



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services

Federal Investigations Notice

Notice No. 14-06

Date: September 29, 2014

**Subject: Special Agreement Check and Reimbursable Suitability/Security Investigation
Billing Rates Effective October 1, 2014**

The Office of Personnel Management's Federal Investigative Services (OPM-FIS) will continue to offer Special Agreement Checks (SACs) and Reimbursable Suitability/Security Investigation (RSI) products in FY 2015. OPM-FIS has adjusted prices to recoup the increased costs of two services. The FBI has increased its Investigations Files product fee (and linked services) by \$4. Additionally, the Enhanced Subject Interview (ESI) product fee has increased to \$663. All other fees remain the same and a description and price of each of these products is provided in this notice. The prices are effective beginning October 1, 2014.

SACs are single or multiple record checks that do not constitute a complete investigation. The basic processing fee for all SACs remains at \$9. For information about how SACs can assist in fulfilling your agency mission-related objectives, we encourage you to contact your OPM-FIS Agency Liaison at 724-794-5612.

RSIs are conducted by request of the adjudicating agency when additional work is needed that falls outside the scope or coverage requirements of an investigative product.

To initiate an RSI, an authorized contact from the agency's security office must submit a letter or memo to OPM-FIS Investigative Interface, RSI/Reopen Quality Review. Requests may be submitted on the FIPC 553 (Reopen/RSI Request Form) which can be found on the OPM-FIS website at www.opm.gov/investigations. Please include a clear description of the work requested in the RSI as well as the subject's current location and phone number. Requests can be faxed to 724-738-0178, sent via the OPM Secure Portal (RSI, and Reopens), or mailed to:

OPM-FIS
ATTN: Investigative Interface; RSI/Reopen Quality Review
PO Box 618
1137 Branchton Road
Boyers, PA 16018-0618

The cost of the RSI varies depending on the work requested. Priority service is available at an additional cost but should be limited to urgent situations. The processing fee remains at \$51 for Standard (STD) service and \$60 for Priority (PRT) service.

To obtain additional information about your invoice, please contact the OPM-FIS Billing Oversight Team at 724-794-5612 extension 4490, or via email:
FISBillingOversightTeam@opm.gov.

Please note that many of the National Agency Check (NAC) items available for the RSI are also available in the SAC product. When only NAC items are needed, the SAC may be a more cost-effective option.

If a code is not listed for a needed item, please contact your OPM-FIS Agency Liaison to schedule a special request.



Merton W. Miller
Associate Director
Federal Investigative Services

Inquiries:	OPM-FIS, External Liaison, 724-794-5612
Code:	736, Investigations
Distribution:	SOIs/SONs
Notice Expires:	September 30, 2015, unless superseded
Attachment:	Special Agreement and Reimbursable Suitability/Security Investigations Billing Rates Effective October 1, 2014

SPECIAL AGREEMENT CHECK AND REIMBURSABLE SUITABILITY/SECURITY INVESTIGATION BILLING RATES – EFFECTIVE OCTOBER 1, 2014

Section 1: BASIC PROCESSING FEES

Special Agreement Check (SAC)		
Basic processing rate for all SAC requests (additional charges listed below based on coverage requested)		\$9
Reimbursable Suitability/Security Investigation (RSI)		PRT STD
Basic processing rate for all RSI requests (additional charges listed below based on coverage requested)		\$60 \$51

Section 2: SAC/RSI CODES & FEES

The following items can be requested on both SAC and RSI products. The fee **does not include** the basic processing fee.

SAC/RSI CODE	TYPE	FEE
A	Security/Suitability Investigations Index (SII): Check of investigations conducted by OPM or other Federal investigative agencies	\$5
B	FBI Fingerprint Classification (FBIF/FBFI): Fingerprint-based search of FBI Criminal Files (criminal history)	\$14.50
C	FBI Investigations Files (FBIN): Name-based search of FBI investigative files.	\$23
D	Defense Central Index of Investigations (DCII): Check of investigations conducted by DoD entities	\$11
E	National Credit Check (CRED): Search of national credit bureaus	\$10
F	Selective Service Check (SESE): Verification of Selective Service Registration	\$4
G	Military Personnel Records Check (MILR): Review of subject's military records	\$16
H	Investigative Agencies (INVA): Retrieval of "Other" agency investigation (as recorded via OFI 79 Notification in OPM's SII):	\$8
I (letter i)	Citizen and Immigration Services Check (IMM): To confirm legal residency or naturalization status of subject. Also available for subject's spouse, cohabitant, and immediate family member (SIMM). There can be multiple searches, and the charge is per search.	\$6
N	Bureau of Vital Statistics (BVS): Verification of birth record information at listed State of Birth	\$21
S	Spouse/Cohabitant National Agency Check (NAC) (In accordance with Executive Order 12968 for Top Secret/Q access): Check of A, B*, C, and D Foreign Born Spouse/Cohabitant NAC: Check of A, B*, C, D, and I <i>*A reduced rate of \$2.25 is charged for the B item.</i>	\$41.25 \$47.25
U	Periodicals (PERI): Online check of commercial databases for material related to subject	\$7
X	National Crime Information Center/Interstate Identification Index (NCIC/III) Security Clearance Information Act (SCIA) only: A name check of the NCIC/III database for agencies who are under SCIA authority and have special agreements with OPM	\$6
8 (with B*)	State Criminal History Repository (SCHR) search: A \$5 OPM processing fee per search will be added to your bill (indicated by an "AD" bill event on the invoice). Also, for each SCHR, an additional user fee charged by each state will be applied (shows as an "AE" bill event on the invoice). Some states may charge for each name search conducted. For a current listing of state fees, please contact OPM-FIS Billing Oversight. <i>*Must be ordered in addition to SAC code B. Fees for SAC code B will apply.</i>	\$5 + Varying State Fee for each search

