

Federal Investigative Services

Federal Investigations Notice

Notice No. 14-07

Date: September 29, 2014

Subject: Investigations Reimbursable Billing Rates Effective October 1, 2014

The attached Office of Personnel Management's Federal Investigative Services (OPM-FIS) billing rates for reimbursable background investigative services and discontinued cases are effective beginning October 1, 2014. For FY 2015, we must increase prices to ensure that we recover the costs necessary to run OPM-FIS's investigation program. As in FY 2014, we once again employed our Cost Allocation Model to determine the price adjustments required, by case type, to ensure we recover the full costs of conducting background investigations.

We understand these price increases may impact budget execution. We want to assure you we have exhausted all other alternatives. The recent financial environment of the Federal Government and associated hiring freezes has had a cascading effect on investigative workloads and ultimately affected what we must charge for individual investigations in order to recover the costs incurred. A factor was that agency requests for investigation fell significantly short of their FY 2014 projections, meaning that the cost of each investigation must go up in order for OPM to recover costs. As demand goes down, FIS makes adjustments to reduce the resources devoted to the work as well. However, it is not always possible to reduce more fixed costs commensurately, adjustments take time to implement, and it is particularly difficult to manage when the original projections suggested a higher level of demand (and thus a greater need to mobilize resources) than ultimately materialized.

In addition, the 2012 Federal Investigative Standards, issued in accordance with Executive Order 13467, have required us to make substantial investments within our program in order to meet new requirements for investigations. These investments will eventually enhance and streamline our investigative products and improve our ability to remain current with customer needs and evolving security threats. Phased implementation of the Federal Investigative Standards will begin on October 1, 2014, with Tier 1 and Tier 2 investigative products. Detailed information regarding implementation will be provided by separate notice.

Tier 1 and Tier 2 products can be ordered via the NACI (National Agency Check and Inquiries) on an SF 85 and the MBI (Moderate Risk Background Investigation) on an SF 85P, respectively.

In addition, the MBI will no longer be available on the SF 86, but the ANACI-P product is offered as an alternative.

In FY 2015, we will begin charging a flat rate fee (\$950 per case) for international case work. By isolating costs associated with this activity, we can more accurately align expenditures across our investigation products.

We are committed to controlling costs and ensuring we incorporate any cost savings into our pricing, so that we recover only what we actually need to spend to perform the work in accordance with applicable standards. Throughout FY 2015, we will continue to evaluate our program and may adjust prices when needed to ensure prices and the revenue they produce align appropriately with expenditures. In addition, we will co-lead with the Department of Defense a future workload planning working group to improve the accuracy of workload projections and develop out-year pricing estimates.

For questions regarding this notice, please contact your OPM-FIS External Liaison at 724-794-5612 x4600.

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Merton W. Miller Associate Director Federal Investigative Services

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

OPM-FIS INVESTIGATIONS BILLING RATES – Effective October 1, 2014

Section 1: Special Notes

Base case prices in this Federal Investigative Notice (FIN) 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 Office of Personnel Management Federal Investigative Services (OPM-FIS) to provide expanded file screening, a surcharge of \$6 will be applied.

For pending investigations that require a case type/service change, please contact OPM-FIS. Failure to do so may result in two cases running at the same time, and your agency may be billed for both products.

In order to comply with the 2012 Federal Investigative Standards and the Expandable Focused Investigation (EFI) Model, a case may incur additional charge(s) to resolve issues should specific EFI Flag(s) be triggered.

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. See Section 5 for additional services available for all products.

For additional information on OPM-FIS investigative submitting procedures please refer to INV 15, <u>Requesting</u> <u>OPM Personnel Investigations</u>, which can be located on OPM-FIS's website at <u>www.opm.gov/investigations</u>. This document is intended to assist federal agencies in requesting OPM-FIS background investigations. It provides information to familiarize agency human resource and security officials with OPM-FIS and the products and services we offer.

