RSI REQUEST
DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY (DCSA)

Electronic submissions must be saved and sent through the NP2 Secure Portal (See instructions on the last page)

REQUEST PRIORITY HANDLING:

REQUEST BASED ON DCSA CVAR#:   **CONTINUOUS VETTING (CV) SERIOUSNESS (LEVEL OF ALERT):**

*AGENCY SOI/SON: **OBLIGATING DOCUMENT # (ODN):**   **ACCOUNTING #:**   ***IPAC/ALC:**

DATE SUBMITTED TO DCSA: **TOTAL NO. OF PAGES:**

*SUBJECT'S LAST NAME:	***FIRST NAME:**	**MIDDLE NAME:**	**SUFFIX:**	***SUBJECT SOCIAL SECURITY #:**	**DCSA CASE#:**

INVESTIGATION HAS BEEN REPORTED VIA THE QUALITY ASSESSMENT REPORTING TOOL (QART). ENTER ASSESSMENT ID #:

*SUBJECT'S CURRENT CONTACT INFORMATION:
Address of Subject's Physical Location (For Contact)   ***SUBJECT'S PHONE #:**

*SUBJECT'S EMAIL ADDRESS:

NOTE: Please ensure you select an item in the drop down box and enter an explanation in the text box below for each item needed. Additional items can be entered on page 2 & 3 of this form. Include all information needed to conduct the follow up you want, such as: Issue to resolve; Addresses for, number, types of sources (Personal & Record); thresholds for financial follow up; type of public records. If additional room is needed to provide the details for the work requested, please use page 3 and ensure you reference the item number to which it pertains. For Example: Note 1: continue your explanation.

NOTES/WORK TO BE COMPLETED:

1.

2.

3.

4.

*SUBMITTER'S NAME: ***SUBMITTER'S PHONE NUMBER:**   **EXT:**

*SUBMITTER'S EMAIL ADDRESS:

DCSA FORM 554, OCT 2021   *=Required Field

RSI Continuation Sheet

5.

6.

7.

Continuation Sheet

INSTRUCTIONS FOR REQUESTING REIMBURSABLE SUITABILITY/SECURITY INVESTIGATION (RSI)

METHOD FOR SUBMITTING REQUEST:

Save request and send through the NP2 Secure Portal at: (S) RSI and ReOpens (OPM NBIB)

PRIORITY HANDLING:

Please note that requesting priority handling may result in additional fees. Requests for priority handling should be limited to urgent situations.

CONTINUOUS VETTING (CV) SERIOUSNESS (LEVEL OF ALERT):

Continuous Vetting (CV) RSI requests will also need to select a CV Level of Alert selected, based upon the Defense Counterintelligence and Security Agency's (DCSA) Continuous Vetting Alert coding criteria. This box only needs to be completed for CV RSI requests. This drop-down box is in addition to checking the Priority Handling check-box if you would like a Priority "A" Service RSI at an additional Cost. Checking the Priority Handling check-box is not required just based upon selecting a level of alert.

OFFICE INFORMATION:

If you need assistance with the Security Office Identifier (SOI), Submitting Office Number (SON), Intra-Governmental Payment and Collection/Agency Location Code (IPAC/ALC), or Obligating Document Number (ODN) please call 724-794-5612 X 4600.

CATCH'EM IN CONUS CASES

Requests for subject interviews on a subject who will be deploying outside of DCSA's coverage area in the immediate future, or for a subject who has been deployed and will return stateside for a limited time may be directed to the DCSA Catch Em' In CONUS team at: dcsa.boyers.bi.list.catch-em-in-conus-team@mail.mil

SUBJECT'S CURRENT / FULL ADDRESS AND PHONE NUMBER:

Providing the subject's physical location minimizes the need for DCSA to contact the submitting agency. If the subject is expected to relocate, on a temporary or permanent basis, please provide details.

NOTES / WORK TO BE COMPLETED:

Please outline the investigative work to be completed. Be as specific as possible with your requests regarding the work required, to ensure that DCSA can exclusively meet your adjudicative requirements.

TYPE OF REQUEST:

RSI REQUESTS:
Requests for RSI include, but are not limited to, the following:

1) Any investigative work that is beyond the scope of the requested investigation

2) Any request that is received by DCSA beyond one year from the closing date

3) Any new / developed issues that arise after the previous case closes

4) Investigative work when no prior investigation exists

New or updated case papers are required for RSI requests when:

- there is no record of a prior DCSA investigation; or
  - Note: A CERT page and release will also be required.
- the RSI request includes an ESI type subject interview and the prior case papers were signed more than 2 years ago
  - Subject interviews to resolve specific issues (TESI) do not require updated case papers

A new release is required if the SF86 release is now invalid.

Requests for RSI may only be submitted by authorized SOI personnel or individuals designated to authorize funds on behalf of the requesting agency.