

**DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY (DCSA)**

**REOPEN REQUEST FORM**

Electronic submissions must be saved and sent through the NP2 Secure Portal

\*AGENCY SOI/SON: OBLIGATING DOCUMENT # (ODN): TREASURY ACCOUNT SYMBOL (TAS): ACCOUNTING #: \*IPAC/ALC:

\*DATE SUBMITTED TO DCSA: TOTAL NO. OF PAGES:

**SEE INSTRUCTIONS ON THE REVERSE PAGE**

\*SUBJECT'S LAST NAME: \*FIRST NAME: MIDDLE NAME: SUFFIX SUBJECT SOCIAL SECURITY # \*DCSA CASE#

INVESTIGATION HAS BEEN REPORTED VIA THE QUALITY ASSESSMENT REPORTING TOOL (QART). ENTER ASSESSMENT ID #:

\*SUBJECT'S CURRENT CONTACT INFORMATION:  
Address of Subject's Physical Location (For Contact) \*SUBJECT'S PHONE #:

\*SUBJECT'S EMAIL ADDRESS:

NOTE: Include all information needed to conduct the follow up you want, such as: Issue to resolve; Addresses for, number, types of sources (Personal & Record); thresholds for financial follow up; type of public records. If additional room is needed to provide the details for the work needed, please use page 2.

NOTES/WORK TO BE COMPLETED:

\*SUBMITTER'S NAME: \*SUBMITTER'S PHONE NUMBER:

\*SUBMITTER'S EMAIL ADDRESS:

\*=Required Field

**PRIVACY ACT INFORMATION:** This investigative request is in full compliance with the Privacy Act of 1974 and other laws protecting the civil rights of the person we are investigating. The information provided will be retained by the Defense Counterintelligence and Security Agency and may be disclosed to the person being investigated or other federal agencies.

FIPC 553  
(10/2019)

DCSA CASE#

SUBJECT SOCIAL SECURITY #

# Reopen Continuation Sheet

# INSTRUCTIONS FOR REQUESTING A REOPEN INVESTIGATION

## **METHOD FOR SUBMITTING REQUEST:**

Scan request and send through the NP2 Secure Portal at: (S) RSI and ReOpens (OPM NBIB)

## **OFFICE INFORMATION:**

If you need assistance with the Security Office Identifier (SOI), Submitting Office Number (SON), Intra-Governmental Payment and Collection/Agency Location Code (IPAC/ALC), Obligating Document Number (ODN), or Treasury Account Symbol (TAS) fields please call 724-794-5612 X 4600.

## **TYPE OF REQUEST:**

### **REOPEN REQUESTS:**

Requests to reopen include, but are not limited to the following:

1. Investigations which fail to meet requested coverage requirements must be submitted within one year from the case closing date.
2. Discontinued cases may only be reopened within four months from the date of discontinuance.

## **SUBJECT'S CURRENT / FULL ADDRESS AND PHONE NUMBER:**

Providing the subject's physical location minimizes the need for DCSA to contact the submitting agency. If the subject is expected to relocate, on a temporary or permanent basis, please provide details.

## **NOTES / WORK TO BE COMPLETED:**

Please outline the investigative work to be completed. Be as specific as possible with your requests regarding the work required, to ensure that DCSA can exclusively meet your adjudicative requirements.

## **CATCH'EM IN CONUS CASES**

Requests for subject interviews on a subject who will be deploying outside of DCSA's coverage area in the immediate future, or for a subject who has been deployed and will return stateside for a limited time may be directed to the DCSA Catch Em' In CONUS team at: [Catcheminconus@NBIB.GOV](mailto:Catcheminconus@NBIB.GOV)

## **DEBARMENT REOPENS:**

Reopen requests regarding government-wide debarment from covered positions under 5 CFR 731, should be referred to Suitability Adjudications at (724)794-5612 X 7400