



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services

Federal Investigations Notice

Notice No. 11-05

Date: August 29, 2011

Subject: Investigations Reimbursable Billing Rates for FY 2012

The Office of Personnel Management's Federal Investigative Services (OPM-FIS) is pleased to announce we are not increasing rates for investigative services in Fiscal Year 2012, and to the extent possible, are absorbing increases to the third party user fees. FIS has focused on process improvements and transforming our automated systems to contain costs. The attached billing rates for reimbursable background investigative services are effective beginning October 1, 2011.

As you know, FIN 10-08 announced our aligned investigative product line which was simplified and standardized to achieve security and suitability process reform goals. This included an expandable focused investigation with enhanced subject interview (ESI) for national security National Agency Check with Law and Credit (NACLC) and Access National Agency Check and Inquiries (ANACI) investigations when triggered by issues. Since this reform change created new costs which impacted the product pricing, we reflected the ESI price separately for these products so agencies could understand the change and impacts. For FY 2012, we intended to apply an across the board ESI cost to all national security NACLC and ANACI investigation prices. We are deferring this pricing change, however, to permit us to use FY 2012 data to assess the rate at which issues are triggered on investigations submitted on the revised SF 86.

If you need additional information or assistance, contact your Agency Liaison at 724-794-5612.

Merton W. Miller
Associate Director
Federal Investigative Services

Inquiries:	OPM-FIS, Agency Liaison, 724-794-5612
Code:	736, Investigations
Distribution:	SOI/SON
Notice Expires:	September 30, 2012, unless superseded
Attachments:	OPM Investigations Billing Rates – FY 2012

OPM INVESTIGATIONS BILLING RATES - FY 2012

Note: Base case prices account for agency-conducted FBI fingerprint and name searches and for reinvestigations where the previous investigation contained the fingerprint classification. For investigations where an agreement exists with OPM to provide expanded file screening, a surcharge of \$6 will be applied.

NAC/NACI/CNACI Investigations

NAC/NACI/CNACI INVESTIGATIONS	Position Designation	Case Type/ Service Code	Price
Use Standard Form (SF) 85 Questionnaire for Non-Sensitive Positions to request these investigations. Note: The NAC may be requested on the SF 86 and SF 85P if it is submitted by an OPM-authorized delegated agency in support of a higher level background investigation.			
NAC National Agency Check	Varies	06A	\$105
NACI National Agency Check and Inquiries	Non-Sensitive, Low Risk, & Credentialing	02B	\$125
CNACI Child Care National Agency Check and Inquiries The CNACI is case type "02" with an extra coverage code "8" on the SF 85. The base price for the CNACI is \$125, plus \$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	\$125+

Additional Coverage Available: Additional coverage on these products may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

Coverage Not Included in the Basic Investigations Listed Above Unless Indicated	Extra Coverage Code	Price
Credit Search: A search of all three major credit bureaus concerning financial responsibility.	2	\$10
Bureau of Vital Statistics (BVS): Verification of birth record information at listed State of Birth.	L	\$21
Citizenship and Immigration Services Check: NACI and CNACI investigations include verification of the subject's immigration status if not a U.S. Citizen. For verification of subject's citizenship status if a naturalized U.S. citizen or for NAC verification of immigration/citizenship status, request Extra Coverage Code H.	H	No Charge
For NACs requested by an OPM-authorized delegated agency in support of a Single Scope Background Investigation (SSBI) with the appropriate access code:		
Citizenship and Immigration Services Check of Spouse/Cohabitant/Immediate Family Members: To verify the immigration status or citizenship status of foreign-born spouse, cohabitant, or immediate family member(s), request Extra Coverage Code I.	I (letter i)	No Charge
Spouse and/or Cohabitant FBI Name Searches: A search of the fingerprint (FP) name and FBI investigative files will be conducted. These searches are automatically scheduled based on the access level of the case.		FP Name (SFPN) \$2.25 FBI Investigative Files (SFBN) \$19

MBI/NACLC/ANACI Investigations

MBI INVESTIGATIONS	Position Designation	Case Type Code	CASE SERVICE CODE	
			Code A	Code C
Use SF 85P <i>Questionnaire for Public Trust Positions</i> to request this investigation for a moderate risk public trust position with no national security sensitivity. Use SF 86 <i>Questionnaire for National Security Positions</i> only if a moderate risk position is non-critical sensitive and/or requires eligibility for a Confidential or Secret security clearance.				
<i>MBI Moderate Risk Background Investigation</i>	Moderate Risk	15	\$809	\$752

For MBI standard service requests, 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, you may request Priority Service code "A". **Note-** Service Code A 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.