Section 2: NAC/Tier 1, NACI/CNACI Investigations

Case Type	Position Designation	Case Type/ Service Code	Price			
Use Standard Form (SF) 85, Questionnaire for Non-Sensitive Positions, to re	Use Standard Form (SF) 85, Questionnaire for Non-Sensitive Positions, to request these investigations.					
NAC - National Agency Check (SF 85) Note: The NAC may also be requested on the SF 86 and SF 85P if it is submitted by an OPM-FIS-authorized delegated agency in support of a higher level background investigation (see below for additional coverage on these requests).	Varies	06A	\$128			
Tier 1, NACI - National Agency Check and Inquiries (SF 85)	Non-Sensitive, Low Risk, & Credentialing	02B	\$171			
CNACI - <i>Child Care National Agency Check and Inquiries (SF 85)</i> Note: The CNACI uses case type "02" with an extra coverage code "8" on the SF 85. The base price for the CNACI is \$171, plus a \$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	\$171 + SCHR Processing & User Fee			

The following additional coverage can be requested on these investigations by including the appropriate code in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form (Section 5 contains a listing of additional coverage that may be requested with all investigations in this FIN):

Coverage Not Provided in the Basic Investigations Listed Above (unless mentioned)	Extra Coverage Code	Price
National Credit Check (CRED): A search of national credit bureaus concerning financial responsibility.		
 Note: To comply with the 2012 Federal Investigative Standards, a credit search is now required on all Tier 1 NACI investigations if the subject admits to Federal debt or if it is discovered during the investigation. 	2	\$10
Bureau of Vital Statistics (BVS): Verification of birth record information at listed State of Birth.	L	\$21
 Citizenship and Immigration Services Check (IMM): Verification of subject's citizenship. For NACs, request extra coverage code H for this coverage. For Tier 1 NACI and CNACI investigations, check will automatically occur if the subject is a naturalized U.S. citizen or verify immigration status if not a U.S citizen. Otherwise request extra coverage H for this coverage. 		No Charge
Citizenship and Immigration Services Check of Spouse/Cohabitant/Immediate Family Members (SIMM):		
• For NACs requested by an OPM-FIS-authorized delegated agency in support of a Single Scope Background Investigation (SSBI), request Extra Coverage Code I (<i>letter i</i>) to verify the immigration status or citizenship status of foreign-born spouse, cohabitant, or immediate family member(s).		No Charge
 Spouse and/or Cohabitant FBI Name Searches: For NACs requested by an OPM-FIS-authorized delegated agency in support of an SSBI, a name-based search of FBI Criminal Files (SFPN) and FBI Investigative Files (SFBN) for subject spouse and/or cohabitant (SFPN). Automatically scheduled for access levels 3-6. Fees apply to each search conducted. 		FP Name (SFPN) \$2.25 FBI Investigative Files (SFBN) \$23

Section 3: Tier 2, MBI/NACLC/ANACI/ANACI-P Investigations

		Case	CASE SERVICE CODE ¹	
Case Type	Position Designation	Case Type Code	Priority Handling Code A	Standard Service Code C
Use SF 85P, Questionnaire for Public Trust Positions, to request no national security sensitivity.	this investigation for a	n moderate r	isk public trus	t position with
			an severe and a severe seve	

*To use a SF 86 with this product, a case type 09B (ANACI) must be submitted with a FIPC code "P" (see below).

Case Type	Position Designation	Case Type/ Service Code	Price
Use SF 85P, Questionnaire for Public Trust Positions, only if requ public trust position with no national security sensitivity.	esting a NACLC as a reinvestig	ation of a moder	ate risk
NACLC - National Agency Check with Law and Credit (SF 85P)	Moderate Risk Public Trust Reinvestigation (no sensitivity)	08B	\$368
Use SF 86, <i>Questionnaire for National Security Positions</i> , to reque (military/contractor) or low risk (civilian) positions that are non-		States and the second second second second	The second se
or Secret security clearance.			
or Secret security clearance. NACLC - National Agency Check with Law and Credit (SF 86)	Non-Critical Sensitive (Military/Contractor Initial and Reinvestigation) (Civilian Reinvestigation)	08B	\$368
	(Military/Contractor Initial and Reinvestigation)	08B 09B	

The following additional coverage can be requested on these investigations by including the appropriate code in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form (Section 5 contains a listing of additional coverage that may be requested with all investigations in this FIN):

Coverage Not Provided in the Basic Investigations Listed Above (unless mentioned)		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 \$10 OPM-FIS processing fee is charged <u>per state search</u> where the subject claims a license. An additional state processing fee may be added where applicable. For a current listing of state fees, please contact the OPM-FIS Billing Oversight Team. 	Q	\$10 + Varying State Fee <u>for</u> <u>each search</u>

¹ For MBI standard service requests (code "C"), 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". Further, priority service 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.

