UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative Services

Federal Investigations Notice

Notice No. 14-07 **Date: September 29, 2014**

Subject: Investigations Reimbursable Billing Rates Effective October 1, 2014

The attached Office of Personnel Management's Federal Investigative Services (OPM-FIS) billing rates for reimbursable background investigative services and discontinued cases are effective beginning October 1, 2014. For FY 2015, we must increase prices to ensure that we recover the costs necessary to run OPM-FIS's investigation program. As in FY 2014, we once again employed our Cost Allocation Model to determine the price adjustments required, by case type, to ensure we recover the full costs of conducting background investigations.

We understand these price increases may impact budget execution. We want to assure you we have exhausted all other alternatives. The recent financial environment of the Federal Government and associated hiring freezes has had a cascading effect on investigative workloads and ultimately affected what we must charge for individual investigations in order to recover the costs incurred. A factor was that agency requests for investigations fell significantly short of their FY 2014 projections, meaning that the cost of each investigation must go up in order for OPM to recover costs. As demand goes down, FIS makes adjustments to reduce the resources devoted to the work as well. However, it is not always possible to reduce more fixed costs commensurately, adjustments take time to implement, and it is particularly difficult to manage when the original projections suggested a higher level of demand (and thus a greater need to mobilize resources) than ultimately materialized.

In addition, the 2012 Federal Investigative Standards, issued in accordance with Executive Order 13467, have required us to make substantial investments within our program in order to meet new requirements for investigations. These investments will eventually enhance and streamline our investigative products and improve our ability to remain current with customer needs and evolving security threats. Phased implementation of the Federal Investigative Standards will begin on October 1, 2014, with Tier 1 and Tier 2 investigative products. Detailed information regarding implementation will be provided by separate notice.

Tier 1 and Tier 2 products can be ordered via the NACI (National Agency Check and Inquiries) on an SF 85 and the MBI (Moderate Risk Background Investigation) on an SF 85P, respectively.

In addition, the MBI will no longer be available on the SF 86, but the ANACI-P product is offered as an alternative.

In FY 2015, we will begin charging a flat rate fee ($950 per case) for international case work. By isolating costs associated with this activity, we can more accurately align expenditures across our investigation products.

We are committed to controlling costs and ensuring we incorporate any cost savings into our pricing, so that we recover only what we actually need to spend to perform the work in accordance with applicable standards. Throughout FY 2015, we will continue to evaluate our program and may adjust prices when needed to ensure prices and the revenue they produce align appropriately with expenditures. In addition, we will co-lead with the Department of Defense a future workload planning working group to improve the accuracy of workload projections and develop out-year pricing estimates.

For questions regarding this notice, please contact your OPM-FIS External Liaison at 724-794-5612 x4600.

Merton W. Miller
Associate Director
Federal Investigative Services

Inquiries:	OPM-FIS External Liaison, 724-794-5612
Code:	736, Investigations
Distribution:	SOIs/SONs
Notice Expires:	September 30, 2015, unless superseded
Attachment:	OPM-FIS Investigations Billing Rates – Effective October 1, 2014

OPM-FIS INVESTIGATIONS BILLING RATES – Effective October 1, 2014

Section 1: Special Notes

Base case prices in this Federal Investigative Notice (FIN) account for agency-conducted Federal Bureau of Investigation (FBI) fingerprint and name searches and for reinvestigations where the previous investigation contained the fingerprint classification. For investigations where an agreement exists with Office of Personnel Management Federal Investigative Services (OPM-FIS) to provide expanded file screening, a surcharge of $6 will be applied.

For pending investigations that require a case type/service change, please contact OPM-FIS. Failure to do so may result in two cases running at the same time, and your agency may be billed for both products.

In order to comply with the 2012 Federal Investigative Standards and the Expandable Focused Investigation (EFI) Model, a case may incur additional charge(s) to resolve issues should specific EFI Flag(s) be triggered.

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 adhere to the following criteria:

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.

As an alternative option, Advanced Fingerprint Results can also be requested on higher level investigations. This will generate priority processing of your fingerprint request and trigger an Advanced Fingerprint Report to be generated the day after completion of the criminal history check. See Section 5 for additional services available for all products.

For additional information on OPM-FIS investigative submitting procedures please refer to INV 15, *Requesting OPM Personnel Investigations*, which can be located on OPM-FIS's website at www.opm.gov/investigations. This document is intended to assist federal agencies in requesting OPM-FIS background investigations. It provides information to familiarize agency human resource and security officials with OPM-FIS and the products and services we offer.

