Federal Investigations Notice

Notice No. 11-02   **Date: March 3, 2011**

SUBJECT: New Data File for the Central Verification System (CVS)

Background

The Office of Personnel Management (OPM) owns and operates the Central Verification System (CVS) in accordance with the Intelligence Reform and Terrorism Prevention Act of 2004, Section 3001 (3)(e)(1). CVS collects and shares data necessary to make reciprocal determinations on existing security clearances, background investigations, suitability, fitness, and Homeland Security Presidential Directive (HSPD) 12 Personal Identity Verification (PIV) credentialing determinations.

New File Layout

This Notice introduces a new file layout for CVS, which will collect additional data fields relevant for reciprocal determinations and information sharing throughout the Federal Government (provided by Attachment 1). This file format aligns the data collected via the CVS batch process with the data fields available through the online CVS menu. Agencies will find it efficient to load mass amounts of data using the attached file layout. To load smaller quantities of data, agencies may continue to use the online CVS menu.

The new file layout expands the data collection to include: specific clearance exception types (Bond Amendment, Condition, Deviation and/or Waiver), the level of clearance eligibility, use of the ICD 704 standard and information relative to HSPD 12.

Agency Responsibilities

Before agencies begin using this new file layout, the submitter must first contact OPM-FIS System Access Support (SAS) via an OPM Secure Portal email message to the group "CVS Help" to coordinate the change. OPM-FIS recommends agencies migrate to the new file layout by October 1, 2011. In the meantime, the OPM Secure Portal will continue to process the existing file layout. As always, agencies may contact the SAS helpline at 724-794-5612, extension 4600, option 3 for assistance with any CVS related matters.

OPM's memorandum, *Final Credentialing Standards for Issuing Personnel Identity Verification [PIV] Cards under HSPD-12*, issued on July 31, 2008, provides government-wide credentialing standards to be used by all Federal departments and agencies in determining whether to issue or revoke PIV cards for their employees and contractor personnel. In this memorandum, OPM requires Federal agencies to submit their credentialing determinations into CVS to enable reciprocal acceptance of PIV credential determinations among agencies. Agencies can use this new file layout to submit large amounts of data to meet the submission requirement.

PIV credentialing determinations in CVS must first have a supporting investigative basis recorded in the Security and Suitability Investigations Index (SII). Agencies which use OPM FIS as their Investigative Service Provider will have the investigative basis automatically recorded in the SII. The minimum investigation required to support a credential determination submission into CVS is a closed complete National Agency Check with Inquiries (NACI). Credential status in CVS may be Active, Suspended, Revoked, Administratively Withdrawn, or Denied. Agencies may refer to FIN 10-05, *Reminder to Agencies of the Standards for Issuing Identity Credentials under HSPD-12* for supplemental information about the Final Credentialing Standards.

For additional agency responsibilities with regard to CVS, see FIN 10-04, *Enhancements to the Central Verification System (CVS) for Reciprocity.*

Security officers and suitability adjudicators that do not have access to CVS can contact the FIS SAS at (724) 794-5612, ext. 4600 to request access and additional information on CVS.

Merton W. Miller
Associate Director
Federal Investigative Services

Inquiries: OPM-FIS, Systems Access Support, (724) 794-5612 ext. 4600

Distribution: SOI's

Expiration: When superseded

Attachment 1: CVS file layout v 03

CVS Flat File version 03

The following is the new layout of the CVS file for agency use when reporting clearance, HSPD-12 and polygraph information to CVS. (Note: the format below is for batch loading of clearance, HSPD-12 and polygraph information; individual records may be added/updated by using the PIPS agency menu.)

Record Type 'C' – Clearance Determination:

Position	Field Length	Mandatory Clearance Type			Description
		Denied	Interim	Final	
01-09	9		Yes		SSN of the Subject
10-13	4		Yes		SOI of the Granting Authority
14-14	1		Yes		**Clearance Level** Valid values are: C = Confidential L = L Q = Q S = Secret T = Top Secret
15-15	1		Yes		**Record Type** Valid values are: 'C' = Clearance/Eligibility Data
16-23	8		Yes		**Granted or Denied Date** Format YYYYMMDD
24-43	20		Yes		Subject's Last Name
44-51	8		Yes		Subject's Date of Birth Format YYYYMMDD
52-53	2		Yes, if born in US or US Territory		Subject's Place of Birth – State or US Territory
54-73	20		Yes, if foreign born		Subject's Place of Birth – Foreign Country Must be left blank if born in the US
74-74	1	Blank	Blank	Yes, if Exceptions exist	**Exception** Valid values are: Y = Yes, if any Bond Amendments, Conditions, Deviations or Waivers exist N = No Blank = Blank
75-75	1	Yes 'D'	Yes 'I'	Yes 'F'	**Clearance Type** Valid Values are: D = Denied I = Interim F = Final

