



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Federal Investigative  
Services Division

**Federal Investigations Notice**

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**Notice No. 07-06**

**Date: August 29, 2007**

**Subject: Investigations Reimbursable Billing Rates for FY 2008**

The attached schedule of the Office of Personnel Management's Federal Investigative Services Division (OPM-FISD) billing rates for background investigations and discontinued billing rates will be effective for reimbursable investigative services beginning October 1, 2007. The rates reflect adjusted costs incurred by FISD, including inflation based increases in contractor costs and a pass through of an increase in the FBI fingerprint-based national criminal history check charged to OPM.

Specifically, effective October 1, 2007, the FBI has increased their user fee from \$16 to \$17.25 for processing a fingerprint-based criminal history check. Please note that OPM has also been informed that an increase is anticipated for the user fee for searches of the FBI investigative files when manual processing and/or a file review are required. This increase is expected early in FY 2008. When we receive official notification of the adjusted fees, OPM will publish revised rates that include the price adjustment necessary to cover the increased fees.

In addition to our standard background investigations identified in this Federal Investigations Notice (FIN), OPM offers special investigative products. Prices for those products will be described and priced in FIN 07-07 titled, "Special Agreement Price Schedule."

OPM will continue to provide Advanced NAC and Advanced FP results upon request, to meet agencies' employment screening and interim clearance needs at no additional cost (please refer to FIN 06-04). In addition, OPM also continues to provide several additional coverage items, when requested, as described in the attachments.

Please ensure that you are entering the correct accounting information in the OPAC-ALC block and any additional accounting information your agency needs in the Accounting Data and/or Agency Case Number block of the Standard Form. If you have questions about what data should go in these blocks, please check with your accounting or billing office.

If you need additional information, or assistance, contact your OPM Investigations Program Specialist at (703) 603-0442 or the Agency Support Team at (724) 794-5612.

Kathy L. Dillaman  
Associate Director  
Federal Investigative Services Division

Attachments

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**Inquiries:** OPM-FISD, Agency Liaison Group, (703) 603-0442  
OPM-FISD, Agency Support Team, (724) 794-5612

**Code:** 736, Investigations

**Distribution:** SOI's/SON's

**Notice Expires:** September 30, 2008

# OPM INVESTIGATIONS BILLING RATES - FY 2008

## NAC/NACI/CNACI Investigations

NAC/NACI/CNACI INVESTIGATIONS	Case Type/Service Code	Price
<b>NAC National Agency Check</b>	<b>06A</b>	<b>\$88</b>
<b>NACI National Agency Check and Inquiries</b>	<b>02B</b>	<b>\$106</b>
<b>CNACI Child Care National Agency Check and Inquiries</b> The CNACI is case type "02" with a position code of "H" on the SF 86 and SF 85P or extra coverage code "8" on the SF 85. The base price for the CNACI is \$106, plus \$5 processing fee for each State Criminal History Repository search conducted and the additional user fee charged by each state, if any.	<b>02B</b>	<b>\$106</b>

**Additional Coverage Available:** Additional coverage on the NAC/NACI/CNACI 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 Investigation Unless Indicated	Extra Coverage Code	Price
<b>Credit Search:</b> A search of all three major credit bureaus concerning financial responsibility. <i>Per special agreement, all DoD NACI investigations include a Credit Search. Consequently, coding in the "Extra Coverage" block for this item is not required for DoD submitting offices.</i>	<b>2</b>	<b>\$10</b>
<b>Bureau of Vital Statistics (BVS):</b> Confirmation of birth record on file at listed State of Birth	<b>L</b>	<b>\$21</b>
<b>Citizenship and Immigration Services (CIS) Check:</b> To confirm legal residency or naturalization status of subject. <i>Note - For the NACI investigation, if the subject is not a U.S. citizen and does not indicate birth abroad of a U.S. citizen, a CIS search will automatically be conducted; otherwise, an extra coverage code is necessary.</i>	<b>H</b>	<b>No Charge</b>
<b>Citizenship and Immigration Services Check of Spouse or Cohabitant:</b> To confirm legal residency or naturalization status of Spouse or Cohabitant. <i>Note - This coverage is only available on NAC investigations that support delegated agency conducted SSBI's for access to Top Secret or SCI.</i>	<b>I</b> <i>(letter i)</i>	<b>No Charge</b>
<b>Central Intelligence Agency (CIA) Security Search:</b> This is a search of the CIA Security Files to confirm the existence of an investigation by the CIA.	<b>F</b>	<b>No Charge</b>
<b>Central Intelligence Agency (CIA) Search on Spouse or Cohabitant:</b> This is a search of the CIA Security Files to confirm the existence of an investigation conducted by CIA on the Spouse or Cohabitant. <i>Note - This coverage is only available on NAC investigations that support delegated agency conducted SSBI's for access to Top Secret or SCI.</i>	<b>G</b>	<b>No Charge</b>
<b>Spouse and/or Cohabitant FBI Name Searches:</b> For NAC investigations used to support delegated agency conducted SSBI's for access to Top Secret or SCI, 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.		<b>FP Name (SFPN) \$2.25</b> <b>FBI Investigative (SFBN) Files \$7</b>