Section 2: NAC/Tier 1, NACI/CNACI Investigations

Case Type	Position Designation	Case Type/ Service Code	Price
Use Standard Form (SF) 85, *Questionnaire for Non-Sensitive Positions*, to request these investigations.			
NAC - *National Agency Check (SF 85)* Note: The NAC may also be requested on the SF 86 and SF 85P if it is submitted by an OPM-FIS-authorized delegated agency in support of a higher level background investigation (see below for additional coverage on these requests).	**Varies**	**06A**	**$128**
Tier 1, NACI - *National Agency Check and Inquiries (SF 85)*	**Non-Sensitive, Low Risk, & Credentialing**	**02B**	**$171**
CNACI - *Child Care National Agency Check and Inquiries (SF 85)* Note: The CNACI uses case type "02" with an extra coverage code "8" on the SF 85. The base price for the CNACI is $171, plus a $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**	**$171 + SCHR Processing & User Fees**

The following additional coverage can be requested on these investigations by including the appropriate code in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form *(Section 5 contains a listing of additional coverage that may be requested with all investigations in this FIN)*:

Coverage Not Provided in the Basic Investigations Listed Above (unless mentioned)	**Extra Coverage Code**	**Price**
National Credit Check (CRED): A search of national credit bureaus concerning financial responsibility. • Note: To comply with the 2012 Federal Investigative Standards, a credit search is now required on all Tier 1 NACI investigations if the subject admits to Federal debt or if it is discovered during the investigation.	**2**	**$10**
Bureau of Vital Statistics (BVS): Verification of birth record information at listed State of Birth.	**L**	**$21**
Citizenship and Immigration Services Check (IMM): Verification of subject's citizenship. • For NACs, request extra coverage code H for this coverage. • For Tier 1 NACI and CNACI investigations, check will automatically occur if the subject is a naturalized U.S. citizen or verify immigration status if not a U.S citizen. Otherwise request extra coverage H for this coverage.	**H**	**No Charge**
Citizenship and Immigration Services Check of Spouse/Cohabitant/Immediate Family Members (SIMM): • For NACs requested by an OPM-FIS-authorized delegated agency in support of a Single Scope Background Investigation (SSBI), request Extra Coverage Code I *(letter i)* to verify the immigration status or citizenship status of foreign-born spouse, cohabitant, or immediate family member(s).	**I** *(letter i)*	**No Charge**
Spouse and/or Cohabitant FBI Name Searches: • For NACs requested by an OPM-FIS-authorized delegated agency in support of an SSBI, a name-based search of FBI Criminal Files (SFPN) and FBI Investigative Files (SFBN) for subject spouse and/or cohabitant (SFPN). Automatically scheduled for access levels 3-6. Fees apply to each search conducted.		**FP Name *(SFPN)* $2.25 FBI Investigative Files *(SFBN)* $23**

Section 3: Tier 2, MBI/NACLC/ANACI/ANACI-P Investigations

Case Type	Position Designation	Case Type Code	CASE SERVICE CODE[1]	
			Priority Handling Code A	Standard Service Code C
Use SF 85P, *Questionnaire for Public Trust Positions,* to request this investigation for a moderate risk public trust position with no national security sensitivity.				
Tier 2, MBI - *Moderate Risk Background Investigation (SF 85P)	**Moderate Risk Public Trust (no sensitivity)**	**15**	**$1,123**	**$1,044**

*To use a SF 86 with this product, a case type 09B (ANACI) must be submitted with a FIPC code "P" (see below).

Case Type	Position Designation	Case Type/ Service Code	Price
Use SF 85P, *Questionnaire for Public Trust Positions,* only if requesting a NACLC as a reinvestigation of a moderate risk public trust position with no national security sensitivity.			
NACLC - *National Agency Check with Law and Credit (SF 85P)*	**Moderate Risk Public Trust Reinvestigation (no sensitivity)**	**08B**	**$368**
Use SF 86, *Questionnaire for National Security Positions,* to request these investigations (or reinvestigations) for undesignated (military/contractor) or low risk (civilian) positions that are non-critical 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**	**$368**
ANACI - *Access National Agency Check and Inquiries (SF 86)*	**Non-Critical Sensitive (Civilian Initial)**	**09B**	**$381**
ANACI-P - *Access National Agency Check and Inquiries with a Personal Subject Interview (SF 86)*	**Moderate Risk Non-Critical Sensitive**	**09B with FIPC Code "P"**	**$1,044**

The following additional coverage can be requested on these investigations by including the appropriate code in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form *(Section 5 contains a listing of additional coverage that may be requested with all investigations in this FIN)*:

Coverage Not Provided in the Basic Investigations Listed Above (unless mentioned)	**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. • A $10 OPM-FIS processing fee is charged per state search 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 OPM-FIS Billing Oversight Team.	**Q**	**$10 + Varying State Fee for each search**

[1] For MBI standard service requests (code "C"), 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, request Priority Service code "A". Further, priority service 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.