Position	Field Length	Mandatory Clearance Type			Description
		Denied	Interim	Final	
76-81	6	Blank	Blank	Optional	**Access Reported** Valid Values are: SCI = Sensitive Compartmented Information SAP = Special Access Programs SAPSCI = eligible for both N = No Blank = Blank
82-82	1	Blank	Blank	Optional	**Standard** Standard used to grant clearances A = E.O. 12968 B = DCID C = ICD 704 Blank = Blank
83-83	1	Optional	Blank	Yes, if an Exception exists; otherwise optional	**Contact Granting Authority *** Indicates if the Granting Authority reporting the Clearance wishes to be contacted by any Authority that is considering granting a Clearance or Perm Cert based on this Clearance record Valid values are: Y = Yes Blank = Blank
84-84	1	Blank	Blank	Optional	**Non-U.S. Immediate Family Member(s)** Indicates the Subject with the Clearance has current Non-U.S. Immediate Family Member(s) Valid values are: Y = Yes N = No Blank = Blank
85-85	1	Blank	Blank	Optional	**Eligibility Level** Valid values are: C = Confidential L = L Q = Q S = Secret T = Top Secret
86-93	8	Blank	Blank	Yes, if providing an Eligibility Level	**Eligibility Date** Format YYYYMMDD
94-97	4	Blank	Blank	Yes, if an Exception exists, otherwise blank	**Exception Type** – up to four one character codes Valid values are: B = Bond Amendment(s) C = Condition(s) D = Deviation(s) W = Waiver(s)

Position	Field Length	Mandatory Clearance Type			Description
		Denied	Interim	Final	
98-105	8	Blank	Blank	Optional	**Adjudication Start Date** Format YYYYMMDD
106-113	8	Blank	Yes, only for Revoked, Suspended, Admin. Withdrawn		**Status Date** Format YYYYMMDD Cannot be a future date
114-167	54	N/A			Blank
168-169	2	Yes			**Transaction File Version Number** Valid values are: 03 = this version
170-170	1	Note: this field must be populated when submitting an incremental file upload; This field is ignored on refresh upload			**Status Updates:** (Codes used to change the clearance status)
		Yes, if the clearance record is new to CVS	N/A	N/A	**D = Denied** (clearance denied following adjudication)
		N/A	Yes, if the clearance record is new to CVS		**N = Notice of Clearance** (determination based on adjudication or reciprocity to establish a new clearance)
		N/A	Yes, if the clearance record already exists in CVS, the record must show one of these statuses		**R = Revoked** (clearance withdrawn for cause)
					S = Suspended (clearance temporarily withdrawn for cause)
					V = Revalidated (clearance administratively recertified to be valid, or to re-establish a previous clearance following revocation, suspension, administrative withdrawal, or unknown)
					W = Administratively Withdrawn (clearance administratively withdrawn)
		Yes, if updating an existing record	N/A	Yes, if updating an existing record	General Updates: (Code used to update non-clearance status information) **U = Update** (change to immediate family member information, special access, exceptions, exception types, eligibility level / date, etc.)

* Exceptions must be accompanied with a Please Call. However, an agency can invoke a Please Call without exceptions.

Record Type 'H' – HSPD-12 Information:

Position	Field Length	Mandatory	Description
01-09	9	Yes	SSN of the subject
10-13	4	Yes	SOI of the Agency/Org reporting the HSPD-12
14-14	1		Blank
15-15	1	Yes	**Record Type** Valid values are: 'H' = HSPD-12 Data
16-16	1	Yes	**HSPD-12 Credential Issued** Valid values are: Y = Yes N = No (to be used when a credential was not issued and/or was denied)
17-24	8	Yes, if Credential was issued; otherwise, leave blank	**Issued Date** Format YYYYMMDD
25-26	2	Yes, if Credential Issued = 'Y'; or Yes, if Credential Issued = 'N' and reporting a Denied Credential status of 'DE'; or No, if Credential Issued = 'N' and was not Denied	**HSPD-12 Credential Status** Valid values are: AC = Active DE = Denied RV = Revoked SU = Suspended AW = Administratively Withdrawn
27-167	141		Blank
168-169	2	Yes	**Transaction File Version Number** Valid values are: 03 = this version; will increment with each succeeding version
170-170	1	Yes	**Action Code** Valid values are: N = New HSPD-12 data to be added U = Update existing HSPD-12 with data provided

Record Type 'P' – Polygraph Information:

Position	Field Length	Mandatory	Description
01-09	9	Yes	SSN of the Subject
10-13	4	Yes	SOI of the Agency/Org reporting the Polygraph exam
14-14	1		Blank
15-15	1	Yes	**Record Type** Valid values are: 'P' = Polygraph Data
16-23	8	Yes	**Polygraph Test Date** Date the Polygraph exam was administered Format YYYYMMDD
24-27	4	Yes; blank if Administering Agency Acronym is provided.	**Administering Agency SOI** SOI of the Agency that administered the Polygraph exam. SOI should be populated if known.
28-29	2	Yes	**Polygraph Type** Valid values are: CI = Counterintelligence Scope FS = Full Scope
30-35	6	Yes; blank if SOI of Ad-ministering Agency provided	**Administering Agency Acronym** Acronym should only be used when SOI of Adm. Agency is unknown. Refer to CVS Library on OPM Secure Portal for valid values. **
36-167	132		Blank
168-169	2	Yes	**Transaction File Version Number** Valid values are: 03 = this version; will increment with each succeeding version
170-170	1	Yes	**Action Code** Indicates the type of action to be performed: N = New Polygraph data to be added U = Update existing Polygraph with data provided D = Delete Polygraph record

**Administering Polygraph agency shall be one or the other: SOI or acronym, but not both.