NACLC/ANACI INVESTIGATIONS	Position Designation	Case Type/ Service Code	Price
Use SF 86 <i>Questionnaire for National Security Positions</i> to request these investigations (or reinvestigations) for undesignated (military/contractor) or low risk (civilian) positions that are noncritical sensitive and/or require eligibility for a Confidential 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	\$228
ANACI Access National Agency Check and Inquiries (SF 86)	Non-Critical Sensitive (Civilian)	09B	\$260
Use SF 85P <i>Questionnaire for Public Trust Positions</i> only if requesting a NACLC as a reinvestigation of a moderate risk position with no national security sensitivity.			
NACLC National Agency Check with Law and Credit (SF 85P)	Moderate Risk Public Trust Reinvestigation (no sensitivity)	08B	\$228

Additional Coverage Available: Additional coverage on these products may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

Coverage Not Included in the Basic Investigations Listed Above Unless Indicated	Extra Coverage Code	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.	Q	\$10
Citizenship and Immigration Services Check: MBI and ANACI investigations include verification of the subject's immigration status if not a U.S. Citizen. For verification of subject's citizenship status if a naturalized U.S. Citizen or for NACLC verification of immigration/citizenship status, request Extra Coverage Code H.	H	No Charge
Citizenship and Immigration Services Check of Spouse/Cohabitant/Immediate Family Members: To verify the immigration or citizenship status of a foreign-born spouse, request Extra Coverage Code I. For NACLCs requested by an OPM-authorized delegated agency in support of a delegated agency SSBI with the appropriate access code, request Extra Coverage Code 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-authorized delegated agency in support of Single Scope Background Investigations (SSBIs), a search of the fingerprint (FP) name and FBI investigative files will be conducted. These searches are automatically scheduled based on the access level of the case.		FP Name (SFPN) \$2.25 FBI Investigative Files (SFBN) \$19
Enhanced Subject Interview (ESI): Additional charges are applied to national security NACLC and ANACI investigations when an ESI is triggered due to issues. (Expansion does not apply to public trust reinvestigation NACLCs.)		\$550

Other Background Investigations

INVESTIGATIONS		Position Designation	Case Type Code	CASE SERVICE CODE	
				Priority Handling Code A	Standard Service Code C
Use SF 85P <i>Questionnaire for Public Trust Positions</i> to request these investigations:					
PRI	<i>Periodic Reinvestigation</i>	High Risk (with <i>no national security sensitivity</i>)	11	\$715	\$630
BI	<i>Background Investigation</i>		25	\$3,780	\$3,189
Use SF 86 <i>Questionnaire for National Security Positions</i> to request these investigations:					
SSBI-PR	<i>Periodic Reinvestigation for SSBI</i>	Critical Sensitive, Special Sensitive, & High Risk (with <i>national security sensitivity</i>)	18	\$2,964	\$2,711
PPR	<i>Phased Periodic Reinvestigation (Basic case)</i>		19	\$2,261	\$2,009
PPR	<i>Upgraded Phased PR Basic to Full Scope (*Price added to Phased PR Basic)</i>		19	*\$1,434	*\$1,266
SSBI	<i>Single Scope Background Investigation</i>		30	\$4,399	\$4,005

Additional Coverage Available: Additional coverage on these products may be requested by indicating the requirement in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form. When the coverage element(s) include additional user fees and/or contractor costs, any additional cost listed below will be added to the base case price.

Coverage Not Included in the Basic Investigations Listed Above Unless Indicated	Extra Coverage Code	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.	Q	\$10
Citizenship and Immigration Services Check: SSBI, SSBI-PR, PPR, and BI investigations include verification of the subject's immigration status if not a U.S. Citizen. SSBI investigations include verification of subject's citizenship status if a naturalized U.S. Citizen. Otherwise, for verification of immigration/citizenship status, request Extra Coverage Code H.	H	No Charge
Official Personnel Folder (OPF): SSBI, SSBI-PR, PPR, and BI investigations include OPF search. For PRI investigations, request using Extra Coverage code "T".	T	No Charge
Security File: Check of the Federal agency security folder maintained by the SOI. Check automatically scheduled for the BI and SSBI; all other case types must request Extra Coverage code "V".	V	No Charge
Special Factors: Following is a list of special factors that may be requested for positions requiring attributes that need to be addressed in the personal interview. These include:		
Overseas Attributes	1	No Charge
Law Enforcement Attributes	6	No Charge

ADDITIONAL SERVICES AVAILABLE FOR ALL PRODUCTS

Following is a description of additional services and/or coverage that you may want to request with any of the products described in this FIN.

