



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative  
Services Division

**Federal Investigations Notice**

Notice No. 09-01

Date: November 10, 2008

**SUBJECT: Case Bundling**

At the end of October 2008, the Office of Personnel Management (OPM) Federal Investigative Services Division (FISD) implemented "case bundling" for those agencies that receive hardcopy results of their background investigations through the mail. OPM-FISD "bundles" the completed investigations into review levels based on the case seriousness codes: *1* – no issues or non-actionable issues; *2* – minor or moderate issues; and *3* – substantial or major issues. The case seriousness code and review level will appear on the Case Closing Transmittal (CCT) next to the *OPM Adjudication* heading (see example below). OPM will then mail the completed investigations to the agency security offices bundled into review level 1, 2, or 3 as reflected on the CCT.

**OPM ADJUDICATION: 0 – NO ACTIONABLE ISSUES – REVIEW LEVEL 1**

The bundling process sorts the completed investigations for our customers according to the severity of the adjudicative considerations and can assist in managing workloads and implementing workflow efficiencies. For example, you may implement a clean-case screening or expedited review process for investigations that contain no issues or no actionable issues (bundle 1). In addition, the Department of Defense (DoD) is currently testing an electronic security clearance adjudication system. The system uses the OPM case closing categories to electronically sort out non-issue and non-actionable issue investigations for "electronic clean case adjudication." Therefore, case bundling will provide the agencies that receive this sorted work a chance to look at the work in the "non-issue and non-actionable issue" bundle as potential candidates for "electronic clean case adjudication" should this technology be introduced in other agencies.

OPM-FISD will continue to mail hardcopy completed investigations daily. The case bundling process will not alter electronic agency delivery. Completed investigations sent to the agencies electronically will not be bundled, but the CCT will show review level 1, 2, or 3.

If you have any questions or need further information, please contact our Agency Liaison Group at (724) 794-5612.

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