



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services

Federal Investigations Notice

Notice No. 14-02

Date: April 8, 2014

Subject: Resequenced Investigative Packet

To support agencies' adjudicative processes, the Office of Personnel Management (OPM), Federal Investigative Services is pleased to announce format enhancements to our investigative packet. The enhanced design, referred to as the Resequenced Investigative Packet, includes a standardized index of content and categorized sequencing of information.

Specific resequenced format features include:

- **Content Summary Sheet (CSS)** – The CSS is a supplement to the Case Closing Transmittal. It is an index of all items in the investigation and is divided into content sections. Generally, the CSS follows the order of the Standard Form with headings for subject, spouse, cohabitant, and relative National Agency Check (NAC) items.
- **Investigative Results Report (IRR)** – The IRR contains results for all items in the investigation. If item results include imaged attachments, the IRR will reflect “See attached” and the information will be provided at the end of the investigative packet. All OPM Reports of Investigation will be embedded in the document. The IRR will be sequenced to match the headings and order of the CSS.

Agency Implementation

The Resequenced Investigative Packet will be the standard format for OPM e-Delivery investigations effective October 1, 2014. Enhanced formatting will apply to all e-Delivered investigation types except the National Agency Check with Inquiries (NACI), Special Agreement Check (SAC), and stand-alone National Agency Check (NAC). Agencies need to take action as soon as possible to configure systems and prepare processes to receive it.

Agencies currently receiving investigative packets through OPM e-Delivery are encouraged to move to this improved format prior to October 1, 2014. Agencies should contact their Agency Liaison representative via email with their desired implementation date for the new packet. *Agencies that have multiple SOIs delivered to one location must receive the same investigative packet format for all SOIs.*

Transitional Formatting

The format change is not being made retroactive to previously closed investigations.

- **Reopened (Case Service D) and Reimbursable Suitability (RSI) Investigations** – Reopened and RSI investigations will be provided in the resequenced format regardless of the format of the original case closing. Agencies will receive the full CSS and IRR for reopened

investigations; however, any imaged documents that were previously provided (e.g. NAC items, vouchers) will not be sent again.

- Stragglers – The IRR and CSS will be provided each time additional investigative information is received and processed after case closing, regardless of the format of the original case.
- Future File Release – In the coming years, requests for OPM investigations may be answered with a combination of formatting styles, depending on when the investigation closed.

If you need additional information, contact your Agency Liaison at 724-794-5612.



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