Federal Investigations Notice

Notice No. 13-03   **Date: May 13, 2013**

SUBJECT: Daily Notifications from OPM

The U.S. Office of Personnel Management, Federal Investigative Services (OPM-FIS) now offers a series of electronic status reports featuring information concerning agency investigation requests, fingerprint submissions, and billing data. Upon request, OPM will send a daily email containing the entire series of agency specific reports to the agency's Security Office Identifier (SOI) and/or Submitting Office Number (SON) as follows:

- *Investigation Requests Received at OPM, Awaiting Scheduling* – listing of requests for investigation received by OPM regardless of acceptability
- *Summary Scheduling Notices* – total of investigations requested, including unacceptable requests for investigation and requests pending documentation, as well as timeliness and billing information
- *Scheduled Case Listing* – listing of specific investigations scheduled
- *Unacceptable Notices* – listing of specific requests for investigation that were unacceptable (request was insufficient or inaccurate) to schedule work by OPM
- *Fingerprint Activity Summary* – total percentage of fingerprint requests searched by FBI with an FBI determination of classifiable or unclassifiable
- *Electronic Fingerprint Submissions Received at OPM* – electronic fingerprint requests released by an agency and received by OPM for scheduling
- *Fingerprints Scheduled in OPM's Personnel Investigations Processing System (PIPS)* – listing of fingerprints scheduled by OPM to be checked by FBI
- *Federal Bureau of Investigation (FBI) Fingerprint Responses* – listing of each fingerprint result provided to OPM by FBI
- *Agency Billing Report* – listing of billing transactions for investigation requests scheduled by OPM for agency

To receive the above listed series of daily notification status reports, the agency security officer or other authorized personnel is asked to complete the attached "Daily Notifications from OPM" Request Form.

> ➤ If you received a paper version of this notice, please complete the attached paper request form and mail to OPM-FIS, Attn: External Liaison, P.O. Box 618, Boyers, PA 16018-0618.
> ➤ If you received an electronic version of this notice, please complete the electronic form attached and select the "Submit" button in the upper right corner of the form to transmit. To use your default email address to transmit, select "Continue" in the pop up box. An email will generate containing the completed form and the FIS EL CVS email address.

The daily notification status reports will provide sufficient information to identify the subject and requestor, including the subject's last name, investigation request identification number, OPM case number, fingerprint machine serial number, and the requesting official's name.

"Daily Notifications from OPM" are not delivered to personal email addresses, therefore entities that do not have an established group email address will need to establish one to receive these reports. As a matter of efficiency, agencies are permitted to receive reports for various security and submitting offices at the same group email address.

OPM-FIS will discontinue the process of mailing hardcopy Investigation Scheduling Notices (ISN) to SON's receiving electronic daily notifications. OPM does not mail the ISN to the SOI, so security offices will not notice any procedural changes related to their request for daily notifications.

If you have questions about the reports, you may contact your OPM Liaison or the OPM-FIS System Access Support staff at 724-794-5612, extension 4600, Option 3 or FISELCVS@opm.gov.

Merton W. Miller
Associate Director
Federal Investigative Services

Attachment: Daily Notifications from OPM Request Form

Inquiries:	OPM-FIS, External Liaison, 724-794-5612
Code:	736, Investigations
Distribution	SOI/SON
Notice Expires:	Until superseded

Daily Notifications from OPM
Request Form

The U.S Office of Personnel Management, Federal Investigative Services (OPM-FIS) offers a series of electronic reports featuring information concerning investigation requests, fingerprint submissions, and billing data compiled into one Daily Notification email.

Please complete this form to request Daily Notifications from OPM and show the Security Office Identifier(s) (SOI) or Submitting Office Number(s) (SON) to secure this information. For additional information on these Daily Notifications, please see the associated Federal Investigations Notice (FIN), located on the OPM-FIS website at www.opm.gov/investigate or in the OPMIS Secure Portal Library.

Please fill in the required fields and click on the *Submit Form* button in the top right corner of the form. **Keep in mind that SONs receiving these reports will no longer receive hardcopy Investigation Scheduling Notices.**

	Does your Office use this code as a:		
Office Code	**SOI**	**SON**	**Both**

Agency Name (e.g., Department of ____) _____

Office Name (e.g., Human Resources, Personnel Security) _____

Group Email Address _____

This must be a "group" email address, not an individual email. The agency will create and maintain the group email address.

Point of Contact Name _____ Title _____

Point of Contact Phone Number _____ Extension_____

If you have questions about this form, please contact your OPM Liaison or the OPM-FIS Systems Access Support staff at (724) 794-5612 extension 4600, Option 3 or FISELCVS@opm.gov.

Daily Notifications from OPM
Request Form

Please use the space below to request Daily Notification reports for additional SOIs and SONs.

Office Code	Does your Office use this code as a:		
	SOI	SON	Both