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.

## NACLC/ANACI/MBI Investigations

NACLC/ANACI INVESTIGATIONS	CASE TYPE CODE	CASE SERVICE CODE	
		Priority Handling Code A	Standard Service Code B
<i>NACLC National Agency Check with Law and Credit</i>	<b>08</b>	<b>\$252</b>	<b>\$202</b>
<i>ANACI Access National Agency Check and Inquiries</i>	<b>09</b>	<b>\$273</b>	<b>\$231</b>
<i>MBI Minimum Background Investigations</i>	<b>15</b>	<b>\$628</b>	<b>\$550</b>

For standard service requests of these case types, the local law enforcement coverage is first attempted by written inquiry with record searches conducted at non-responsive 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.

**Additional Coverage Available:** Additional coverage on the NACLC/ANACI and MBI 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 Investigation Unless Indicated	Extra Coverage Code	Price
<b>Bureau of Vital Statistics (BVS):</b> Confirmation of birth record on file at listed State of Birth	<b>L</b>	<b>\$21</b>
<b>Bar Association License Checks:</b> This check is <i>only</i> available for the NACLC and ANACI case types.	<b>Q</b>	<b>\$10</b>
<b>Citizenship and Immigration Services (CIS) Check:</b> To confirm legal residency or naturalization status of subject. Please note that for the ANACI investigation, if the subject is not a U.S. citizen and does not indicate birth abroad of a U. S. citizen, a CIS search will automatically be conducted; otherwise, an extra coverage code is necessary.	<b>H</b>	<b>No Charge</b>
<b>Citizenship and Immigration Services Check of Spouse or Cohabitant:</b> To confirm legal residency or naturalization status of Spouse or Cohabitant. <i>Note</i> – This coverage is only available on NACLC investigations that support delegated agency conducted SSBI's for access to Top Secret or SCI.	<b>I</b> <i>(letter i)</i>	<b>No Charge</b>
<b>Central Intelligence Agency (CIA) Search:</b> Search of CIA Files to confirm the existence of an investigation conducted by the CIA.	<b>F</b>	<b>No Charge</b>
<b>Central Intelligence Agency (CIA) Search on Spouse or Cohabitant:</b> This is a search of the CIA Security Files to confirm the existence of an investigation conducted by CIA on the Spouse or Cohabitant. <i>Note</i> – This coverage is only available on NACLC investigations that support delegated agency conducted SSBI's for access to Top Secret or SCI.	<b>G</b>	<b>No Charge</b>
<b>Spouse and/or Cohabitant FBI Name Searches:</b> For NACLC investigations used to support delegated agency conducted SSBI's for access to Top Secret or SCI, 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) \$7
<b>Special Interviews (SPIN):</b> Additional charges are applied to the investigation when the agency requests a special interview be conducted with the subject. The SPIN gives the subject an opportunity to refute and explain developed information and to offer new information they choose to provide. Agencies may request the SPIN on a case-by-case basis or under a blanket agreement for all investigations.		<b>\$460</b>

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.

