



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415



National Background
Investigations
Bureau

Federal Investigations Notice

Notice No. 18-04

Date: August 16, 2018

Subject: FY 2020 Investigations Reimbursable Billing Rates Effective October 1, 2019

The attached billing rates for reimbursable background investigative services will be effective beginning FY 2020 (October 1, 2019). Our initial FY 2020 prices published in March of this year, (see FIN 18-01; FY 2020 Initial Estimated Pricing) estimated a 0.7% increase from our FY 2019 case prices, which was largely based on the bifurcation of our program as directed by Section 925 of the FY 2018 National Defense Authorization Act (NDAA). Since publishing the initial prices, the Office of Management and Budget (OMB) published its government reform plan, which included the full 100% transfer of the background investigations mission from OPM to the Department of Defense (DOD).

This fundamental change to the future of the background investigations mission creates additional dynamics during this transitional period. As such, we have begun working closely with the Defense Security Service (DSS) to further analyze future external cost impacts and evaluate an array of possible financial risks for FY 2020. These include, in part, the timing and scope of the transition to DSS, indeterminate future workload volume as a result of the maturing federal continuous evaluation/continuous vetting program, current and future Executive Correspondence directed at reducing NBIB's pending inventory, and other future policy changes such as Trusted Work Force 2.0.

After weighing these and several other factors, FY 2020 pricing will remain constant at the FY 2019 published pricing. NBIB remains highly committed to this decision while we continue to evaluate and monitor the many factors that may impact our financial standing. We want to ensure we maintain our strong financial vitality to best serve our government-wide customers. We appreciate the engagement of all stakeholders and look forward to working with you throughout the transition period to ensure that the most effective, efficient and high-quality background investigation program continues to support the federal government enterprise.

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Notice Expires:	September 30, 2020, unless superseded
Attachment:	FY 2020 Investigations Reimbursable Billing Rates – Effective October 1, 2019

FY 2020 Investigations Reimbursable Billing Rates – Effective October 1, 2019

Section 1: Investigations Billing Base Rates

Table 1: Effective Investigations Billing Base Rates

Case Type		Case Type Code	Case Service	
			Standard	Priority
NAC	National Agency Check	06	\$159	<i>Not Available</i>
T1	Tier 1	63	\$198	<i>Not Available</i>
T2	Tier 2	55	\$559	<i>Not Available</i>
T2R	Tier 2 Reinvestigation	56	\$265	<i>Not Available</i>
T3	Tier 3	64	\$440	<i>Not Available</i>
T3R	Tier 3 Reinvestigation	65	\$424	<i>Not Available</i>
T4	Tier 4	66	\$4,233	\$4,571
T4R	Tier 4 Reinvestigation	67	\$2,723	\$2,940
T5	Tier 5	70	\$5,706	\$6,163
T5R	Tier 5 Reinvestigation	71	\$3,134	\$3,385

Note: For case types T4/T4R and T5/T5R, priority service (Case Service Code “A”) is available at a higher base price, which will prioritize the processing of your request ahead of standard service cases. All other case types are only available in standard service.

The Investigations Billing Base Rates are applied upon the receipt of the complete investigation request. Additional and subsequent fees and adjustments may be applied. Please refer to the following sub-sections for more details:

- Optional extra coverage and associated fees (*sub-section 1a*)
- Required expanded coverage to include the Triggered Enhanced Subject Interview (TESI) and International Coverage and associated fees (*sub-section 1b*)
- Investigations discontinued billing rates (*sub-section 1c*)

Special Notes on Case Type and Service Change Requests

Case type and service changes, otherwise referred to as upgrades and downgrades, may be requested at any time prior to case closing. For upgrade and downgrade request instructions, please refer to the most current version of the INV 15, [Requesting NBIB Personnel Investigations](#). Case type or service changes that result in additional work (i.e. case and service upgrades) will receive a new case schedule date and be billed according to the effective date the upgrade request was received. Case type or service changes that do not result in additional work (i.e. case and service downgrades) will be billed according to the effective date the initial request was received or the discontinued rate of the initial case type or service, whichever is greater.

For additional information regarding billing rates, submitting financial information, invoicing and fingerprint submissions among other topics, please visit nbib.gov/rates.

