

**U.S. OFFICE OF PERSONNEL MANAGEMENT  
FEDERAL INVESTIGATIVE SERVICES**

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**REOPEN / RSI REQUEST FORM**

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Electronic submissions may be scanned and send through the Secure Portal

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REQUEST PRIORITY HANDLING:

REASON FOR PRIORITY HANDLING:

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AGENCY SOI AND SON:

BUSINESS EVENT TYPE  
CODE (BETC):

TREASURY ACCOUNT SYMBOL (TAS):

AGENCY IPAC:

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DATE SUBMITTED TO OPM:

TOTAL NO. OF PAGES, INCLUDING COVER:

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**TYPE OF REQUEST: SEE INSTRUCTIONS ON THE REVERSE PAGE**

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REOPEN

RSI

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SUBJECT'S FULL NAME:

PRIOR INVESTIGATION TYPE, IF APPLICABLE:

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OPM CASE# OR SOCIAL SECURITY NUMBER:

SUBJECT'S PHONE #:

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SUBJECT'S CURRENT/FULL ADDRESS:

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NOTES/WORK TO BE COMPLETED:

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SUBMITTER'S NAME:

SUBMITTER'S PHONE NUMBER:

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SUBMITTER'S EMAIL ADDRESS:

AGENCY FAX NUMBER:

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**PRIVACY ACT INFORMATION:** This investigative request is in full compliance with the Privacy Act of 1974 and other laws protecting the civil rights of the person we are investigating. The information provided will be retained by the Office of Personnel Management and may be disclosed to the person being investigated or other federal agencies.

# **INSTRUCTIONS FOR REQUESTING REOPEN OR REIMBURSABLE SUITABILITY/SECURITY INVESTIGATION (RSI)**

## **METHOD FOR SUBMITTING REQUEST:**

Scan request and send through the OPMIS Secure Portal at: RSI, and Reopens

## **PRIORITY HANDLING:**

Please note that requesting priority handling may result in additional fees. Requests for priority handling should be limited to urgent situations.

## **OFFICE INFORMATION:**

If you need assistance with the Security Office Identifier (SOI), Submitting Office Number (SON), Intra-Governmental Payment and Collection (IPAC), Business Event Type Code (BETC), or Treasury Account Symbol (TAS) fields please call 724-794-5612 X 4600.

## **TYPE OF REQUEST:**

### **REOPEN REQUESTS:**

Requests to reopen include, but are not limited to the following:

1. Investigations which fail to meet requested coverage requirements must be submitted within one year from the case closing date.
2. Discontinued cases may only be reopened within four months from the date of discontinuance.

Requests for reopen action can be submitted by authorized SOI or SON employees.

Requests for reopen action may be processed as RSIs if a quality review of the investigation does not develop deficiencies in scope. If you would like to be notified of the conversion to RSI in these instances, please notate in the Notes section on the Reopen / RSI Request Form.

### **RSI REQUESTS:**

Requests for RSI include, but are not limited to, the following:

- 1) Any investigative work that is beyond the scope of the requested investigation
- 2) Any request that is received by OPM beyond one year from the closing date

- 3) Any new / developed issues that arise after the previous case closes
- 4) Investigative work when no prior investigation exists

If no previous OPM investigation exists for the subject, or if the most recent investigation completed by OPM is 4 years or older, a new general release and case papers will be required.

Requests for RSI may only be submitted by authorized SOI personnel or individuals designated to authorize funds on behalf of the requesting agency.

## **SUBJECT'S CURRENT / FULL ADDRESS AND PHONE NUMBER:**

Providing the subject's physical location minimizes the need for OPM to contact the submitting agency. If the subject is expected to relocate, on a temporary or permanent basis, please provide details.

## **NOTES / WORK TO BE COMPLETED:**

Please outline the investigative work to be completed. Be as specific as possible with your requests regarding the work required, to ensure that OPM can exclusively meet your adjudicative requirements.

## **DEBARMENT REOPENS:**

Reopen requests regarding government-wide debarment from covered positions under 5 CFR 731, should be referred to Suitability Adjudications at (724)794-5612 X 7400

## **CONUS CASES**

Requests for subject interviews on a subject who will be deploying outside of OPM's coverage area in the immediate future, or for a subject who has been deployed and will return stateside for a limited time may be directed to the FIS Catch Em' In CONUS team at:  
FISCatcheminconus@opm.gov