FIN 14-07 Attachment

Coverage Not Provided in the Basic Investigations Listed Above (unless mentioned)	Extra Coverage Code	Price
 Citizenship and Immigration Services Check (IMM): Verification of subject's citizenship. For NACLCs, include extra coverage code H. For Tier 2 MBIs, ANACIs, and ANACI-P investigations, check will automatically occur if the subject is a naturalized U.S. citizen or verify immigration status if not a U.S citizen. Otherwise include extra coverage H for this coverage. 	н	No Charge
 Citizenship and Immigration Services Check of Spouse/Cohabitant/Immediate Family Members (SIMM): To verify the immigration or citizenship status of a foreign-born spouse, request Extra Coverage Code I (letter i). For NACLCs requested by an OPM-FIS-authorized delegated agency in support of a SSBI, request Extra Coverage Code I (letter 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-FIS-authorized delegated agency in support of a SSBI, a name-based search of FBI Criminal Files (SFPN) and FBI Investigative Files (SFBN) for subject spouse and/or cohabitant (SFPN). Automatically scheduled for access levels 3-6. Fees apply to each search conducted. 		
 Enhanced Subject Interview (ESI): Additional charges are applied to national security NACLC and AN investigations when an ESI is triggered due to issues. ESI expansion does not apply to public trust reinvestigation NACLCs. 	IACI	\$663

Section 4: Other Background Investigations

			CASE SERVICE CODE	
Case Type	Position Designation	Case Type Code	Priority Handling Code A	Standard Service Code C
Use SF 85P, Questionnaire for Public Trust Positions, to request	these investigations.			
PRI - Periodic Reinvestigation (SF 85P)	High Risk (with no	11	\$951	\$838
BI - Background Investigation (SF 85P)	national security sensitivity)	25	\$4,308	\$3,635
Use SF 86, Questionnaire for National Security Positions, to requ	est these investigations.			
SSBI-PR - Periodic Reinvestigation for SSBI (SF 86)		18	\$3,494	\$3,196
PPR - <i>Phased Periodic Reinvestigation (SF 86)</i> Note: This 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 (Case Type 18).	Critical Sensitive, Special Sensitive, & High Risk (with national security sensitivity)	19	\$2,207	\$1,961
SSBI - Single Scope Background Investigation (SF 86)		30	\$5,017	\$4,568

The following additional coverage can be requested on these investigations by including the appropriate code in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form (Section 5 contains a listing of additional coverage that may be requested with all investigations in this FIN):

Coverage Not Provided in the Basic Investigations Listed Above (unless mentioned)		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 \$10 OPM-FIS processing fee is charged <u>per state search</u> where the subject claims a license. An additional state processing fee may be added where applicable. For a current listing of state fees, please contact the OPM-FIS Billing Oversight Team. 	Q	\$10 + Varying State Fee <u>for each</u> search
 Citizenship and Immigration Services Check (IMM): Verification of subject's citizenship. For PRIs, request Extra Coverage Code H. For SSBI, SSBI-PR, PPR, and BI investigations, check will automatically occur if the subject is not a U.S. citizen, and additionally will automatically occur on SSBIs if the subject is a naturalized U.S. Citizen. Otherwise, request Extra Coverage Code H. 	н	No Charge
 Official Personnel Folder (OPF): For PRI investigations, request using Extra Coverage code "T". For SSBI, SSBI-PR, PPR, and BI investigations, check will automatically occur 		No Charge
 Security File: Check of the Federal agency security folder maintained by the SOI. For PRIs, SSBI-PRs, and PPR investigations request Extra Coverage code "V". For BI and SSBI investigations, check will automatically occur. 	v	No Charge
Special Factors: Following is a list of special factors that may be requested for positions requiring attribut in the personal interview. These include:	es that need to	be addressed
Overseas Attributes	1	No Charge
Law Enforcement Attributes	6	No Charge

Section 5: Additional Services Available for all Case Types

The following is a description of additional services and/or coverage(s) you may request with any of the investigations described in this FIN:

