI INVESTIGATIONS | CASE TYPE CODE | Code A | Code C |
| MBI *Minimum Background Investigation* | 15 | $673 | $591 |

For standard service requests of these case types, the local law enforcement coverage is first attempted by written inquiry with record searches conducted at non-responsive or admitted arrest locations. If you want **all** local law coverage scheduled as expedited record searches conducted by field staff without attempting coverage by inquiry, you may request Priority Service Code "A". *Note* - Service Code A 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.

**Additional Coverage Available:** Additional coverage on the NACLC/ANACI and MBI products may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

| Coverage Not Included in the Basic Investigation Unless Indicated | Extra Coverage Code | Price |
|---|---|---|
| **Bureau of Vital Statistics (BVS):** Verification of birth record information on file at listed State of Birth. | L | $21 |
| **Bar Association License Checks**: Attorney type positions scheduled to membership state. This check is *only* available for the NACLC and ANACI case types. | Q | $10 |
| **Citizenship and Immigration Services (CIS) Check**: To verify the subject's immigration status if not a U.S. Citizen or citizenship status if a naturalized U.S. citizen. Coverage is conditionally scheduled, except on NAC and NACLC. Coverage is scheduled on NAC and NACLC if Extra Coverage Code H is present and conditions are met. | H | No Charge |
| **Citizenship and Immigration Services Check of Spouse or Cohabitant**: To verify immigration status or naturalization of foreign-born spouse. SF 86: Check is conditionally scheduled on access TS, SCI, and Q. Check is scheduled on other SF 86 investigations if Extra Coverage Code I is present and conditions are met. | I *(letter i)* | No Charge |
| **Spouse and/or Cohabitant FBI Name Searches:** For NACLC investigations used to support delegated agency conducted SSBI's for access to Top Secret or SCI, a search of the fingerprint (FP) name and FBI investigative files will be conducted. These searches are automatically scheduled based on the access level of the case. | | FP Name *(SFPN)* $2.25 FBI Investigative Files *(SFBN)* $17 |
| **Special Interviews (SPIN):** Additional charges are applied to the investigation when the agency requests a special interview be conducted with the subject. The SPIN gives the subject an opportunity to refute or explain developed information and to offer new information they choose to provide. Agencies may request the SPIN on a case-by-case basis or under a blanket agreement for all investigations. | $480 | |

Base case prices account for agency conducted FBI fingerprint and name searches and for reinvestigations where the previous investigation contained the fingerprint classification. For investigations where an agreement exists with OPM to provide expanded file screening, a surcharge of $6 will be applied.

# Other Background Investigations

| BACKGROUND INVESTIGATIONS INVOLVING PERSONAL AND/OR RECORD SOURCES | | CASE TYPE CODE | CASE SERVICE CODE | |
|---|---|---|---|---|
| | | | Priority Handling Code A | Standard Service Code C |
| PRI | *Periodic Reinvestigation* | 11 | $694 | $612 |
| PRIR | *Periodic Reinvestigation and Residence Coverage* | 12 | $1,617 | $1,382 |
| SSBI-PR | *Periodic Reinvestigation for SSBI* | 18 | $2,878 | $2,632 |
| PPR | *Phased Periodic Reinvestigation (Basic case)* | 19 | $2,195 | $1,950 |
| PPR | *Upgraded Phased PR Basic to Full Scope (Price added to Phased PR Basic)* | 19 | $1,392 | $1,229 |
| LBI | *Limited Background Investigation* | 20 | $2,988 | $2,578 |
| LDI | *Update of previous LBI completed: 13 to 36 months* | 21 | $2,141 | $1,759 |
| BI | *Background Investigation* | 25 | $3,670 | $3,096 |
| BGI | *Upgrade to BI from LBI completed: 0 to 36 months* | 37 | $1,677 | $1,540 |
| BDI | *Update of previous BI completed: 13 to 36 months* | 26 | $2,141 | $1,759 |
| PTSBI | *Public Trust Special Background Investigation* | 35 | $3,970 | $3,506 |
| SSBI | *Single Scope Background Investigation* | 30 | $4,271 | $3,888 |
| SGI | *Upgrade to SSBI from BI completed: 0 to 36 months* | 38 | $2,278 | $1,950 |
| | *37 to 60 months* | 34 | $3,790 | $3,260 |
| SDI | *Update of previous SSBI completed 13 to 36 months* | 31 | $2,305 | $2,004 |