## Other Background Investigations

BACKGROUND INVESTIGATIONS INVOLVING PERSONAL AND/OR RECORD SOURCES		CASE TYPE CODE	CASE SERVICE CODE	
			Priority Handling Code A	Standard Service Code C
PRI	<i>Periodic Reinvestigation</i>	11	\$654	\$576
PRIR	<i>Periodic Reinvestigation and Residence Coverage</i>	12	\$1,537	\$1,313
SSBI-PR	<i>Periodic Reinvestigation for SSBI</i>	18	\$2,744	\$2,509
PPR	<i>Phased Periodic Reinvestigation (Basic case)</i>	19	\$2,091	\$1,856
PPR	<i>Upgraded Phased PR Basic to Full Scope (Price added to Phased PR Basic)</i>	19	\$1,332	\$1,176
LBI	<i>Limited Background Investigation</i>	20	\$2,849	\$2,457
LDI	<i>Update of previous LBI completed: 13 to 36 months</i>	21	\$2,039	\$1,673
BI	<i>Background Investigation</i>	25	\$3,502	\$2,953
BGI	<i>Upgrade to BI from LBI completed: 0 to 36 months</i>	37	\$1,595	\$1,464
BDI	<i>Update of previous BI completed: 13 to 36 months</i>	26	\$2,039	\$1,673
PTSBI	<i>Public Trust Special Background Investigation</i>	35	\$3,789	\$3,345
SSBI	<i>Single Scope Background Investigation</i>	30	\$4,077	\$3,711
SGI	<i>Upgrade to SSBI from BI completed: 0 to 36 months</i>	38	\$2,170	\$1,856
	<i>37 to 60 months</i>	34	\$3,617	\$3,110
SDI	<i>Update of previous SSBI completed 13 to 36 months</i>	31	\$2,196	\$1,908

**Additional Coverage Available:** Additional coverage on the products listed above 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 Investigation Listed Above Unless Indicated	Extra Coverage Code	Price
<b>Bureau of Vital Statistics (BVS):</b> Confirmation of birth record on file at listed State of Birth. The cost of the BVS record is incorporated into the case pricing for the products listed above.	L	No Charge
<b>Bar Association License Checks:</b> This check is only available for the SSBI-PR, PTSBI, and SSBI case types.	Q	\$10
<b>Citizenship and Immigration Services (CIS) Check:</b> To confirm legal residency or naturalization status of subject. <i>Note</i> - This search is automatically scheduled for foreign born subjects as part of an investigation requested for Top Secret or SCI access. Also please note, if the subject is not a U.S. citizen and does not indicate birth abroad of a U. S. citizen, a CIS search will automatically be conducted. It is optional, by agency request, when the subject claimed to be a naturalized citizen.	H	No Charge
<b>Citizenship and Immigration Services Check on Spouse or Cohabitant:</b> To confirm legal residency or naturalization status of Spouse or Cohabitant. <i>Note</i> – This coverage is only available on investigations for access to Top Secret or SCI.	I (letter i)	No Charge

Coverage Not Included in the Basic Investigation Listed Above Unless Indicated	Extra Coverage Code	Price
<b>Central Intelligence Agency (CIA) Search:</b> This is a check of the CIA files to confirm the existence of an investigation conducted by CIA.	F	No Charge
<b>Central Intelligence Agency (CIA) Search on Spouse or Cohabitant:</b> This is a search of the CIA files on the Subject of Investigation's Spouse or Cohabitant to confirm the existence of an investigation conducted by CIA. <i>Note</i> – This coverage is only available for investigations for access to Top Secret or SCI.	G	No Charge
<b>Official Personnel Folder (OPF):</b> This search is scheduled automatically for the SSBI-PR, PTSBI, and the SSBI; it is scheduled automatically for the LBI and BI when the location of the OPF is at NPRC; all other case types must indicate the extra coverage code of "T".	T	No Charge
<b>Security File:</b> This is a check of the agency security folder. This search is automatically scheduled for the LBI, BI, PTSBI, and SSBI; all other case types must indicate the extra coverage code of "V".	V	No Charge
<b>Special Factors:</b> 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
Managerial and Supervisory Attributes	4	No Charge
Public Contact Attributes	5	No Charge
Law Enforcement Attributes	6	No Charge
<b>Special Interviews (SPIN):</b> Additional charges are applied to the investigation when the agency requests a special interview be conducted with the subject. The SPIN gives the subject an opportunity to refute and explain developed information and to offer new information they choose to provide. Agencies may request the SPIN on a case-by-case basis or under a blanket agreement for all investigations.		\$460

## ADDITIONAL SERVICES

Following is a description of additional services and/or coverage that you may want to request with any of the products described in billing FIN 07-06. There is no additional charge for these services.