Item	Code	Price
State Criminal History Repository (SCHR): For positions involving child care, there is a base processing fee of \$5 for each SCHR search conducted and the additional user fee charged by each state, if any.	Request Position Code “H” on SF 86 or SF 85-P; Request Extra Coverage Code “8” on SF 85	Varies
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” section in either hardcopy submissions or electronic submissions via e-QIP. 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 (see <i>Figures 1-1 and 1-2 below</i>)	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. <i>Note</i> - No reports are furnished with this Advance Notice.	“3” in Extra Coverage Block	No Charge

Fig. 1-1: Requesting Advance Fingerprints on Hard Copy SF 86 Submissions

Standard Form 86 Revised July 2008 U.S. Office of Personnel Management 5 CFR Parts 731, 732, and 736		QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS		Form approved: OMB No. 3205-0005 NSN 7540-00 634-4036 86-111	
Investigating agency use only		<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> Codes R </div>		Case number	
AGENCY USE ONLY					
A Type of investigation	B Extra coverage/Advance results	C Sensitivity level	D Access/Eligibility	E Nature of action code	F Date of action
G Geographic location	H Position code	I Position title			J SON

Fig. 1-2: Requesting Advance Fingerprints on e-QIP Submissions

Edit Agency Use Block Information	
If applicable, provide the appropriate Agency Use Block information below and click the 'Submit' button.	
Agency Use Block for OPM CIS/SIS (ID:1) / Form SF86 (2008-07)	
FOR COMPETITIVE SERVICE INITIAL APPOINTMENTS ONLY: WHEN THE OF 306, RESUME, AND OTHER INFORMATION PROVIDED IN THE HIRING PROCESS APPEARS TO BE DISCREPANT WITH INFORMATION PROVIDED ON THIS QUESTIONNAIRE, THOSE DISCREPANT DOCUMENTS MUST BE FORWARDED WITH THIS QUESTIONNAIRE TO OPM FOR ACTION.	
FIPC Codes	<div>Codes R [v] [v] [v] [v]</div>
A) Type of investigation	<div>Case Type [v]</div> <div>Service [v]</div>
B) Extra coverage/Advance results	(List) Codes [v] [v] [v] [v] [v] [v] [v] [v]

Investigations Discontinued Billing Rates - FY 2012
INVESTIGATIONS DISCONTINUED PRIOR TO COMPLETION
BILLING RATES EFFECTIVE OCTOBER 1, 2010

Discontinued from Scheduled Date

FC – Full Charge

Case Type	Case Type Code	Case Cost	0 - 5 days	6 - 15 days	16 - 30 days	Over 30 days
NAC	06A	\$105	FC	FC	FC	FC
NACI	02B	\$125	FC	FC	FC	FC
MBI Priority	15A	\$809	\$443	\$516	FC	FC
MBI Standard	15C	\$752	\$215	\$323	\$378	FC
NACLC	08B	\$228	\$116	\$136	\$167	FC
ANACI	09B	\$260	\$137	\$159	\$193	FC
PRI Priority	11A	\$715	\$278	\$385	FC	FC
PRI Standard	11C	\$630	\$159	\$220	\$316	FC
BI Priority	25A	\$3,780	\$378	\$1,516	FC	FC
BI Standard	25C	\$3,189	\$309	\$804	\$1,610	FC
SSBI-PR Priority	18A	\$2,964	\$344	\$1,189	FC	FC
SSBI-PR Standard	18C	\$2,711	\$271	\$417	\$1,361	FC
Phased PR (basic) Priority	19A	\$2,261	\$262	\$907	FC	FC
Phased PR (basic) Standard	19C	\$2,009	\$201	\$309	\$1,009	FC
Phased PR (full) Priority*	19A	\$1,434	\$166	\$575	FC	FC
Phased PR (full) Standard*	19C	\$1,266	\$127	\$182	\$595	FC
SSBI Priority	30A	\$4,399	\$440	\$1,764	FC	FC
SSBI Standard	30C	\$4,005	\$380	\$993	\$1,986	FC

* Price added to Phased PR basic price.

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 charged. OPM has created FIPC Form 553 to request reopens of previously discontinued cases and to request RSIs. The FIPC Form 553 is available on the OPM website at www.opm.gov/investigate. It may be faxed, scanned, and sent through the OPM Secure Portal or mailed to OPM with the case papers. For pending investigations that require a case type/service change, contact OPM-FIS. Do not submit the case papers to initiate a reopen or to change case type/service without prior coordination with OPM-FIS. This may result in two cases running at the same time and your agency may be billed for both products. For assistance, call (724) 794-5228.