



Joint Federal Investigations Notice and Suitability and Credentialing Executive Agent Notice

NBIB Notice No. 18-02
Suit/Cred EA Notice No. 18-01

Date: April 05, 2018

SUBJECT: New and Existing Capabilities of the Central Verification System

The Suitability and Credentialing Executive Agent and the National Background Investigations Bureau are jointly issuing this notice to advise agencies that beginning April 8, 2018, there will be additional reporting functionality available in the Central Verification System (CVS) regarding Homeland Security Presidential Directive 12 (HSPD-12) Personal Identity Verification (PIV) eligibility.

CVS accepts and shares data necessary for agencies to make reciprocal determinations based on existing security clearances, background investigations, suitability, fitness, and HSPD-12 PIV credentialing determinations.

This notice outlines important existing features of the CVS and new functionality in support of credentialing. The new functionality is being deployed in preparation for an upcoming Credentialing Executive Agent policy issuance that is expected later this spring. Agencies may use the functionality once it is deployed beginning April 8th but are not required to do so in advance of the policy issuance.

Existing Capability: Suspending an HSPD-12 Card in CVS

Agencies currently can record in CVS when they suspend, revoke, deny, or administratively withdraw an HSPD-12 PIV card. If an agency takes such an action, the action should be posted to CVS to foster information sharing throughout the community, in case a reciprocal relationship may exist with another Federal entity.

New Capabilities:

The new functionality being deployed April 8th will introduce new fields to the HSPD-12 capabilities in CVS, so that agencies may record a subject's "eligibility" for a PIV credential. When an agency evaluates a subject for PIV eligibility at either the interim or final juncture, the agency may record the date, the adjudication criteria used and the PIV eligibility determination in CVS. Agencies can also identify the subject's affiliation to the government on the HSPD-12 record. A new "please call" field exists on the HSPD-12 record. The system will populate this field automatically under certain conditions, and agencies may populate this field as needed.

In the event the Security/Suitability Investigations Index (SII) does not contain the subject or investigative history necessary to load an HSPD-12 record to CVS, the agency may submit the appropriate historical details to OPM to enable the HSPD-12 record to load. Agencies should exercise caution when adding subject and investigative records to the SII, to ensure the data integrity of OPM's database.

The new data fields will be visible in CVS and reported on the CVS National Agency Check (NAC) item in investigative reports from NBIB. The report result will advise agencies of issues. It will include a comment if the status is anything other than favorable or administratively withdrawn.

Agencies can contribute the new data fields using the online CVS menu or through an updated flat file format. NBIB will release an updated Flat File Creator Tool to align with these changes. Agencies can continue to use the old file format without interruption.

Agency Responsibilities and Reminders:

Agencies must keep their records current in CVS to ensure the most accurate, real-time information is available to the CVS user community. In the event an agency changes the status of a HSPD-12 card or eligibility, the agency must post this corresponding update to CVS.

Agencies can find additional information on these system updates, the flat file format and corresponding training materials on the OPM Secure Portal. Agencies may contact the NBIB System Liaison staff at 724-794-5612, extension 4600 to obtain assistance with CVS matters and questions. Questions regarding credentialing policy may be directed to SuitEA@opm.gov.



Charles S. Phalen, Jr.
Director
National Background Investigations Bureau



Lisa M. Loss
Director
Suitability and Credentialing Agent Programs
U.S. Office of Personnel Management

Inquiries: System Liaison at 724-794-5612, extension 4600
Distribution: Security Offices and Submitting Offices
Expiration: When superseded