Section 3: SAC-ONLY CODES & FEES

The following items can only be requested on SAC products. The fee **includes** the basic SAC processing fee.

SAC CODE	TYPE	FEE
Electronic Fingerprint-Only Special Agreement Check (SAC)		
The electronic fingerprints are those submitted electronically via LiveScan or CardScan technology to the OPM-FIS Fingerprint Transaction System (FTS) via submission of SF 87/FD 258 only:		
B	Fingerprint only SAC for Federal applicants, employees, contractor, military personnel, or non-Federal personnel (for regulatory purposes). Note: Costs shown include FBI user fee (\$14.50) and the basic SAC processing fee of \$9 is reduced to \$7.	\$21.50
	Fee for fingerprint only SAC for certain criminal justice positions that are exempt from the FBI user fee (\$14.50). For more details, please contact your OPM-FIS Agency Liaison.	\$7
Periodic Assessment Special Agreement Check (PA SAC)		
3	The PA SAC includes checks of the NCIC/III, Financial Crimes Enforcement Network (FNCN), credit bureaus, and OPM-FIS's SII. The PA SAC is only available to agencies who have executed a special agreement with OPM-FIS. Includes SAC item codes A, E, X, the basic processing fee of \$9, and a Financial Crimes Enforcement Network (FNCN) item (\$10).	\$40
Full basic National Agency Check (NAC)		
R	Full basic NAC items scheduled from OFI 86C. Includes SAC item codes A, B, C, D, and H, and the basic processing fee of \$9.	\$70.50

If a fingerprint SAC is submitted in advance of the higher level investigation, a credit may be applied to the higher level case in the amount of the initial fingerprint SAC. To receive this credit, the requester must adhere to the following criteria:

- 1) Submit the fingerprint SAC at least 1 day, but no greater than 120 days, in advance of the higher level investigation, and
- 2) Include FIPC Code "I" (letter i) on the higher level investigation.

As an alternative option, Advanced Fingerprint Results can also be requested on higher level investigations. This will generate priority processing of your fingerprint request and trigger an Advanced Fingerprint Report to be generated the day after completion of the criminal history check. For additional details on Advanced Fingerprint Results, see the current Federal Investigations Notice on Investigations Reimbursable Billing Rates.

Section 4: RSI-ONLY CODES & FEES

The following items can only be requested on RSI products. The Fee **does not include** the basic RSI processing fee.

RSI CODE	TYPE	FEE
0 (zero)	Basic Record Check with No Known Issues: Consists of a record/file review when there are no known issues. Note: when possible, a "bulk" record check (RSI Code 1) will be conducted for statewide law items at a cost of \$21 (or \$25 for priority service) instead of the basic record check.	\$119
2	Record Search for Known Issues: Consists of a record/file review when there are record(s) to be reviewed in connection with known issues	\$206
4	Personal Source for Coverage (No Known Issues): An investigative contact, in person, with a Personal Source for coverage (no known specific issue to be resolved)	\$328
5	Personal Source to Address Known Issues: An investigative contact, in person, with a Personal Source targeted to obtain specific information or resolve a specific known issue	\$391
6	Subject Contact: An investigative contact, in person, with the subject of investigation for purposes other than a confrontational interview, such as obtaining a signed release, obtaining lead information, etc.	\$169
7	Enhanced Subject Interview (ESI): Contains all the components of the in person subject interview plus resolution with the subject of any triggered issue information developed throughout the investigation	\$663
	Note: When an ESI is requested, if the investigator was unable to conduct (UC) the ESI after several attempts with the subject and agency, a reduced fee is charged (as reflected). This can be avoided by providing accurate subject location information to OPM-FIS in the RSI request.	\$166
J	State Department Passport Office (STPA): Confirmation of a foreign-born subject's U.S. citizenship by birth; also available for subject's spouse, cohabitant, and immediate family members (SSTP)	\$6
T	Interpol search: A search of records maintained by Interpol (an international organization which facilitates the exchange of police information across 190 member countries)	\$21
V	Financial Crimes Enforcement Network (FNCN): Department of Treasury record check of select cash transactions. This check is only available if the subject is in a National Security Position.	\$10

Records and personal sources can be defined as employment, education, financial, residential, law enforcement, or public records coverage depending on the check requested.

In some situations, a NAC item cannot be conducted to obtain the requested record. Depending on the location of the information and the repository's electronic capabilities, the price of these items can range from the listed NAC item price up to the fieldwork item price. OPM-FIS will strive to obtain the item electronically at a lower cost to the agency when possible.