**Additional Coverage Available:** Additional coverage on the products listed above may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

| Coverage Not Included in the Basic Investigation Listed Above Unless Indicated | Extra Coverage Code | Price |
|---|---|---|
| **Bureau of Vital Statistics (BVS):** Verification of birth record information on file at listed State of Birth. The cost of the BVS record is incorporated into the case pricing for the products listed above. | L | No Charge |
| **Bar Association License Checks**: Attorney type positions scheduled to membership state. This check is only available for the SSBI-PR, PTSBI, and SSBI case types. | Q | $10 |
| **Citizenship and Immigration Services (CIS) Check**: To verify the subject's immigration status if not a U.S. Citizen or citizenship status if a naturalized U.S. citizen. *Note* - This search is automatically scheduled for foreign born subjects as part of an investigation requested for Top Secret or SCI access. Also please note, if the subject is not a U.S. citizen and does not indicate birth abroad of a U.S. citizen, a CIS search will automatically be conducted. It is optional, by agency request, when the subject claims to be a naturalized citizen. | H | No Charge |
| **Citizenship and Immigration Services Check on Spouse or Cohabitant**: To verify immigration status or naturalization of foreign-born spouse. *Note* – This coverage is only available on investigations for access to Top Secret or SCI. | I (*letter i*) | No Charge |

| Coverage Not Included in the Basic Investigation Listed Above Unless Indicated | Extra Coverage Code | Price |
|---|---|---|
| **Official Personnel Folder (OPF):** This search is scheduled automatically for the SSBI-PR, PTSBI, and the SSBI; it is scheduled automatically for the LBI and BI when the location of the OPF is at NPRC. All other case types must indicate the extra coverage code of "T". | **T** | **No Charge** |
| **Security File:** This is a check of the Federal agency security folder maintained by the SOI. This search is automatically scheduled for the LBI, BI, PTSBI, and SSBI; all other case types must indicate the extra coverage code of "V". | **V** | **No Charge** |
| **Special Factors**: Following is a list of special factors that may be requested for positions requiring attributes that need to be addressed in the personal interview. These include: | | |
| Overseas Attributes | **1** | **No Charge** |
| Managerial and Supervisory Attributes | **4** | **No Charge** |
| Public Contact Attributes | **5** | **No Charge** |
| Law Enforcement Attributes | **6** | **No Charge** |
| **Special Interviews (SPIN):** Additional charges are applied to the investigation when the agency requests a special interview be conducted with the subject. The SPIN gives the subject an opportunity to refute or explain developed information and to offer new information they choose to provide. Agencies may request the SPIN on a case-by-case basis or under a blanket agreement for all investigations. | | **$480** |

## ADDITIONAL SERVICES

Following is a description of additional services and/or coverage that you may want to request with any of the products described in billing FIN 08-04. There is no additional charge for these services.

| Item | Code |
|---|---|
| **Advance Fingerprint Results:** To request advanced fingerprint results with a Standard Form 85, 85P, or 86, indicate the letter "R" in the "Codes" block of the "Agency Use" section in either hardcopy submissions or electronic submissions via e-QIP (see figures 1-1 and 1-2). This code will provide for priority processing of your request and will trigger an Advanced Fingerprint Report to be generated the day after completion of the criminal history check. | **"R" in Codes Block, *see examples below*** |
| **Advance National Agency Check (NAC)**: To request an Advance NAC, indicate the number "3" in the "Extra Coverage" block of the "Agency Use" section. This will provide you with advance results via an itemized list of the basic NAC item results immediately upon completion of those items. Please note, no reports are furnished with this Advance Notice. | **"3" in Extra Coverage Block** |

*Hard Copy Standard Form 86 Submissions:*

Standard Form 86 (EG)
Revised September 1995
U.S. Office of Personnel Management
5 CFR Parts 731, 732, and 736

