

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY (DCSA)

RSI REQUEST FORM

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

REQUEST PRIORITY HANDLING: CONTINUOUS VETTING (CV) SERIOUSNESS (LEVEL OF ALERT):

*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: Please ensure you select an item in the drop down box and enter an explanation in the text box below for each item needed. Additional items can be entered on page 2 & 3 of this form. 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 requested, please use page 3 and ensure you reference the item number to which it pertains. For Example: Note 1: continue your explanation.

NOTES/WORK TO BE COMPLETED:

1.

2.

3.

4.

*SUBMITTER'S NAME:

*SUBMITTER'S PHONE NUMBER:

EXT:

*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.

DCSA CASE#

SUBJECT SOCIAL SECURITY #

RSI Continuation Sheet

5.

6.

7.

DCSA CASE#
SUBJECT SOCIAL SECURITY #

Continuation Sheet

INSTRUCTIONS FOR REQUESTING REIMBURSABLE SUITABILITY/SECURITY INVESTIGATION (RSI)

METHOD FOR SUBMITTING REQUEST:

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

PRIORITY HANDLING:

Please note that requesting priority handling may result in additional fees. Requests for priority handling should be limited to urgent situations.

CONTINUOUS VETTING (CV) SERIOUSNESS (LEVEL OF ALERT):

Continuous Vetting (CV) RSI requests will also need to select a CV Level of Alert selected, based upon the Defense Counterintelligence and Security Agency's (DCSA) Continuous Vetting Alert coding criteria. This box only needs to be completed for CV RSI requests. This drop-down box is in addition to checking the Priority Handling check-box if you would like a Priority "A" Service RSI at an additional Cost. Checking the Priority Handling check-box is not required just based upon selecting a level of alert.

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.

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: FISCatcheminconus@NBIB.GOV

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.

TYPE OF REQUEST:

RSI REQUESTS:

Requests for RSI include, but are not limited to, the following:

- 1) Any investigative work that is beyond the scope of the requested investigation
- 2) Any request that is received by DCSA beyond one year from the closing date
- 3) Any new / developed issues that arise after the previous case closes
- 4) Investigative work when no prior investigation exists

New case papers/Cert/Releases are required when there is:

- no record of a prior DCSA investigation
- the prior case papers were signed more than 4 years ago
- the release is no longer valid

A new release may be required if the SF86 release is now invalid due to subject's separation from a sensitive position requiring eligibility for access to classified information.

If new case papers and releases are submitted with the request, ensure a new CERT page is also included.

Requests for RSI may only be submitted by authorized SOI personnel or individuals designated to authorize funds on behalf of the requesting agency.