Item	Code
<b>Advance Fingerprint Results:</b> To request advanced fingerprint results with a Standard Form 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 (see figures 1-1 and 1-2). 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.	<b>“R” in Codes Block, see examples below</b>
<b>Advance National Agency Check (NAC):</b> 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. Please note, no reports are furnished with this Advance Notice.	<b>“3” in Extra Coverage Block</b>

### Hard Copy Standard Form 86 Submissions:

Standard Form 86 (EG)  
Revised September 1995  
U.S. Office of Personnel Management  
5 CFR Parts 731, 732, and 736

**QUESTIONNAIRE FOR  
NATIONAL SECURITY POSITIONS**

Form approved:  
OMB No. 3208-0007  
NSN 7540-00-834-4036  
86-111

<b>Part 1</b>	Investigating Agency Use Only	Codes <b>R</b>	Case Number
<b>Agency Use Only (Complete items A through P using instructions provided by the Investigating agency).</b>			
A Type of Investigation	B Extra Coverage	C Sensitivity Level	D Access
E Nature of Action Code	F Date of Action	Month	Day Year
G Geographic Location	H Position Code	I Position Title	

Fig. 1-1

### e-QIP Submissions:

**Edit Agency Use Block Information** [Help](#)

If applicable, provide the appropriate Agency Use Block information below and click the 'Submit' button.

**Agency Use Block for OPM CIS/IS (ID:1) / Form SF86 [1995-09]**

**FIPC Codes**

Codes **R** [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**A) Type of Investigation**

Case Type [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Service [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**B) Extra Coverage**

Codes [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Fig. 1-2

## Investigations Discontinued Billing Rates - FY 2008

### INVESTIGATIONS DISCONTINUED PRIOR TO COMPLETION BILLING RATES EFFECTIVE OCTOBER 1, 2007

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/NACI	06/02	Varied	FC	FC	FC	FC
NACLC Priority	08A	\$252	\$105	\$154	FC	FC
NACLC Standard	08B	\$202	\$98	\$117	\$145	FC
ANACI Priority	09A	\$273	\$123	\$173	FC	FC
ANACI Standard	09B	\$231	\$117	\$137	\$169	FC
PRI Priority	11A	\$654	\$254	\$353	FC	FC
PRI Standard	11C	\$576	\$146	FC	FC	FC
PRIR Priority	12A	\$1,537	\$237	\$755	FC	FC
PRIR Standard	12C	\$1,313	\$133	\$198	\$660	FC
SSBI-PR Priority	18A	\$2,744	\$274	\$1,100	FC	FC
SSBI-PR Standard	18C	\$2,509	\$291	\$386	\$1,260	FC
Phased PR (basic) Priority	19A	\$2,091	\$209	\$838	FC	FC
Phased PR (basic) Standard	19C	\$1,856	\$215	\$286	\$932	FC
Phased PR (full) Priority*	19A	\$1,332	\$133	\$534	FC	FC
Phased PR (full) Standard*	19C	\$1,176	\$136	\$182	\$595	FC
MBI Priority	15A	\$628	\$344	\$401	FC	FC
MBI Standard	15C	\$550	\$157	\$236	FC	FC
LBI Priority	20A	\$2,849	\$293	\$1,142	FC	FC
LBI Standard	20C	\$2,457	\$226	\$617	\$1,231	FC
BI Priority	25A	\$3,502	\$350	\$1,404	FC	FC
BI Standard	25C	\$2,953	\$286	\$744	\$1,491	FC
PTSBI Priority	35A	\$3,789	\$379	\$1,519	FC	FC
PTSBI Standard	35C	\$3,345	\$301	\$836	\$1,673	FC
SSBI Priority	30A	\$4,077	\$408	\$1,635	FC	FC
SSBI Standard	30C	\$3,711	\$353	\$920	\$1,841	FC

\* Price added to Phased PR Basic price.

**Note:** Rates for discontinued Update and Upgrade investigations are based on the same percentage of total case costs as those prices shown in this table.

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. To request a reopen of a previously discontinued case, send the discontinued notice or attach a cover letter from your agency asking for a reopen, along with the case papers, and mail the package to OPM-FISD. Similarly, if a pending investigation needs to have a case type/service change, contact OPM-FISD. Simply submitting the case papers to initiate a reopen or to change case type/service may result in two cases running at the same time and your agency may be billed for both products.