

PROVIDE SON: **SMO NAME:** **SMO CODE:**

❖ The SMO Name and SMO Code are required only when making changes (adding, deleting, or modifying) to the SOI/SON/IPAC combination.

SECURITY OFFICE NUMBER (SON) CREATION AND AMENDMENT FORM
ATTENTION: PERSONNEL OFFICER

The Defense Counterintelligence and Security Agency authorizes an SON for each personnel office that submits investigation requests and to make case status requests. The SON data is used to mail a variety of investigative notices and to contact a submitting office to clarify information that may otherwise delay an investigation. DCSA must have current information on:

- Agency name and mailing address
- Name and phone number of a contact person

To request an SON or advise DCSA of SON changes, legibly complete the necessary items on the form below. Email (dcsa.boyers.dcsa.mbx.ccs-son-soi@mail.mil) or mail the completed form to the address on the top of this form, to the attention of the System Liaisons. Do not submit PII through unsecure channels. For additional information and/or assistance, call DCSA at **878-274-5086**

1. Check this block if requesting a new SON: ☐**2. SOI:** **3. Contact information for individual completing PIPS 12:**Name: Email address: Phone number: **4. Change/add agency name and/or address (include zip code):**Agency Name: Address: City: State: Zip Code: **5. Change/add personnel office telephone numbers (DCSA does not have DSN capabilities):**Commercial: Extension: Commercial: Extension: **6. Change/add financial fields:**Treasury Account Symbol (TAS): Intra-Governmental Payment & Collection (IPAC): Business Event Type Code (BETC): **7. Add contact:**Name: Name: Name: Name: **8. Delete contact:**Name: Name: Name: Name: **9. Add email address:**

Provide a group email address for form processing questions: