



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Federal Investigative
Services Division

Federal Investigations Notice

Notice No. 07-08

Date: September 25, 2007

**Subject: Revised Investigations Reimbursable Billing Rates for FY 2008
Notification of Increase in FBI National Name Check Search User Fee**

The attached revised billing rate schedules for FY 2008 reflect the recent notification from the Federal Bureau of Investigation (FBI) regarding an interim increase in their user fees for searches of their investigative files. The price tables attached to this notice supersede those included in FIN 07-06 and 07-07 and will be in effect for all investigations received on or after October 1, 2007.

By letter dated August 31, 2007, the FBI advised agencies of their interim fee schedule that takes effect October 1, 2007 for all searches of their National Name Check Program. The most significant increase was the charge for a Batch submission, File Review which was increased from \$10.65 to \$29.50. We have prorated this increase based on the percentage of searches that require a file review and the case prices on the attached schedule reflect the average impact of the price increases for all submissions.

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

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
NAC National Agency Check	06A	\$96
NACI National Agency Check and Inquiries	02B	\$114
CNACI Child Care National Agency Check and Inquiries 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 \$114, plus \$5 processing fee for each State Criminal History Repository search conducted and the additional user fee charged by each state, if any.	02B	\$114

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
Credit Search: 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>	2	\$10
Bureau of Vital Statistics (BVS): Confirmation of birth record on file at listed State of Birth	L	\$21
Citizenship and Immigration Services (CIS) Check: 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>	H	No Charge
Citizenship and Immigration Services Check of Spouse or Cohabitant: 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>	I (letter i)	No Charge
Central Intelligence Agency (CIA) Security Search: This is a search of the CIA Security Files to confirm the existence of an investigation by the CIA.	F	No Charge
Central Intelligence Agency (CIA) Search on Spouse or Cohabitant: 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>	G	No Charge
Spouse and/or Cohabitant FBI Name Searches: 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.		FP Name (SFPN) \$2.25 FBI Investigative (SFBN) Files \$15

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>	08	\$260	\$210
<i>ANACI Access National Agency Check and Inquiries</i>	09	\$281	\$239
<i>MBI Minimum Background Investigations</i>	15	\$636	\$558

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
Bureau of Vital Statistics (BVS): Confirmation of birth record on file at listed State of Birth	L	\$21
Bar Association License Checks: This check is <i>only</i> available for the NACLC and ANACI case types.	Q	\$10
Citizenship and Immigration Services (CIS) Check: 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.	H	No Charge
Citizenship and Immigration Services Check of Spouse or Cohabitant: 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.	I <i>(letter i)</i>	No Charge
Central Intelligence Agency (CIA) Search: Search of CIA Files to confirm the existence of an investigation conducted by the CIA.	F	No Charge
Central Intelligence Agency (CIA) Search on Spouse or Cohabitant: 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.	G	No Charge
Spouse and/or Cohabitant FBI Name Searches: 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 (<i>SFPN</i>) \$2.25 FBI Investigative Files (<i>SFBN</i>) \$15
Special Interviews (SPIN): 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

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	\$662	\$584
PRIR	<i>Periodic Reinvestigation and Residence Coverage</i>	12	\$1,545	\$1,321
SSBI-PR	<i>Periodic Reinvestigation for SSBI</i>	18	\$2,752	\$2,517
PPR	<i>Phased Periodic Reinvestigation (Basic case)</i>	19	\$2,099	\$1,864
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	\$2,857	\$2,465
LDI	<i>Update of previous LBI completed: 13 to 36 months</i>	21	\$2,047	\$1,681
BI	<i>Background Investigation</i>	25	\$3,510	\$2,961
BGI	<i>Upgrade to BI from LBI completed: 0 to 36 months</i>	37	\$1,603	\$1,472
BDI	<i>Update of previous BI completed: 13 to 36 months</i>	26	\$2,047	\$1,681
PTSBI	<i>Public Trust Special Background Investigation</i>	35	\$3,797	\$3,353
SSBI	<i>Single Scope Background Investigation</i>	30	\$4,085	\$3,719
SGI	<i>Upgrade to SSBI from BI completed: 0 to 36 months</i>	38	\$2,178	\$1,864
	<i>37 to 60 months</i>	34	\$3,625	\$3,118
SDI	<i>Update of previous SSBI completed 13 to 36 months</i>	31	\$2,204	\$1,916

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
Bureau of Vital Statistics (BVS): 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
Bar Association License Checks: This check is only available for the SSBI-PR, PTSBI, and SSBI case types.	Q	\$10
Citizenship and Immigration Services (CIS) Check: 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
Citizenship and Immigration Services Check on Spouse or Cohabitant: 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
Central Intelligence Agency (CIA) Search: This is a check of the CIA files to confirm the existence of an investigation conducted by CIA.	F	No Charge
Central Intelligence Agency (CIA) Search on Spouse or Cohabitant: 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
Official Personnel Folder (OPF): 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
Security File: 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
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
Managerial and Supervisory Attributes	4	No Charge
Public Contact Attributes	5	No Charge
Law Enforcement Attributes	6	No Charge
Special Interviews (SPIN): 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
<p>Advance Fingerprint Results: 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.</p>	<p>“R” in Codes Block, see examples below</p>
<p>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. Please note, no reports are furnished with this Advance Notice.</p>	<p>“3” in Extra Coverage Block</p>

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. 3206-0007
NSN 7540-00-834-4036
86-111

Part 1	Investigating Agency Use Only	Codes	Case Number
Agency Use Only (Complete items A through P using instructions provided by the Investigating agency).			
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 CISIS (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	\$260	\$113	\$162	FC	FC
NACLC Standard	08B	\$210	\$106	\$125	\$153	FC
ANACI Priority	09A	\$281	\$131	\$181	FC	FC
ANACI Standard	09B	\$239	\$125	\$145	\$177	FC
PRI Priority	11A	\$662	\$258	\$357	FC	FC
PRI Standard	11C	\$584	\$148	FC	FC	FC
PRIR Priority	12A	\$1,545	\$238	\$759	FC	FC
PRIR Standard	12C	\$1,321	\$133	\$199	\$664	FC
SSBI-PR Priority	18A	\$2,752	\$275	\$1,104	FC	FC
SSBI-PR Standard	18C	\$2,517	\$292	\$388	\$1,264	FC
Phased PR (basic) Priority	19A	\$2,099	\$210	\$842	FC	FC
Phased PR (basic) Standard	19C	\$1,864	\$216	\$287	\$936	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	\$636	\$349	\$406	FC	FC
MBI Standard	15C	\$558	\$160	\$239	FC	FC
LBI Priority	20A	\$2,857	\$294	\$1,146	FC	FC
LBI Standard	20C	\$2,465	\$227	\$619	\$1,235	FC
BI Priority	25A	\$3,510	\$351	\$1,408	FC	FC
BI Standard	25C	\$2,961	\$287	\$746	\$1,495	FC
PTSBI Priority	35A	\$3,797	\$380	\$1,523	FC	FC
PTSBI Standard	35C	\$3,353	\$302	\$838	\$1,677	FC
SSBI Priority	30A	\$4,085	\$409	\$1,638	FC	FC
SSBI Standard	30C	\$3,719	\$353	\$922	\$1,845	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.

SPECIAL AGREEMENT CHECKS BILLING RATES (Revised)

Effective October 1, 2007

CODE	TYPE	COST
Electronic Fingerprint-Only Special Agency Checks:		
The electronic fingerprints are those submitted electronically via LiveScan or CardScan technology to the OPM/FISD Fingerprint Transaction System (FTS). Costs shown include FBI User fees.		
n/a	Fingerprint only SAC for Federal applicants, employees, contractor, or military personnel. Submission of SF 87/FD 258 only	\$24.25
	Fingerprint only SAC for regulatory purpose	\$24.25
	Fingerprint only SAC for criminal justice user fee exempt positions	\$7

ENTNAC (Entrance NAC for Military Accessions): Please note, if an ENTNAC has been conducted and a subsequent NACLC is submitted within 180 days of completion of the ENTNAC, the NACLC cost will be reduced by the cost of the ENTNAC.	\$64
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SPECIAL AGREEMENT CHECKS		
Basic processing rate for all SAC requests (Additional charges listed below based on coverage requested)		\$9
A	Security/Suitability Investigations Index (SII) and related previous OPM files only: Check of investigations conducted by OPM or other non DoD Federal investigative agencies	\$5
B	FBI Fingerprint Classification for Federal/military/contractor personnel: Fingerprint based search of the FBI Criminal Files (criminal history)	\$17.25
	FBI Fingerprint Classification for Non Federal personnel (Regulatory purposes) Fingerprint based search of the FBI Criminal Files (criminal history)	\$17.25
	FBI Fingerprint Classification -- User fee exempt positions Fingerprint based search of the FBI Criminal Files (criminal history)	No additional charge
C	FBI Investigations Files: Name based search of the FBI investigative files (previous investigations)	\$15
D	Defense Clearance and Investigations Index (and) DOD files referenced in DCII: Check of investigations conducted by DoD entities	\$11
E	National Credit Check: Search of national credit bureaus	\$10
F	Selective Service Check: Verify registrations in the SS database	\$4
G	Military Personnel Records Check: Review of subject's military records	\$16
H	Retrieval of "Other" agency investigation (as recorded via OFI 79 Notification in OPM's SII): Obtain investigations conducted by other Federal agencies	\$8
I	Citizen and Immigration Services Check (formally INS): To confirm legal residency or naturalization status of subject	\$6
L	CIA Security Office: Search of the CIA Security Files to confirm the existence of an investigation conducted by CIA	\$4
N	Bureau of Vital Statistics for Birth record confirmation: Confirmation of birth record on file at listed State of Birth	\$21
S	Spouse/Cohabitant NACs (In accordance with Executive Order 12968 For Top Secret/Q access) Check of A, B, C, and D	\$33.25
	Foreign Born Spouse/Cohabitant NAC: Check of A, B, C, D, and I	\$39.25
U	Periodicals: On line check of commercial databases for material related to subject	\$7
W	State Security: Search of the Department of States' personnel security records from the Diplomatic Security Service	\$5
X	National Crime Information Center/ Interstate Identification Index (NCIC)/III Security Clearance Information Act (SCIA) only: A name check of the NCIC database for agencies who are under SCIA authority and have special agreements with OPM	\$6
R	Full basic National Agency Check scheduled from OFI 86C. Includes NAC item Codes A, B, C, D, H, and the basic processing fee	\$65.25