



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services

Federal Investigations Notice

Notice No. 13-07

Date: August 30, 2013

Subject: Investigations Reimbursable Billing Rates for Fiscal Year (FY) 2014

The attached Office of Personnel Management Federal Investigative Services (OPM-FIS) billing rates for reimbursable background investigative services and discontinued billing rates are effective beginning October 1, 2013. We adjusted our revenue neutral billing rates (both upward and downward) to best align our case type prices with our costs specifically associated with each case type, based on a Cost Allocation Model (CAM). We are committed to the continual increase in transparency of FIS billing rates to our customers. Although prices for certain types of investigations have been adjusted, the methodology resulted in no changes to OPM-FIS total expected revenue for FY 2014 when compared to FY 2013 pricing.

If you would like additional information regarding the basis of rate adjustments or need further assistance, contact your OPM-FIS Agency Liaison at 724-794-5612.

A handwritten signature in black ink, appearing to read "Merton W. Miller".

Merton W. Miller
Associate Director
Federal Investigative Services

Inquiries:	OPM-FIS Agency Liaison, 724-794-5612
Code:	736, Investigations
Distribution:	SOIs/SONs
Notice Expires:	September 30, 2014, unless superseded
Attachment:	OPM Investigations Billing Rates – FY 2014

OPM INVESTIGATIONS BILLING RATES - FY 2014

Note: Base case prices account for agency-conducted Federal Bureau of Investigation (FBI) fingerprint and name searches and for reinvestigations where the previous investigation contained the fingerprint classification. For investigations where an agreement exists with OPM to provide expanded file screening, a surcharge of \$6 will be applied.

NAC/NACI/CNACI Investigations

NAC/NACI/CNACI INVESTIGATIONS	Position Designation	Case Type/ Service Code	Price
Use Standard Form (SF) 85 Questionnaire for Non-Sensitive Positions to request these investigations. Note: The NAC may be requested on the SF 86 and SF 85P if it is submitted by an OPM-authorized delegated agency in support of a higher level background investigation.			
NAC National Agency Check	Varies	06A	\$107
NACI National Agency Check and Inquiries	Non-Sensitive, Low Risk, & Credentialing	02B	\$122
CNACI Child Care National Agency Check and Inquiries: The CNACI is using case type "02" with an extra coverage code "8" on the SF 85. The base price for the CNACI is \$122, plus \$5 processing fee for each State Criminal History Repository (SCHR) search conducted and the additional user fee charged by each state, if any.	Non-Sensitive, Low Risk Child Care	02B	\$122+

Additional Coverage Available: Additional coverage on these products may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

Coverage Not Included in the Basic Investigations Listed Above Unless Indicated	Extra Coverage Code	Price
Credit Search: A search of national credit bureaus concerning financial responsibility.	2	\$10
Bureau of Vital Statistics (BVS): Verification of birth record information at listed State of Birth.	L	\$21
Citizenship and Immigration Services Check: NACI and CNACI investigations include verification of the subject's immigration status if not a U.S. citizen. For verification of subject's citizenship status if a naturalized U.S. citizen or for NAC verification of immigration/citizenship status, request Extra Coverage Code H.	H	No Charge
For NACs requested by an OPM-authorized delegated agency in support of a Single Scope Background Investigation (SSBI) with the appropriate access code:		
Citizenship and Immigration Services Check of Spouse/Cohabitant/Immediate Family Members: To verify the immigration status or citizenship status of foreign-born spouse, cohabitant, or immediate family member(s), request Extra Coverage Code I.	I (letter i)	No Charge
Spouse and/or Cohabitant FBI Name Searches: A search of the fingerprint (FP) name and FBI investigative files will be conducted. These searches are automatically scheduled based on the access level of the case.		FP Name (SFPN) \$2.25 FBI Investigative Files (SFBN) \$19

MBI/NACLC/ANACI Investigations

MBI INVESTIGATIONS	Position Designation	Case Type Code	CASE SERVICE CODE	
			Code A	Code C
Use SF 85P <i>Questionnaire for Public Trust Positions</i> to request this investigation for a moderate risk public trust position with no national security sensitivity. Use SF 86 <i>Questionnaires for National Security Positions</i> only if a moderate risk position is non-critical sensitive and/or requires eligibility for a Confidential or Secret security clearance.				
<i>MBI Moderate Risk Background Investigation</i>	Moderate Risk	15	\$920	\$855

For MBI standard service requests, the local law enforcement coverage is first attempted by written inquiry with record searches conducted at nonresponsive or admitted arrest locations. If you want all local law coverage scheduled as expedited record searches conducted by field staff without attempting coverage by inquiry, request Priority Service code "A". *Note* - Service Code A relates to the manner in which the local law coverage is obtained, not the estimated case completion time. Overall timeliness for these investigations is heavily dependent on the responsiveness of national, state, and local record providers.