QUESTIONNAIRE FOR
NATIONAL SECURITY POSITIONS

Form approved:
OMB No. 3206-0007
NSN 7540-00-634-4036
86-111

**Part 1** Investigating Agency Use Only | Codes R | Case Number

Agency Use Only *(Complete items A through P using instructions provided by the Investigating agency).*

| A Type of Investigation | | B Extra Coverage | | C Sensitivity Level | | D Access | | E Nature of Action Code | | F Date of Action | Month | Day | Year |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| G Geographic Location | | H Position Code | | I Position Title | | | | | | | | | |

Fig. 1-1

*e-QIP Submissions:*

**Edit Agency Use Block Information** Help

If applicable, provide the appropriate Agency Use Block information below and click the 'Submit' button.

**Agency Use Block for OPM CIS/IS (ID:1) / Form SF86 [1995-09]**

**FIPC Codes**

Codes R

**A) Type of Investigation**

Case Type

Service

**B) Extra Coverage**

Codes

Fig. 1-2

# Investigations Discontinued Billing Rates - FY 2009

***INVESTIGATIONS DISCONTINUED PRIOR TO COMPLETION***
***BILLING RATES EFFECTIVE OCTOBER 1, 2008***

Discontinued from Scheduled Date

FC – Full Charge

| Case Type | Case Type Code | Case Cost | 0 - 5 days | 6 - 15 days | 16 - 30 days | Over 30 days |
|---|---|---|---|---|---|---|
| NAC/NACI | **06/02** | Varied | FC | FC | FC | FC |
| NACLC Priority | **08A** | $274 | $120 | $171 | FC | FC |
| NACLC Standard | **08B** | $221 | $112 | $132 | $162 | FC |
| ANACI Priority | **09A** | $296 | $139 | $191 | FC | FC |
| ANACI Standard | **09B** | $252 | $133 | $154 | $187 | FC |
| PRI Priority | **11A** | $694 | $270 | $374 | FC | FC |
| PRI Standard | **11C** | $612 | $155 | FC | FC | FC |
| PRIR Priority | **12A** | $1617 | $249 | $794 | FC | FC |
| PRIR Standard | **12C** | $1,382 | $140 | $209 | $695 | FC |
| SSBI-PR Priority | **18A** | $2,878 | $288 | $1,154 | FC | FC |
| SSBI-PR Standard | **18C** | $2,632 | $305 | $405 | $1,321 | FC |
| Phased PR (basic) Priority | **19A** | $2,195 | $220 | $880 | FC | FC |
| Phased PR (basic) Standard | **19C** | $1,950 | $226 | $300 | $979 | FC |
| Phased PR (full) Priority* | **19A** | $1,392 | $139 | $558 | FC | FC |
| Phased PR (full) Standard* | **19C** | $1,229 | $143 | $182 | $595 | FC |
| MBI Priority | **15A** | $673 | $369 | $429 | FC | FC |
| MBI Standard | **15C** | $591 | $169 | $254 | FC | FC |
| LBI Priority | **20A** | $2,988 | $308 | $1,198 | FC | FC |
| LBI Standard | **20C** | $2,578 | $237 | $647 | $1,292 | FC |
| BI Priority | **25A** | $3,670 | $367 | $1,472 | FC | FC |
| BI Standard | **25C** | $3,096 | $300 | $780 | $1,563 | FC |
| PTSBI Priority | **35A** | $3,970 | $397 | $1,592 | FC | FC |
| PTSBI Standard | **35C** | $3,506 | $316 | $877 | $1,753 | FC |
| SSBI Priority | **30A** | $4,271 | $427 | $1,713 | FC | FC |
| SSBI Standard | **30C** | $3,888 | $369 | $964 | $1,928 | FC |

* Price added to Phased PR Basic price.

**Note:** Rates for discontinued Update and Upgrade investigations are based on the same percentage of total case costs as those prices shown in this table.

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 charged. To request a reopen of a previously discontinued case, send the discontinued notice or attach a cover letter from your agency asking for a reopen, along with the case papers, and mail the package to OPM-FISD. Similarly, if a pending investigation needs to have a case type/service change, contact OPM-FISD. Simply submitting the case papers to initiate a reopen or to change case type/service may result in two cases running at the same time and your agency may be billed for both products.