Coverage Not Provided in the Basic Investigations (unless mentioned)	Code	Fee
State Criminal History Repository (SCHR): For positions involving child care, a \$5 OPM-FIS processing fee per search will be charged. Also, for each SCHR, an additional user fee (determined and charged by each state) will be applied. Some states may charge for each name search conducted. For a current listing of state fees, please contact the OPM-FIS Billing Oversight Team.	Request Position Code "H" on SF 86 or SF 85P; Request Extra Coverage Code "8" on SF 85	\$5 + Varying State Fee <u>for each</u> <u>search</u>
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" portion of the Standard Form. 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.	"R" in Codes Block	No Charge
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. Note: No reports are furnished with the Advance Notice.	"3" in Extra Coverage Block	No Charge

Section 6: International Coverage

The following International Coverage Fee will be assessed for any casework conducted outside of the United States and its territories with the exception of casework completed by the Department of State separate from U.S. military bases abroad:

Item	Fee
All Case Types are Subject to an International Coverage Fee: International coverage is defined as any	
casework conducted outside of the United States and its territories with the exception of casework completed by	\$950 Flat Fee
the Department of State separate from U.S. military bases abroad due to an OPM-FIS agreement with the	per Case
Department of State.	

FIN 14-07 Attachment Section 7: Investigations Discontinued Billing Rates – Effective October 1, 2014

The following table lists the billing rates for investigations discontinued prior to completion. With the exception of NAC and NACI investigations, all <u>standard investigations</u> offered in this FIN receive discounted pricing if they are discontinued/cancelled within 30 days of case scheduling. <u>Priority investigations</u> receive discounted pricing if they are discontinued/canceled within 15 days of case scheduling. Discontinued investigations that meet the criteria described in the table below will receive a credit (AC bill event) thereby reducing the case cost to the prices reflected below.

			Adjusted Case Cost based on Time Discontinued from Schedule Date			
Case Type	Case Type Code	Case Cost	0 - 5 days	6 - 15 days	16 - 30 days	Over 30 days
NAC	06A	\$128	FC	FC	FC	FC
Tier 1, NACI	02B	\$171	FC	FC	FC	FC
Tier 2, MBI Priority	15A	\$1,123	\$618	\$730	FC	FC
Tier 2, MBI Standard	15C	\$1,044	\$313	\$418	\$522	FC
NACLC	08B	\$368	\$184	\$221	\$276	FC
ANACI-P	09B	\$1,044	\$313	\$418	\$522	FC
ANACI	09B	\$381	\$191	\$229	\$286	FC
PRI Priority	11A	\$951	\$523	\$618	FC	FC
PRI Standard	11C	\$838	\$251	\$335	\$419	FC
BI Priority	25A	\$4,308	\$431	\$1,723	FC	FC
BI Standard	25C	\$3,635	\$364	\$909	\$1,818	FC
SSBI-PR Priority	18A	\$3,494	\$349	\$1,398	FC	FC
SSBI-PR Standard	18C	\$3,196	\$320	\$799	\$1,598	FC
Phased PR (basic) Priority	19A	\$2,207	\$221	\$883	FC	FC
Phased PR (basic) Standard	19C	\$1,961	\$196	\$490	\$98 1	FC
SSBI Priority	30A	\$5,017	\$502	\$2,007	FC	FC
SSBI Standard	30C	\$4,568	\$457	\$1,142	\$2,284	FC

FC - Full Charge

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 credited. OPM-FIS 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-FIS website at www.opm.gov/investigations. It may be faxed, scanned, sent through the OPM Secure Portal, or mailed to OPM-FIS with the case papers.

Section 8: Billing Process Overview

The rate charged to the agency is based on the original receipt date of the case to OPM-FIS. However, billing is not created until casework is scheduled. Monthly invoices are created and issued to the billed Agency Location Code (ALC). Bill events enclosed in monthly invoices represent all new cases scheduled during the previous month and any required billing adjustment(s) to a previously billed case (with the exception of Reimbursable Suitability/Security Investigation (RSI) products, which are individually billed upon completion of the investigation). Monthly invoices also include line items indicating that a case has closed, which are signified by a "CL" bill code and \$0 transaction amount. See Section 9 for a complete listing of all active billing codes.

The submitting official must provide the <u>Component</u> Treasury Account Symbol (TAS) fund identified to pay for the investigation on each case submitted within e-QIP². This code, the billed ALC, the Security Office Identifier (SOI) and the Submitting Office Number (SON), will remain constant for the life of the investigation, impacting all subsequent bill events, which may cross multiple invoices. Therefore, it is critically important that these codes are properly determined prior-to, and accurately included within each case submission. Concerns or problems arising from inaccurately submitted billing details (or additional externally required accounting fields that are left blank or not properly populated) should be addressed internally within each agency and should not be the grounds for continued invoice chargebacks.

