



## Federal Investigations Notice

---

Notice No. 20-03

Date: March 30, 2020

### Subject: Temporary Deferral of Fingerprinting due to COVID-19 Impacts

Pursuant to the Office of Personnel Management (OPM) memorandum, *Temporary Procedures for Personnel Vetting and Appointment of New Employees During Maximum Telework Period Due to Coronavirus COVID-19*, dated March 25, 2020, the guidance below outlines the process by which Defense Counterintelligence and Security Agency (DCSA) customer agencies can temporarily submit investigative requests to DCSA without an associated fingerprint (FP) submission to support mission-critical onboarding.

Beginning April 6, 2020, if a customer agency has opted to use this alternative process, where the collection of FPs to support a background investigation request is not possible due to impacts of COVID-19:

- 1) Agencies will notate FIPC Code C9 in the Agency Use Block (AUB) of whichever Standard Form is being used to request the investigation.
- 2) In the Attachments section within e-QIP on the Fingerprint Submission Data Screen "Not Required" should be entered into the "Submission Type" field, and the "Method of Transmission" field left on "Select an option". The request can then be released.
- 3) When DCSA receives a case submitted in this manner, it will conduct a name-based check of Federal Bureau of Investigation's (FBI's) criminal history records. Note the name-based check does not include files at the FBI that can only be searched using biometrics.
- 4) When completed, the investigation will be delivered to the requesting agency in the normal fashion. Per OPM guidance the agency may review or adjudicate the case but should delay reporting the adjudication until the fingerprints have been submitted, received and considered (see number 5).
- 5) At such time as the customer agency is able to collect FPs for an individual whose case was previously processed without a FP check, the customer agency must submit the FP to DCSA, requesting a Fingerprint Special Agreement Check (SAC) product. Consistent with the OPM memorandum, when the results of the SAC are received and considered in the adjudication, the adjudicative determination on the higher-level investigation may then be reported to the applicable national-level database.
- 6) Customer agencies are responsible for maintaining a record of the investigations requested under the policy to ensure a FP SAC is conducted as soon as fingerprint capture is possible and the adjudication is ultimately reported to the appropriate repository.

DCSA will continue to charge agencies the published pricing for the applicable case types and will not charge for the associated FP SAC. DCSA will continue to evaluate the situation and notify customer agencies if a change is required to this procedure.

Note that current eAdjudication business rules render any cases delivered without a FP check ineligible for that process. If the FP SAC is submitted and completed before the investigation closes, the case will be eligible for eAdjudication consistent with eAdjudication business rules.



UNCLASSIFIED

**DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY**

If you have any questions or concerns regarding the guidance above, please contact your DCSA Agency Liaison.

WILDER.CHRIST  
Y.K.1265079586

Digitally signed by  
WILDER.CHRISTY.K.126507958  
6  
Date: 2020.03.30 10:48:04 -0400

Christy K. Wilder  
Deputy Director  
Personnel Vetting

---

Inquiries: DCSA, Customer and Stakeholder Engagements: 724-794-5612

Distribution: All agency SOI and SON Offices

Expiration: When superseded