



United States
**Office of
Personnel Management**

Federal Investigative Services Division
Federal Investigations Processing Center
Boyers, Pennsylvania 16018-0618

In Reply Refer To:

Your Reference:

Federal Investigations Notice

Notice No. 07-01

Date: October 6, 2006

Subject: Revision of the OPM "Closed Pending" Process

The Office of Personnel Management's Federal Investigative Services Division (OPM-FISD) is continuously working to improve processes and provide quality investigations in a timely manner to meet the demands of our customers. It is our intention to provide accurate, needed information to agency security offices as quickly as possible. To this end, we provide agencies advance information concerning the content of pending investigations, which *in many instances* is sufficient for an interim hiring or access determination, in the form of a "Closed Pending" (CP) investigative file. Investigations are identified for CP action when certain core elements of the investigation are complete. Information outstanding at the time of the CP action typically involves one or more national, state, or local agency or other record checks that must be provided by a third party organization over which we have no workload management controls.

In the interest of providing our customers with the most complete and comprehensive investigative information available, FISD has worked with agency representatives to revise the current CP process to make it more usable by personnel security offices and minimize duplicate handling of investigative results. The main revision of the process was to redefine the items of the investigation that required completion before a CP action is taken. The following summarizes the changes that will be implemented November 1, 2006:

- We are discontinuing the CP process for our totally automated products, i.e., National Agency Checks (NAC), National Agency Checks with Inquiries (NACI), and our Special Agreement Checks (SAC) to include specialized SAC products for some of our customers (Case types 01-07,10, 92, and 93).
- All fieldwork coverage items completed by OPM field agents or support staff must be complete before a file may be considered for CP status.
- All National Agency Check items conducted exclusively by OPM personnel must be complete.

In addition, we are offering agencies the opportunity to opt out of receiving CP investigations. Should the decision be made by your agency to opt out of this process, OPM-FISD will not furnish any investigative material to your agency until all of the coverage requirements are met. If you choose to opt out from receiving CP investigations, contact our Agency Support Group at (724) 794-5612.

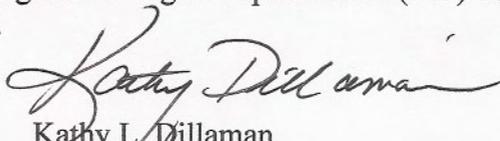
In addition to the CP process, we have several other services available to our customers to advance investigative information during the life cycle of the case, as described below:

- **Advance Fingerprint Results:** OPM-FISD has a service in place to advance the results of the fingerprint-based criminal history check. The fingerprint results are typically updated in OPM's Personnel Investigations Processing System (PIPS) within hours after scheduling the investigation. The advanced fingerprint option provides for results to be sent immediately upon completion to agency security offices, eliminating the need for agencies to conduct a Security-Suitability Investigations Index (SII) search or case status search on PIPS for each individual request. This service is available on any case type at no additional cost, and the report can be sent to you either in hardcopy form or electronically. To take advantage of this service, place the letter "R" in the "Codes" block on the investigative form.

- **Advance NAC Results:** We also offer a service to advance the results of the National Agency Checks (NAC) upon completion of the basic, core NACs. The Advance NAC report is available for all case types, except for the Special Agency Check (SAC), and is generated by PIPS when the basic NAC items are complete. The Advance NAC report is sent to the security office and will consist of an itemized list, with the item result for each of the basic NAC searches. If, after 30 days from the scheduling date, the NACs are not complete a NAC Status Report is generated providing the current status information on the basic NAC items. This is an itemized list of results only; no hardcopy results are provided with this service. An Advance NAC can be requested by placing the numeral "3" in the "Extra Coverage" block on the investigative form. This service is available at no additional cost.

- **Issue Notification:** OPM-FISD notifies the agency security office listed on the investigative form of substantial and major security and/or suitability issues as they are developed during the course of the investigation. This is a longstanding and automatic service which requires no action on the part of the customer agency.

If your agency has any questions concerning the CP process or any of the other services discussed, please contact your OPM Investigations Program Specialist at (703) 603-0442 or the Agency Support Group at (724) 794-5612.



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