Coverage Not Provided in the Basic Investigations Listed Above (unless mentioned)	**Extra Coverage Code**	**Price**
Citizenship and Immigration Services Check (IMM): Verification of subject's citizenship. • For NACLCs, include extra coverage code H. • For Tier 2 MBIs, ANACIs, and ANACI-P investigations, check will automatically occur if the subject is a naturalized U.S. citizen or verify immigration status if not a U.S citizen. Otherwise include extra coverage H for this coverage.	**H**	**No Charge**
Citizenship and Immigration Services Check of Spouse/Cohabitant/Immediate Family Members (SIMM): To verify the immigration or citizenship status of a foreign-born spouse, request Extra Coverage Code I *(letter i)*. • For NACLCs requested by an OPM-FIS-authorized delegated agency in support of a SSBI, request Extra Coverage Code I *(letter 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-FIS-authorized delegated agency in support of a SSBI, a name-based search of FBI Criminal Files (SFPN) and FBI Investigative Files (SFBN) for subject spouse and/or cohabitant (SFPN). Automatically scheduled for access levels 3-6. Fees apply to each search conducted.		**FP Name *(SFPN)* $2.25 FBI Investigative Files *(SFBN)* $23**
Enhanced Subject Interview (ESI): Additional charges are applied to national security NACLC and ANACI investigations when an ESI is triggered due to issues. • ESI expansion does not apply to public trust reinvestigation NACLCs.		**$663**

Section 4: Other Background Investigations

Case Type	Position Designation	Case Type Code	CASE SERVICE CODE	
			Priority Handling Code A	Standard Service Code C
Use SF 85P, *Questionnaire for Public Trust Positions,* to request these investigations.				
PRI - ***Periodic Reinvestigation (SF 85P)***	**High Risk** (with **no** national security sensitivity)	**11**	**$951**	**$838**
BI - ***Background Investigation (SF 85P)***		**25**	**$4,308**	**$3,635**
Use SF 86, *Questionnaire for National Security Positions,* to request these investigations.				
SSBI-PR - ***Periodic Reinvestigation for SSBI (SF 86)***	**Critical Sensitive, Special Sensitive, & High Risk** (with national security sensitivity)	**18**	**$3,494**	**$3,196**
PPR - ***Phased Periodic Reinvestigation (SF 86)*** Note: This product may convert at scheduling or at any time during the investigation to a full SSBI-PR. In such instances, the case price will be upgraded to the SSBI-PR price (Case Type 18).		**19**	**$2,207**	**$1,961**
SSBI - ***Single Scope Background Investigation (SF 86)***		**30**	**$5,017**	**$4,568**

The following additional coverage can be requested on these investigations by including the appropriate code in the "Extra Coverage" block of the "Agency Use" portion of the Standard Form *(Section 5 contains a listing of additional coverage that may be requested with all investigations in this FIN)*:

Coverage Not Provided in the Basic Investigations Listed Above (unless mentioned)	**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. • A $10 OPM-FIS processing fee is charged per state search 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 OPM-FIS Billing Oversight Team.	**Q**	**$10 + Varying State Fee for each search**
Citizenship and Immigration Services Check (IMM): Verification of subject's citizenship. • For PRIs, request Extra Coverage Code H. • For SSBI, SSBI-PR, PPR, and BI investigations, check will automatically occur if the subject is not a U.S. citizen, and additionally will automatically occur on SSBIs if the subject is a naturalized U.S. Citizen. Otherwise, request Extra Coverage Code H.	**H**	**No Charge**
Official Personnel Folder (OPF): For PRI investigations, request using Extra Coverage code "T". • For SSBI, SSBI-PR, PPR, and BI investigations, check will automatically occur	**T**	**No Charge**
Security File: Check of the Federal agency security folder maintained by the SOI. • For PRIs, SSBI-PRs, and PPR investigations request Extra Coverage code "V". • For BI and SSBI investigations, check will automatically occur.	**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**

