

## Federal Investigations Notice

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Notice No. 21-01

Date: February 26, 2021

### Subject: Daily Notifications from DCSA

This notice supersedes FIN 13-03 *Daily Notifications from OPM*. The Daily Notifications reports are a series of electronic status reports featuring information concerning agency investigation requests, fingerprint submissions, and billing data. This notice details changes to the Daily Notification reports and is important to customer agencies who receive hard copy Discontinue Case Notices, Incomplete Case Notices, Requirements Met Case Notices, and Case in Process Notices via mail from the Defense Counter Intelligence and Security Agency (DCSA).

1 December 2020, Discontinue Case Notices, Incomplete Case Notices, Requirements Met Case Notices, and Case in Process Notices were added to the suite of electronic Daily Notifications.

Effective 1 March 2021, DCSA will no longer provide hardcopy mailing of the Discontinue Case Notices, Incomplete Case Notices, Requirements Met Case Notices, or Case in Process Notices. Agencies have access to information on discontinued cases through the Electronic Questionnaires for Investigations Processing (e-QIP), and the Central Verification System (CVS) systems.

If you do not already receive electronic Daily Notifications and would like to request them, authorized submitting or security office personnel should complete that attached *Daily Notifications from DCSA Request Form* and return the completed form to [CCSCVS@nbib.gov](mailto:CCSCVS@nbib.gov).

Through the electronic Daily Notifications, the following reports are sent to the agency's Security Office Identifier (SOI) and/or Submitting Office Number (SON) as follows:

- Discontinued Case Notices- This report provides information regarding the following:
  - Investigations that have been discontinued at the request of the customer agency, or because DCSA was not able to obtain required information from the customer agency and could not continue to conduct the investigation.
  - Agency requests for investigation that were automatically discontinued, due to the existence of an investigation closed complete within the prior two years that meets or exceeded the investigation level requested.
  - Agency requests for investigation that were automatically discontinued, due to a pending case in process that was at the same or higher level than the investigation requested.
- Investigation Requests Received at DCSA Awaiting Scheduling – This report provides a listing of requests for investigation received by DCSA regardless of acceptability.
- Summary Scheduling Notices – This report provides total investigations requested, including unacceptable requests for investigation and requests pending documentation, as well as timeliness and billing information.
- Scheduled Case Listing -This report provides a listing of specific investigations scheduled.
- Unacceptable Notices - This report provides a listing of specific requests for investigation that were unacceptable (request was insufficient or inaccurate) to schedule work by DCSA.
- Fingerprint Activity Summary – This report provides a total percentage of fingerprint requests searched by FBI with an FBI determination of classifiable or unclassifiable.
- Electronic Fingerprint Submissions Received at DCSA – This report provides a listing of electronic fingerprint requests released by an agency and received by DCSA for scheduling.
- Fingerprints Scheduled in DCSA's Personnel Investigations Processing System (PIPS) – This

report provides a listing of fingerprints scheduled by OPM to be checked by FBI.

- Federal Bureau of Investigation (FBI) Fingerprint Responses -This report provides a listing of each electronic fingerprint request released by an agency to DCSA, where the FBI made the determination that the electronic fingerprint image was classifiable(image was good) or unclassifiable (image was not able to be used).
- Agency Billing Report –This report provides a listing of billing transactions for investigation requests scheduled by DCSA for agency.

Please note, agencies will receive all reports listed above when enrolled in Daily Notifications.

The Daily Notification reports provide information to identify the subject and requestor, including subject's last name, investigation request identification number, DCSA case number, fingerprint machine serial number and requesting official's name.

Please contact your DCSA Agency Liaisons with any questions you have about these reports.

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Christy K. Wilder  
Assistant Director, DCSA  
Background Investigations Directorate

Attachment: Daily Notifications from DCSA Request Form

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Inquiries: DCSA, Customer and Stakeholder Engagements: 724-794-5612  
Distribution: All agency SOI and SON Offices  
Expiration: When superseded

**Defense Counterintelligence and Security Agency  
Boyers, PA 16018-0618**

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| <b>Daily Notifications from DCSA<br/>Request Form</b> |
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Defense Counterintelligence and Security Agency (DCSA), 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 DCSA 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 DCSA website at [www.dcsa.mil](http://www.dcsa.mil) or in the NP2 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.**

| Office Code | Does your Office use this code as a: |     |      |
|-------------|--------------------------------------|-----|------|
|             | SOI                                  | SON | Both |
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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 \_\_\_\_\_

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| If you have questions about this form, please contact the Central Verification Team(CVS) at 724-794-5612, extension 4600 or <a href="mailto:CCSCVS@nbib.gov">CCSCVS@nbib.gov</a> . Submit this form to <a href="mailto:CCSCVS@nbib.gov">CCSCVS@nbib.gov</a> when complete. |
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