



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative  
Services

### **Federal Investigations Notice**

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**Notice No. 13-01**

**Date: March 1, 2013**

### **SUBJECT: Financial Fields for Processing Background Investigations**

The Department of the Treasury announced that effective June 1, 2013, the business rules for processing bulk invoices through the Central Accounting and Reporting System (CARS) via Intra-Governmental Payment and Collection (IPAC) must include the Treasury Account Symbol (TAS) and Business Event Transaction Code (BETC) in the component TAS format specified by the Treasury's Financial Management Service (FMS). In support of these requirements, the Office of Personnel Management's (OPM) Chief Financial Officer and Federal Investigative Services (FIS) issued a joint memorandum on February 26, 2013, to OPM stakeholders and customers to inform them of the mandate and to share long-term and interim solutions for including this information on all investigative invoices.

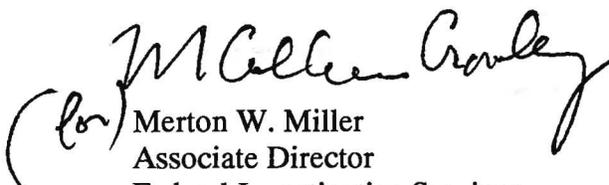
For the short term solution, we ask all offices that submit investigation requests to OPM to work with their finance office to obtain appropriate TAS and BETC codes, along with Agency Location Code, and provide the required Department of the Treasury accounting codes to OPM. (If you have an OPM issued "Submitting Office Number (SON)" to request investigations from OPM, then you are a submitting office for the purpose of this data collection.)

The joint memorandum is available on the OPM Secure Portal (in the "Financial Fields" folder of the 'Public Library'). The memorandum provides two options for reporting the accounting codes to FIS – a fillable Financial Questionnaire and an Excel spreadsheet. The Financial Questionnaire will work best for agencies with one SON; agencies with multiple SONs will find the spreadsheet a better choice. Please submit the information to the FIS Billing Oversight Team as directed on the questionnaire and spreadsheet no later than Friday, March 29, 2013.

The long term solution will require revision of the Standard Forms 85 and 85P, and will require development of automated validation features in the e-QIP investigation request system. Although the memorandum indicated that we would use the accounting codes provided on the Standard Form 86, we will instead use the information provided in response to this request until validation features are added to e-QIP.

We are asking security offices to facilitate coordination between your submitting offices and financial offices as needed and ensure your submitting offices comply with this request. The Department of Defense (DOD), Federal Reserve Board, Tennessee Valley Authority, U.S. Courts, and U.S. Postal Service are not required to respond to this request at this time because OPM does not process bulk invoices for these agencies.

For assistance accessing the Secure Portal, contact your Agency Liaison at 724-794-5612. If you have questions about the information requested, please contact the FIS Billing Oversight Team at 724-794-5612, extension 4490, or [FISBillingOversightTeam@opm.gov](mailto:FISBillingOversightTeam@opm.gov).

  
(for) Merton W. Miller  
Associate Director  
Federal Investigative Services

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Inquiries: Agency Liaison – 724-794-5612; FIS Billing Oversight Team – 724-794-5612, 4490 or  
[FISBillingOversightTeam@opm.gov](mailto:FISBillingOversightTeam@opm.gov)  
Code: Investigations  
Distribution: All Non-DOD SOIs/SONs  
Notice Expires: Until superseded