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Sub-Section 1a: Optional Extra Coverage Fees

The optional extra coverage outlined in this section can be requested by including the appropriate code in the “Extra Coverage” field of the Agency Use Block (AUB) of the Standard Forms, unless specified otherwise. The below table defines the extra coverage available, the case types that would allow each particular extra coverage to be requested, the appropriate codes to use in the AUB and the fees that will be applied to your bill. If the case type is not listed in the “Available Case Types” column, then the below coverages are included in the basic case coverage, unless specified otherwise.

Table 2: Optional Extra Coverage Fees

Extra Coverage	Available Case Types	Extra Coverage Code	Fee
Bar Association License Check (BAR) <i>Note: A \$10 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 Billing Oversight Team.</i>	All	Q	\$10 + Varying State Fee for each search
Bureau of Vital Statistics Check (BVS)	All	L	\$24
National Credit Check (CRED) <i>Note: In accordance with the Federal Investigative Standards, certain T1 investigations may require a National Credit Check to be conducted. Under these conditions the extra coverage code 2 will be automatically added to the case and the fee will be applied.</i>	NAC T1	2	\$11
State Criminal History Repository Check (SCHR) <i>Note: For positions involving child care, a \$5 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 Billing Oversight Team.</i>	All	8 (SF-85)	\$5 + Varying State Fee for each search
		Position Code H (SF-85P and SF-86)	

Special Notes on Extra Coverage Requests

The extra coverage outlined above is only what is available at an added cost to the customer above the base rate. For additional extra coverage available at no charge, please refer to the most current version of the INV 15, [Requesting NBIB Personnel Investigations](#). The INV 15 is intended to assist federal agencies in requesting background investigations. It provides information to familiarize agency human resource and security officials with NBIB investigations and the products and services we offer.

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Sub-Section 1b: Required Expanded Coverage Fees *(not optional)*

The required expanded coverage outlined in this section is added to the customer's bill according to the expansion criteria and is not optional. The below table defines the expanded coverage and the specific criteria that generate assessment of the additional fee.

Table 3: Required Expanded Coverage Fees

Expanded Coverage and Criteria	Fee
<p>FBI Name Search for Spouse and/or Cohabitant (SFPN/SFBN) for NAC <i>Expansion Criteria: For NAC (case type 06) investigations submitted by an OPM-authorized delegated agency in support of a higher level background using a SF-86 and having Access Levels 3 through 5, a name-based search of FBI Criminal Files (SFPN) and FBI Investigative Files (SFBN) for subject spouse and/or cohabitant will be automatically scheduled. Fees apply to each search conducted.</i></p>	<p>\$25 <i>(fee per search; SFPN = \$2; SFBN = \$23)</i></p>
<p>International Coverage <i>Expansion Criteria: International coverage is defined as any casework conducted outside of the United States and its territories. All case types including the RSI (See Section 3) are subject to an International Coverage fee.</i></p>	<p>\$950 <i>(flat fee per case)</i></p>
<p>Triggered Enhanced Subject Interview (TESI) for Tier 2, Tier 2R, Tier 3 and Tier 3R <i>Expansion Criteria: Applied to each case when a TESI is added to a Tier 2, Tier 2R, Tier 3 or Tier 3R investigation. The TESI must be completed for charges to apply.</i></p>	<p>\$1,014 <i>(flat fee per Case)</i></p>

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Sub-Section 1c: Investigations Discontinued Billing Rates

Policy Update

NBIB is updating the Discontinued Billing Policy. A Federal Investigations Notice will be issued prior to October 1, 2018 providing further details.

For discontinue request instructions, please refer to the most current version of the INV 15, [Requesting NBIB Personnel Investigations](#).

Special Notes on Reopen Requests

If a scheduled investigation is discontinued and subsequently the same level of investigation is reopened by the same agency within four months from the discontinuation date, the rate charged for the reopened investigation will be adjusted by the amount previously credited. For reopen request instructions, please refer to the most current version of the INV 15, [Requesting NBIB Personnel Investigations](#).