To facilitate agencies with proactively reviewing billing details, we now offer a series of electronic status reports featuring information concerning agency investigation requests, fingerprint submissions, and billing data. The daily notification status reports can provide sufficient information to identify the subject and requestor, including the subject's last name, investigation request identification number, OPM-FIS case number, fingerprint machine serial number, and the requesting official's name. These reports can serve as a valuable tool to rectify historical billing issues. For more details on establishing this connection please refer to FIN 13-03, *Daily Notifications from OPM*. This and other historical FINs are located on OPM-FIS's website at: www.opm.gov/investigatons.

OPM-FIS INVOICE RETRIEVAL OPTIONS:

Agencies may receive their official monthly OPM-FIS invoice backup by mail, email, CD, or through OPM's secure portal in an electronic PDF or "flat" file (which can be converted to an Excel document for filtering purposes). If you want to receive your OPM-FIS invoice back up electronically, please contact the OPM-FIS Billing Oversight Team at 724-794-5612, extension 4490 or via email at <u>FISBillingOversightTeam@opm.gov</u>.

² Department of Defense, U.S. Postal Service, Federal Reserve Board/Bank, Tennessee Valley Authority, U.S. Supreme Courts, and DC Public School are currently exempt from providing TAS information to OPM-FIS.

Section 9: Active Billing Codes

- A3 Adjustment related to an Enhanced Subject Interview (ESI)
- A5 Adjustment made when a higher level investigation is linked to a SAC (Special Agreement Check)
- AA Manual addition made by OPM-FIS where other billing codes cannot be applied
- AB Adjustment made when a Bureau of Vital Statistics (BVS) item is added to a case as additional coverage
- AC Adjustment made when a case is cancelled/discontinued prior to completion (see Section 7 for Investigations Discontinue Rates)
- AD Adjustment for OPM-FIS Processing Fee when Child Care cases add a State Criminal History Repository (SCHR) search as additional coverage (for each search conducted)
- AE Adjustment for each SCHR search made in states that charge additional fees (for each search conducted)
- AF Adjustment made when an agency is exempt from the FBI User fee(s)
- AH Adjustment made when a Defense Central Index of Investigations (DCII) item is added to a case as an additional coverage
- AI Adjustment when a FIPC special code "P" is applied to an ANACI
- AJ Adjustment made for expanded file screening when an agency has an agreement with OPM-FIS to provide this service
- AM Adjustment made when a Military Personnel Records Check (MILR) is conducted in a SAC
- AO Adjustment made when a Spouse/Cohabitant National Agency Check (NAC) is conducted in a SAC
- AP Adjustment made when named-based searches of FBI Criminal and Investigative Files for subject spouses and/or cohabitants are conducted on lower level cases with Access Levels 3-6 (for each search conducted)
- AQ Adjustment made when a PPR (Phased Periodic Reinvestigation) converts to a full SSBI-PR (SSBI-Periodic Reinvestigation)
- **AR** Adjustment made when a National Credit Check (CRED) item is added to a case as additional coverage or is conducted on a SAC product
- AS Manual subtraction made by OPM-FIS where other billing codes cannot be applied
- AT Adjustment made when a case type is changed, but is not superseded by an AU event
- AU Adjustment made when a case type is upgraded
- AV Adjustment made when a case service is changed, but is not superseded by an AU event
- AX Adjustment made when the case type and service is changed but is not superseded by an AU event
- AY Adjustment for OPM-FIS Processing Fee when a Bar Association License Checks is added to a case as additional coverage or is conducted on a SAC product (for each state search conducted)
- AZ Adjustment for each Bar Association License Check in states that charge additional fees (for each search conducted)
- **CL** Closing of a bill upon completion of the investigation
- DA Manual addition made by OPM-FIS due to an agency dispute in substitute of an AA bill code
- DS Manual subtraction made by OPM-FIS due to an agency dispute in substitute of an AS bill code
- **IN** Surcharge for cases requiring international work
- **OR** Generation of a bill signifying a case's initial bill event
- RO Adjustment made to reverse a discontinue adjustment when the case is reopened
- **R**_ With few exceptions, the bill event for RSI products will begin with the letter 'R' followed by the corresponding RSI Code. For additional details, see current effective SAC\RSI billing FIN.