Section 5: Additional Services Available for all Case Types

The following is a description of additional services and/or coverage(s) you may request with any of the investigations described in this FIN:

Coverage Not Provided in the Basic Investigations (unless mentioned)	Code	Fee
State Criminal History Repository (SCHR): For positions involving child care, a $5 OPM-FIS 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 OPM-FIS Billing Oversight Team.	**Request Position Code "H" on SF 86 or SF 85P; Request Extra Coverage Code "8" on SF 85**	**$5 + Varying State Fee for each search**
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" portion of the Standard Form. 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**	**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. Note: No reports are furnished with the Advance Notice.	**"3" in Extra Coverage Block**	**No Charge**

Section 6: International Coverage

The following International Coverage Fee will be assessed for any casework conducted outside of the United States and its territories with the exception of casework completed by the Department of State separate from U.S. military bases abroad:

Item	Fee
All Case Types are Subject to an International Coverage Fee: International coverage is defined as any casework conducted outside of the United States and its territories with the exception of casework completed by the Department of State separate from U.S. military bases abroad due to an OPM-FIS agreement with the Department of State.	**$950 Flat Fee per Case**

Section 7: Investigations Discontinued Billing Rates – Effective October 1, 2014

The following table lists the billing rates for investigations discontinued prior to completion. With the exception of NAC and NACI investigations, all standard investigations offered in this FIN receive discounted pricing if they are discontinued/cancelled within 30 days of case scheduling. Priority investigations receive discounted pricing if they are discontinued/canceled within 15 days of case scheduling. Discontinued investigations that meet the criteria described in the table below will receive a credit (AC bill event) thereby reducing the case cost to the prices reflected below.

			Adjusted Case Cost based on Time Discontinued from Schedule Date			
Case Type	**Case Type Code**	**Case Cost**	**0 - 5 days**	**6 - 15 days**	**16 - 30 days**	**Over 30 days**
NAC	**06A**	$128	FC	FC	FC	FC
Tier 1, NACI	**02B**	$171	FC	FC	FC	FC
Tier 2, MBI Priority	**15A**	$1,123	$618	$730	FC	FC
Tier 2, MBI Standard	**15C**	$1,044	$313	$418	$522	FC
NACLC	**08B**	$368	$184	$221	$276	FC
ANACI-P	**09B**	$1,044	$313	$418	$522	FC
ANACI	**09B**	$381	$191	$229	$286	FC
PRI Priority	**11A**	$951	$523	$618	FC	FC
PRI Standard	**11C**	$838	$251	$335	$419	FC
BI Priority	**25A**	$4,308	$431	$1,723	FC	FC
BI Standard	**25C**	$3,635	$364	$909	$1,818	FC
SSBI-PR Priority	**18A**	$3,494	$349	$1,398	FC	FC
SSBI-PR Standard	**18C**	$3,196	$320	$799	$1,598	FC
Phased PR (basic) Priority	**19A**	$2,207	$221	$883	FC	FC
Phased PR (basic) Standard	**19C**	$1,961	$196	$490	$981	FC
SSBI Priority	**30A**	$5,017	$502	$2,007	FC	FC
SSBI Standard	**30C**	$4,568	$457	$1,142	$2,284	FC

FC – Full Charge

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 credited. OPM-FIS has created FIPC Form 553 to request reopens of previously discontinued cases and to request Reimbursable Suitability/Security Investigations (RSI). The FIPC Form 553 is available on the OPM-FIS website at www.opm.gov/investigations. It may be faxed, scanned, sent through the OPM Secure Portal, or mailed to OPM-FIS with the case papers.

Section 8: Billing Process Overview

The rate charged to the agency is based on the original receipt date of the case to OPM-FIS. However, billing is not created until casework is scheduled. Monthly invoices are created and issued to the billed Agency Location Code (ALC). Bill events enclosed in monthly invoices represent all new cases scheduled during the previous month and any required billing adjustment(s) to a previously billed case (with the exception of Reimbursable Suitability/Security Investigation (RSI) products, which are individually billed upon completion of the investigation). Monthly invoices also include line items indicating that a case has closed, which are signified by a "CL" bill code and $0 transaction amount. **See Section 9 for a complete listing of all active billing codes.**

