

Federal Investigations Notice 06-03, Attachment 1

The following is the layout of the file to be provided by an agency when reporting clearance information to be posted to the enhanced CVS. (note: the format below is for batch-loading of clearance information; individual records may be updated by using the PIPS agency menu)

Record Type 'E' – Clearance Eligibility

Position	Field Length	Mandatory	Description
01 – 09	9	Yes	SSN of the Subject
10 – 13	4	Yes	SOI of the Granting Authority
14 – 14	1	Yes	Clearance Level Valid Values: C = Confidential L = L Q = Q S = Secret T = Top Secret
15 – 15	1	Yes	Record Type Valid values are: 'E' = Clearance/Eligibility Data ' ' = Assumes Clearance/Eligibility Data
16 – 23	8	Yes	Grant Date Format YYYYMMDD
24 – 43	20	Yes	Subject's Last Name
44 – 51	8	Yes	Subject's Date of Birth Format YYYYMMDD
52 – 53	2	Yes, if born in US or US Territory	Subject's Place of Birth – State or Territory
54 – 73	20	Yes, if no Place of Birth State	Subject's Place of Birth – Foreign Country
74 – 74	1	No	Exception Contains a 'Y' if any Conditions, Waivers, and Deviations exist.
75 – 75	1	No	Type Valid values (if provided) are: F = Final I = Interim
76 – 81	6	No	Special Access. Valid values are: SCI = Sensitive Compartmented Information SAP = Special Access Programs SAPSCI = eligible for both ' ' = Not Reported
82 – 82	1	No	Standard Code indicating standard used to determine eligibility. A = E.O. 12968

Position	Field Length	Mandatory	Description
			B = DCID ' ' = Not Reported
83 – 83	1	No	Contact Granting Authority Indicates if the Granting Authority reporting the Clearance wishes to be contacted by any Authority that is considering granting a Clearance or Perm Cert based on this Clearance record. Valid values are: Y= Yes Blank = No
84 – 84	1	No	Non-U.S. Immediate Family Member(s) Indicates the Subject with the Clearance has Non-U.S. Immediate Family Member(s). Valid values are: Y= Yes N= No Blank = Not Reported
85 – 85	1	Yes, if submitting incremental information in batch format	Status Updates: (Codes used to change the clearance eligibility status) C = Canceled (clearance administratively withdrawn, non-derogatory) D = Denied (clearance denied following adjudication) N = Notice of Clearance Eligibility (determination based on adjudication or reciprocity to establish a new clearance, or to re-establish a previous clearance following revocation, denial, cancellation or suspension) R = Revoked (clearance withdrawn for cause) S = Suspended (clearance temporarily withdrawn for cause) V= Revalidated (clearance administratively re-certified to be valid or to re-establish a previous clearance following revocation, cancellation or suspension). General Updates: (Code used to update non-clearance status information) U= Update (change to immediate family member information, special access, waivers, deviations, exceptions, etc.)

Record Type 'P' – Polygraph Information

Position	Field Length	Required	Description
01 – 09	9	Yes	SSN of the Subject
10 – 13	4	Yes	SOI of the Agency/Org reporting the Polygraph exam
14 – 14	1		Blank
15 – 15	1	Yes	Record Type Valid values are: 'P' = Polygraph Data
16 – 23	8	Yes	Date the Polygraph exam was administered. Format YYYYMMDD
24 – 27	4	Yes	SOI of the Agency that administered the Polygraph exam *
28 – 29	2	Yes	Polygraph Type CI = Counter Intelligence Scope FS = Full Scope
30 – 84	55		Blank
85 – 85	1	Yes	Action Code Indicates the type of action to be performed: N = New Polygraph data to be added U = Update existing Polygraph with data provided D = Delete Polygraph record

* - If submitting agencies do not know the SOI of the administering agency, they should contact their liaison at that agency or OPM's Agency Liaison Group at (202) 606-1042.