



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services

Federal Investigations Notice

Notice No. 14-04

Date: August 8, 2014

SUBJECT: Investigation Processing for Positions Designated as Criminal Justice Employment

The Office of Personnel Management (OPM) is updating its records to identify those agencies with positions designated as criminal justice employment. The Federal Bureau of Investigation (FBI) makes exemptions to user fees and restrictions on information returned for positions directly involved in the administration of criminal justice and law enforcement; and OPM credits these savings to our customers. When submitting requests for investigations for such positions, there is no charge for the search of fingerprints through the FBI Identification Division or the search of investigations and personnel records through the FBI Records Management Division.

The criminal justice employment designation is unique and only used for employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control such as:

- Noncriminal justice agencies that are involved with the administration of criminal justice on behalf of the criminal justice agency.
- Vendors or contractors who are involved with the administration of criminal justice for the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.
- Volunteers at the criminal justice agency who are involved with the administration of criminal justice for that agency, e.g., volunteer dispatchers, volunteer data entry clerks, volunteers at a confinement facility who are providing inmate rehabilitation, etc.

A criminal justice employment purpose can be designated by using extra coverage code "Z" on standard investigative forms. In order to ensure correct processing, we are asking agencies that have positions that qualify as criminal justice employment to register a security office identifier (SOI) to be used solely for this purpose. Title 5 United States Code, Chapter 91, Section 9101 (5USC9101) details the appropriate use, penalties for misuse, and access to criminal history records involving national security submissions. Use of this authority is subject to agency oversight assessment.

An SOI may be registered by submitting a PIPS Form 11 with "Criminal Justice Agency" printed on the top left hand corner of the form along with the SOI. The PIPS Form 11 can be found at: <http://www.opm.gov/investigations/background-investigations/reference/pips11.pdf>. The form should be submitted via the OPMIS Secure Portal (<https://opmis.xsp.org/>) to the OPM-FIS ASL portal email address. Once registered, this SOI may only be used for designated criminal justice

employment. If this status changes, please notify fisssonsoi@opm.gov. Agencies may begin registering SOIs immediately.

If you have questions about the criminal justice status or need assistance submitting SOIs for submitting criminal justice investigations, please contact the FIS Agency Support Team at 724-794-5612, extension 4600 or your Agency Liaison.



Merton W. Miller
Associate Director
Federal Investigative Services

Inquiries: External Liaison – 724-794-5612
FIS Billing Oversight Team – 724-794-5612, ext. 4490 or FISBillingOversightTeam@opm.gov
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