The submitting official must provide the Component Treasury Account Symbol (TAS) fund identified to pay for the investigation on each case submitted within e-QIP[2]. This code, the billed ALC, the Security Office Identifier (SOI) and the Submitting Office Number (SON), will remain constant for the life of the investigation, impacting all subsequent bill events, which may cross multiple invoices. Therefore, it is critically important that these codes are properly determined prior-to, and accurately included within each case submission. **Concerns or problems arising from inaccurately submitted billing details (or additional externally required accounting fields that are left blank or not properly populated) should be addressed internally within each agency and should not be the grounds for continued invoice chargebacks.**

To facilitate agencies with proactively reviewing billing details, we now offer a series of electronic status reports featuring information concerning agency investigation requests, fingerprint submissions, and billing data. The daily notification status reports can provide sufficient information to identify the subject and requestor, including the subject's last name, investigation request identification number, OPM-FIS case number, fingerprint machine serial number, and the requesting official's name. These reports can serve as a valuable tool to rectify historical billing issues. For more details on establishing this connection please refer to FIN 13-03, *Daily Notifications from OPM.* This and other historical FINs are located on OPM-FIS's website at: www.opm.gov/investigatons.

OPM-FIS INVOICE RETRIEVAL OPTIONS:

Agencies may receive their official monthly OPM-FIS invoice backup by mail, email, CD, or through OPM's secure portal in an electronic PDF or "flat" file (which can be converted to an Excel document for filtering purposes). If you want to receive your OPM-FIS invoice back up electronically, please contact the OPM-FIS Billing Oversight Team at 724-794-5612, extension 4490 or via email at FISBillingOversightTeam@opm.gov.

[2] Department of Defense, U.S. Postal Service, Federal Reserve Board/Bank, Tennessee Valley Authority, U.S. Supreme Courts, and DC Public School are currently exempt from providing TAS information to OPM-FIS.

Section 9: Active Billing Codes

A3 Adjustment related to an Enhanced Subject Interview (ESI)

A5 Adjustment made when a higher level investigation is linked to a SAC (Special Agreement Check)

AA Manual addition made by OPM-FIS where other billing codes cannot be applied

AB Adjustment made when a Bureau of Vital Statistics (BVS) item is added to a case as additional coverage

AC Adjustment made when a case is cancelled/discontinued prior to completion (see Section 7 for Investigations Discontinue Rates)

AD Adjustment for OPM-FIS Processing Fee when Child Care cases add a State Criminal History Repository (SCHR) search as additional coverage (for each search conducted)

AE Adjustment for each SCHR search made in states that charge additional fees (for each search conducted)

AF Adjustment made when an agency is exempt from the FBI User fee(s)

AH Adjustment made when a Defense Central Index of Investigations (DCII) item is added to a case as an additional coverage

AI Adjustment when a FIPC special code "P" is applied to an ANACI

AJ Adjustment made for expanded file screening when an agency has an agreement with OPM-FIS to provide this service

AM Adjustment made when a Military Personnel Records Check (MILR) is conducted in a SAC

AO Adjustment made when a Spouse/Cohabitant National Agency Check (NAC) is conducted in a SAC

AP Adjustment made when named-based searches of FBI Criminal and Investigative Files for subject spouses and/or cohabitants are conducted on lower level cases with Access Levels 3-6 (for each search conducted)

AQ Adjustment made when a PPR (Phased Periodic Reinvestigation) converts to a full SSBI-PR (SSBI-Periodic Reinvestigation)

AR Adjustment made when a National Credit Check (CRED) item is added to a case as additional coverage or is conducted on a SAC product

AS Manual subtraction made by OPM-FIS where other billing codes cannot be applied

AT Adjustment made when a case type is changed, but is not superseded by an AU event

AU Adjustment made when a case type is upgraded

AV Adjustment made when a case service is changed, but is not superseded by an AU event

AX Adjustment made when the case type and service is changed but is not superseded by an AU event

AY Adjustment for OPM-FIS Processing Fee when a Bar Association License Checks is added to a case as additional coverage or is conducted on a SAC product (for each state search conducted)

AZ Adjustment for each Bar Association License Check in states that charge additional fees (for each search conducted)

CL Closing of a bill upon completion of the investigation

DA Manual addition made by OPM-FIS due to an agency dispute in substitute of an AA bill code

DS Manual subtraction made by OPM-FIS due to an agency dispute in substitute of an AS bill code

IN Surcharge for cases requiring international work

OR Generation of a bill signifying a case's initial bill event

RO Adjustment made to reverse a discontinue adjustment when the case is reopened

R_ With few exceptions, the bill event for RSI products will begin with the letter 'R' followed by the corresponding RSI Code. For additional details, see current effective SAC\RSI billing FIN.