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Section 2: Special Agreement Check (SAC) Billing Rates

Table 5: Special Agreement Check (SAC) Billing Rates

Basic Processing Fee (applies to all requests) Additional charges listed below based on coverage requested		\$13
Code	Type	Fee
3	Continuous Evaluation Special Agreement Check (CE SAC) Includes SAC item codes A, E, X, and also includes a Financial Crimes Enforcement Network Check (FNCN) for \$10. <i>Note: A signed interagency agreement is required to request the CE SAC product. Agencies can contact their NBIB Agency Liaison to obtain information regarding component coverage for the CE SAC and to establish the required agreement (See FIN 17-03)</i>	\$32
4	Military Discharge Check (MILD)	\$3
8 (with B*)	State Criminal History Repository Check (SCHR) <i>Note: A \$5 processing fee per search will be added to your bill. Also, for each SCHR, an additional user fee 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 Billing Oversight Team. *Must be ordered in addition to SAC code B. Fees for SAC code B will apply.</i>	\$5 + Varying State Fee for each search
A	Security/Suitability Investigations Index Check (SII)	\$5
B	FBI Fingerprint Classification Check (FBIF/BFBN)	\$10
C	FBI Investigations Files Check (FBIN)	\$23
D	Defense Central Index of Investigations Check (DCII)	\$11
E	National Credit Check (CRED)	\$11
F	Selective Service Check (SESE)	\$4
G	Military Personnel Records Check (MILR)	\$16
H	Investigative Agencies Check (INVA)	\$8
I (letter i)	Citizenship and Immigration Services Check (IMM) <i>Note: If multiple searches are required, the fee will be charged per search.</i>	\$6
N	Bureau of Vital Statistics Check (BVS)	\$24
R	SAC National Agency Check (SAC NAC) Includes SAC item codes A, B, C, D, and H. <i>Note: The SAC NAC is not the same product as a NAC (case type 06A) ordered on an SF-85, SF-85P, or SF-86. The SAC NAC cannot be used by an OPM-authorized delegated agency in support of a higher level background investigation.</i>	\$57
S	Spouse/Cohabitant National Agency Check (NAC) Includes SAC item codes A, B (at a reduced rate of \$2), C, and D. <i>Note: Additional coverage items may be applied at an additional charge based on the individual background.</i>	\$41
U	Periodicals Check (PERI)	\$11.50
X	National Crime Information Center/Interstate Identification Index Check (NCIC/III)	\$6

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Sub-Section 2a: Fingerprint SAC Requests

Table 6: Electronic Fingerprint-Only Special Agreement Check (SAC)

SAC Code	Type	Fee
B (electronic)	<p>Electronic Fingerprint-Only Special Agreement Check (SAC) Fingerprint only SAC for Federal applicants, employees, contractor, military personnel, or non-Federal personnel (for regulatory purposes). The electronic fingerprints are those submitted electronically via LiveScan or CardScan technology to the OPM Fingerprint Transaction System (FTS) via submission of SF-87/FD 258 only. Costs shown include FBI user fee (\$10) and the basic SAC processing fee of \$13 is reduced to \$10.</p> <p><i>Note: Certain criminal justice positions are exempt from the FBI user fee of \$10. OPM will only charge for the reduced SAC processing fee (\$10). For more details, please contact your Agency Liaison.</i></p>	\$20

Special Notes on Fingerprint SAC Requests

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:

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.

Including Agency Specific Accounting Details within Fingerprint Submissions

- Since not all electronic fingerprint machines contain an accounting field, the Attention Indicator (ATN) field can be used as an alternative method on most machines. Populated ATN field details will return in the “ACCOUNT BLOCK” field within the monthly invoices¹.
- Additionally, the Occupation (OCP) field can be used to return agency, requesting office, and/or subject specific identifiers. Populated OCP field details will return in the “POSITION” field on monthly invoices².
- Agencies using GSA shared enrollment (USAccess) centers may not have the ability to populate the ATN and OCP fields and should address their concerns regarding this and/or other issues directly with their USAccess Agency Lead or GSA (hspd12@gsa.gov).

