**AGENCY INV-70B PROCESSING CHECKLIST FOR PIPS/CVS ACCESS**

The following is a checklist to ensure the INV-70B is completed in its entirety and documents that the User meets all requirements for PIPS/CVS access. To assist DCSA when submitting multiple INV-70B requests, please submit each request form as an individual attachment to the NP2 message.

**Ensure User has NP2 PORTAL ACCOUNT**

\_\_\_NP2 Portal account for User is registered with my SOI under correct PII and contact information. An NP2 Portal account is required prior to submitting the INV-70B.

NOTE: An NP2 account registered with another agency is invalid. The agency’s portal administrator needs to contact “DCSA NP2 Registration” via NP2 message for updates to the User’s profile to include any corrections to PII and contact information.

**Ensure User Investigation Record meets investigation requirements**

\_\_\_Favorably adjudicated T2 or higher level investigation is completed. If not, refer to the following Interim access requirements.

**Interim Access Requirements:**

If a current T2 or higher level investigation is pending (see [Hierarchy information](#CaseHierarchy) below), the investigation record reflects favorable results and review of the NACs:

\_\_\_FBI Fingerprint (FBI CJIS)

\_\_\_FBI Namecheck (FBIRMB)

\_\_\_OPM SII

\_\_\_DCII

\_\_\_Interim clearance or credential issued by appropriate adjudicating authority recorded in PIPS

\*\*If any NACs are pending, do not proceed with INV-70B submission until the required NAC items are complete.

 If issues are present on any of the completed items, DCSA reserves the right to refuse Interim PIPS/CVS access.

\_\_\_Favorable review of previously unfavorable adjudication(s) is documented through a favorable

adjudication on the File Release to my SOI or email from Designated Security

Officer/Adjudicator.

**Ensure the INV-70B form is complete and accurate**

\_\_\_INV-70B Revised 5/18 Version is complete. (NOTE: All other versions are obsolete)

\_\_\_User advised of PIPS/CVS User policy and afforded the opportunity to read the CVS User Manual. User is advised

 that PIPS/CVS username and password will be provided via NP2 Messaging.

\_\_\_All blocks in Section 1a-1e are complete and accurate, including complete Social Security Number and Citizenship status

\_\_\_U.S. Citizenship status is confirmed as required for PIPS/CVS access

NOTE: If not a U.S. Citizen, do not proceed.

\_\_\_User name in signature block 1g matches PII in blocks 1a-1c

\_\_\_User signed and dated form (within 120 days)

\_\_\_User name on the top of page 2 matches name on page 1

\_\_\_Section #2 is complete. NOTE: PIPS/CVS access can only be registered under one SOI.

\_\_\_Agency SOI is accurately identified in blocks 2a-2b.

\_\_\_The Investigation record is accurately documented by listing the most recent favorably adjudicated T2 or higher

(block 2c) along with the date that investigation was closed (block 2d) and the date that investigation was

favorably adjudicated (block 2e).

\_\_\_The Type of Account as outlined on page 1 of the INV-70B is accurately identified for block 2g.

\*\*If the User is having issues with a current PIPS/CVS account and no changes to access current functions are needed, contact the DCSA Computer Room 724-794-5612, Ext 7104 for password reset.

\_\_\_Current or previous PIPS/CVS user ID is accurately listed.

\_\_\_Functions are marked and are relevant to your SOI and User’s work duties

\*\*NOTE: -Function 3 is limited to Investigations Service Providers

-Functions 6 ,7, and 2 are no longer options being granted.

 -Function 1a/1b must be checked.

\_\_\_Discrepancies in identifiers and/or investigation records are corrected/resolved/clarified on form and in various

 systems (PIPS, CVS, DISS, NP2)

\_\_\_Section # 3a-e is complete

\_\_\_Name and Signature of Security Official is authorized to sign INV-70B request.

\_\_\_Security Official signature date is within 120 days

Case Hierarchy for Access to SON/SOI/CVS as of 11/12/19**[[1]](#footnote-1)**

|  |  |
| --- | --- |
| *Minimum to be added to an SON* | **NAC** (06) **PC NAC** (07)**T1** (63) **NACI** (02) **NSC** (41) **NSI** (46) **NACI (NSD)** (48) |
| *Minimum to be added to an SOI or receive PIPS/CVS access* | **T2S** (57) **T2RS** (58) **MBI on an SF 85P** (15) **NACLC on SF 85P** (08) |
| *Minimum to be designated as a Security Officer on the SOI* | **T3** (64) **T3R** (65) **MBI on an SF 86** (15) **ANACI** (09) **NACLC on SF 86** (08)**T4** (66) **T4R** (67) **BI** (25) **PRI** (11)**T5** (70) **T5R** (71) **SBI** (30) **SSBI-PR** (18) **PPR** (19) |

# Additional Investigation Elements

**RSI** (43) **USAC** (10) **SAC** (92) **SACI** (03) **SACA** (04) **ENTNAC** (93)

\*These investigative elements either support a higher level investigation or serve as additional elements to the higher level investigations listed to the left of this box. They cannot be used to fulfill the investigative requirements for any case type listed to the left.

1. Lowest Level (top) to Highest Level (bottom) of DCSA’s Investigative Product by Case Type and Code [↑](#footnote-ref-1)