NACLC/ANACI INVESTIGATIONS	Position Designation	Case Type/ Service Code	Price
Use SF 86 <i>Questionnaires for National Security Positions</i> to request these investigations (or reinvestigations) for undesignated (military/contractor) or low risk (civilian) positions that are non-critical sensitive and/or require eligibility for a Confidential or Secret security clearance.			
<i>NACLC National Agency Check with Law and Credit (SF 86)</i>	Non-Critical Sensitive (Military/Contractor Initial and Reinvestigation) (Civilian Reinvestigation)	08B	\$210
<i>ANACI Access National Agency Check and Inquiries (SF 86)</i>	Non-Critical Sensitive (Civilian Initial)	09B	\$272
Use SF 85P <i>Questionnaire for Public Trust Positions</i> only if requesting a NACLC as a reinvestigation of a moderate risk position with no national security sensitivity.			
<i>NACLC National Agency Check with Law and Credit (SF 85P)</i>	Moderate Risk Public Trust Reinvestigation (no sensitivity)	08B	\$210

Additional Coverage Available: Additional coverage on the products below may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

Coverage Not Included in the Basic Investigations Listed Above Unless Indicated	Extra Coverage Code	Price
Bureau of Vital Statistics (BVS): Verification of birth record information at listed State of Birth.	L	\$21
Bar Association License Checks: Scheduled to membership state for attorney-type positions. A fee is charged per state where the subject claims a license. An additional state processing fee may be added where applicable.	Q	\$10
Citizenship and Immigration Services Check: MBI (SF 86), NACLC (SF 86), and ANACI – investigations include verification of the subject’s immigration status if not a U.S. citizen, or verification of naturalization. MBI (SF 85P) – investigations include verification of immigration status when Subject claims not to be a U.S. citizen. Verification of naturalization conducted by request using Extra Coverage Code H. NACLC (SF 85P) - verification of subject’s immigration or naturalization status conducted by request using Extra Coverage Code H.	H	No Charge
Citizenship and Immigration Services Check of Spouse/Cohabitant/Immediate Family Members: To verify the immigration or citizenship status of a foreign-born spouse, request Extra Coverage Code I. For NACLCs requested by an OPM-authorized delegated agency in support of a delegated agency SSBIs with the appropriate access code, request Extra Coverage Code I to verify the immigration or citizenship status of foreign-born cohabitant or immediate family member(s).	I (letter i)	No Charge
Spouse and/or Cohabitant FBI Name Searches: For national security NACLC investigations requested by an OPM-authorized delegated agency in support of Single Scope Background Investigations (SSBIs), a search of the fingerprint (FP) name and FBI investigative files will be conducted. These searches are automatically scheduled based on the access level of the case.		FP Name (SFPN) \$2.25 FBI Investigative Files (SFBN) \$19
Enhanced Subject Interview (ESI): Additional charges are applied to national security NACLC and ANACI investigations when an ESI is triggered due to issues. (Expansion does not apply to public trust reinvestigation NACLCs.)		\$550

Other Background Investigations

INVESTIGATIONS	Position Designation	Case Type Code	CASE SERVICE CODE	
			Priority Handling Code A	Standard Service Code C
Use SF 85P Questionnaire for Public Trust Positions to request these investigations:				
<i>PRI Periodic Reinvestigation</i>	High Risk (with no national security sensitivity)	11	\$891	\$785
<i>BI Background Investigation</i>		25	\$3,609	\$3,045
Use SF 86 Questionnaire for National Security Positions to request these investigations:				
<i>SSBI-PR Periodic Reinvestigation for SSBI</i>	Critical Sensitive, Special Sensitive, & High Risk (with national security sensitivity)	18	\$3,026	\$2,768
<i>PPR* Phased Periodic Reinvestigation (basic Case)</i>		19	\$2,125	\$1,888
<i>SSBI Single Scope Background Investigation</i>		30	\$4,348	\$3,959

*Product may convert at scheduling or at any time during the investigation to a full SSBI-PR. In such instances, the case price will be upgraded to the SSBI-PR price.