Requirements for Submitting Reprints when Prints are Unclassifiable

When the FBI is unable to make a classifiable determination due to illegible fingerprints, the FBI deems the submissions as “Unclassifiable”. A reprint may be submitted within one year of the case closing date in an effort to obtain a classifiable determination without incurring additional cost. The original case number of the unclassifiable fingerprint must be provided with the reprint submission to avoid the discontinuance of the reprint or an additional fingerprint processing charge. The original case number must be provided in the OCA block on the SF-87 or FD-258 hard card or in the tagged field 2.009 of the electronic transmission. When submitting a hard card, please note “Reprint” in the top left-hand corner and attach the Notice of Unclassifiable Fingerprints. See section 6.2 of [INV 15](#) for additional details.

¹The field requirements for the ATN field are: populated with greater than 3 characters; truncated at 30 characters; and cannot contain any dot or “special” characters.

² The only field requirement for the OCP field is that it will be truncated at 50 characters.

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Section 3: Reimbursable Suitability/Security Investigation (RSI) Billing Rates

Table 7: Reimbursable Suitability/Security Investigation (RSI) Billing Rates

Basic Processing Fee (applies to all requests) Additional charges listed below based on coverage requested		Standard \$73	Priority \$85
Code	Type	Standard	Priority
0 (zero)	Basic Record Check with No Known Issues	\$170	\$199
	Bulk Record Check <i>Note: When possible a “bulk” record check (RSI Code 1) will be conducted at a reduced fee (as reflected)</i>	\$30	\$35
2	Record Search for Known Issues	\$294	\$344
4	Personal Source for Coverage (No Known Issues)	\$469	\$549
5	Personal Source to Address Known Issues	\$559	\$654
6	Subject Contact	\$241	\$282
7	Enhanced Subject Interview (ESI)	\$1,014	\$1,186
	Enhanced Subject Interview (ESI) – Unable to Contact <i>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). RSI Code 9 will be used in these situations. This can be avoided by providing accurate subject location information in the RSI request.</i>	\$254	\$297
8 (with B*)	State Criminal History Repository Check (SCHR) <i>Note: A \$5 processing fee per search will be added to your bill. Also, for each SCHR, an additional user fee 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 Billing Oversight Team. *Must be ordered in addition to SAC code B. Fees for SAC code B will apply.</i>	\$5 + Varying State Fee for each search	NA
A	Security/Suitability Investigations Index Check (SII)	\$5	NA
B	FBI Fingerprint Classification Check (FBIF/FBFN)	\$10	NA
C	FBI Investigations Files Check (FBIN)	\$23	NA
D	Defense Central Index of Investigations Check (DCII)	\$11	NA
E	National Credit Check (CRED)	\$11	NA
F	Selective Service Check (SESE)	\$4	NA
G	Military Personnel Records Check (MILR)	\$16	NA
H	Investigative Agencies Check (INVA)	\$8	NA
I (letter i)	Citizenship and Immigration Services Check (IMM) <i>Note: If multiple searches are required, the fee will be charged per search.</i>	\$6	NA
J	State Department Passport Office Check (STPA)	\$6	NA
L	Military Discharge Check (MILD)	\$3	NA
N	Bureau of Vital Statistics Check (BVS)	\$24	NA

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Code	Type	Standard	Priority
Q	Bar Association License Check (BAR) <i>Note: A \$10 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 Billing Oversight Team.</i>	\$10 + Varying State Fee for each search	NA
S	Spouse/Cohabitant National Agency Check (NAC) Includes SAC item codes A, B (at a reduced rate of \$2), C, and D. <i>Note: Additional coverage items may be applied at an additional charge based on the individual background.</i>	\$41	NA
T	Interpol Search	\$21	NA
U	Periodicals Check (PERI)	\$11.50	NA
V	Financial Crimes Enforcement Network Check (FNCN)	\$10	NA
X	National Crime Information Center/Interstate Identification Index Check (NCIC/III)	\$6	NA

NA = Not Available

Special Notes on RSI Requests

- 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 the request to NBIB in accordance with NBIB's Reopen and RSI instructions which can be found on the Reopen and RSI webpage.
- Priority service can be requested at an additional charge above the standard service, which will prioritize the processing of your request ahead of the standard service RSI cases.
- Records and personal sources (RSI codes 0 through 6) 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. NBIB will strive to obtain the item electronically at a lower cost to the agency when possible.
- The International Coverage fee will be applied on any RSI where casework is conducted outside of the United States and its territories. Please refer to Required Expanded Coverage Fees for the current fee amount.
- 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 NBIB Agency Liaison.

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