Additional Coverage Available: Additional coverage on the products below may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

Coverage Not Included in the Basic Investigations Listed Above Unless Indicated	Extra Coverage Code	Price
Bureau of Vital Statistics (BVS): Verification of birth record information on file at listed State of Birth.	L	No Charge
Bar Association License Checks: Scheduled to membership state for attorney-type positions. A fee is charged per state where the subject claims a license. An additional state processing fee may be added where applicable.	Q	\$10
Citizenship and Immigration Services Check: SSBI, SSBI-PR, PPR, and BI investigations include verification of the subject's immigration status if not a U.S. Citizen. SSBI investigations include verification of subject's citizenship status if a naturalized U.S. Citizen. Otherwise, for verification of immigration/citizenship status, request Extra Coverage Code H.	H	No Charge
Official Personnel Folder (OPF): SSBI, SSBI-PR, PPR, and BI investigations include OPF search. For PRI investigations, request using Extra Coverage code "T".	T	No Charge
Security File: Check of the Federal agency security folder maintained by the SOI. Check automatically scheduled for the BI and SSBI; all other case types must request Extra Coverage code "V".	V	No Charge
Special Factors: Following is a list of special factors that may be requested for positions requiring attributes that need to be addressed in the personal interview. These include:		
Overseas Attributes	1	No Charge
Law Enforcement Attributes	6	No Charge

ADDITIONAL SERVICES AVAILABLE FOR ALL PRODUCTS

Following is a description of additional services and/or coverage you may want to request with any of the products described in this Federal Investigations Notice.

Item	Code	Price
<p>State Criminal History Repository (SCHR): For positions involving child care, there is a base processing fee of \$5 for each SCHR search conducted and the additional user fee charged by each state, if any.</p>	<p>Request Position Code "H" on SF 86 or SF 85-P; Request Extra Coverage Code "8" on SF 85</p>	<p>Varies</p>
<p>Advance Fingerprint Results: To request advanced fingerprint results with an SF 85, 85P, or 86, indicate the letter "R" in the "Codes" block of the "Agency Use" section in either hardcopy submissions or electronic submissions via e-QIP. This code will provide for priority processing of your request and will trigger an Advanced Fingerprint Report to be generated the day after completion of the criminal history check.</p>	<p>"R" in Codes Block</p>	<p>No Charge</p>
<p>Advance National Agency Check (NAC): To request an Advance NAC, indicate the number "3" in the "Extra Coverage" block of the "Agency Use" section. This will provide you with advance results via an itemized list of the basic NAC item results immediately upon completion of those items. <i>Note</i> - No reports are furnished with this Advance Notice.</p>	<p>"3" in Extra Coverage Block</p>	<p>No Charge</p>

Investigations Discontinued Billing Rates - FY 2014
INVESTIGATIONS DISCONTINUED PRIOR TO COMPLETION
BILLING RATES EFFECTIVE OCTOBER 1, 2013

Discontinued from Scheduled Date

FC – Full Charge

Case Type	Case Type Code	Case Cost	0 - 5 days	6 - 15 days	16 - 30 days	Over 30 days
NAC	06A	\$107	FC	FC	FC	FC
NACI	02B	\$122	FC	FC	FC	FC
MBI Priority	15A	\$920	\$506	\$589	FC	FC
MBI Standard	15C	\$855	\$248	\$368	\$428	FC
NACLC	08B	\$210	\$107	\$126	\$153	FC
ANACI	09B	\$272	\$144	\$166	\$201	FC
PRI Priority	11A	\$891	\$347	\$481	FC	FC
PRI Standard	11C	\$785	\$196	\$275	\$393	FC
BI Priority	25A	\$3,609	\$361	\$1,444	FC	FC
BI Standard	25C	\$3,045	\$305	\$761	\$1,523	FC
SSBI-PR Priority	18A	\$3,026	\$303	\$1,210	FC	FC
SSBI-PR Standard	18C	\$2,768	\$277	\$415	\$1,384	FC
Phased PR (basic) Priority	19A	\$2,125	\$213	\$850	FC	FC
Phased PR (basic) Standard	19C	\$1,888	\$189	\$283	\$944	FC
SSBI Priority	30A	\$4,348	\$435	\$1,739	FC	FC
SSBI Standard	30C	\$3,959	\$396	\$990	\$1,980	FC

If a scheduled investigation is discontinued and subsequently the same level of investigation is reopened by the same agency within four (4) months from the discontinuation date, the rate charged for the reopened investigation will be adjusted by the amount previously charged. OPM has created FIPC Form 553 to request reopens of previously discontinued cases and to request Reimbursable Suitability/Security Investigations (RSI). The FIPC Form 553 is available on the OPM website at www.opm.gov/investigate. It may be faxed, scanned, and sent through the OPM Secure Portal or mailed to OPM with the case papers.

For pending investigations that require a case type/service change, contact OPM-FIS. Do not submit the case papers to initiate a reopen or to change case type/service without prior coordination with OPM-FIS. This may result in two cases running at the same time, and your agency may be billed for both products.