ASSISTANT SECRETARY OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000

August 22, 2000

COMMAND, CONTROL,
COMMUNICATIONS, AND
INTELLIGENCE

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Personnel Security Clearance Investigations

The Deputy Secretary accepted, on March 31, 2000, the recommendations of the Overarching Integrated Process Team (OIPT) to eliminate the periodic reinvestigation (PR) backlog by the end of FY2002. This memorandum implements the Deputy Secretary's direction to distribute, effective October 1, 2000, the personnel security clearance investigation workload between the Defense Security Service (DSS) and the Office of Personnel Management (OPM). Attachment 1 depicts the workload distribution. In summary, initial investigations for a Secret/Confidential clearance and periodic reinvestigations (PRs) for military personnel shall be forwarded to the OPM. Military accession investigations, except for the Army personnel, will be sent to OPM. Army military accessions will continue to be sent to the DSS. Investigations of civilian and military personnel stationed overseas or who have overseas activity within the scope of the investigation are to be sent to DSS. In accordance with prior guidance and except for overseas investigations, all DoD civilian personnel investigations will continue to be sent to OPM. Attachment 2 provides instructions for processing military investigations by OPM. The processing guidance previously issued for civilian personnel remains unchanged.

The success of this aggressive effort requires close monitoring and the commitment of all addressees. In addition to other requirements, the Under Secretary of Defense (Comptroller) (USD(C)) issued a memorandum on June 22, 2000, that asked the Components to appoint a senior official to oversee the execution of their workload plan. Within 5 days of the date of this memorandum, request that you identify to me the name of the senior official, preferably at the Assistant Secretary level or Deputy Director for Defense Agencies, who will ensure the needed monitoring and Component commitment to this effort.

The senior Component official is responsible, as a minimum, for developing a Component-level plan, and for monitoring and reporting Component status with respect to the USD(C) spend plan. The plan must address:

- The availability of sufficient funds
- The generation of sufficient workload from field activities in the timelines identified
- Ensuring the quality of submissions so as to preclude rejection and needless delays
- Ensuring the timely adjudication of completed cases

The designated Component senior official is to advise me, within 15 days of the date of this memo, of any known impediments to executing the June 22, 2000 plan issued by the USD(C). Also, provide me with a quarterly report regarding compliance with this plan, to include the four points mentioned above. This report will be due not later than 15 days after the end of each quarter for FY2001 and FY2002. My office will provide a monthly execution report (Attachment 3) to each Component senior official, and to the Secretary of Defense and Deputy Secretary of Defense.

Other actions:

- I encourage you to have your Inspectors General include compliance with the workload plan as a matter of interest during inspections for FY2001 and FY2002 to preclude recurrence of a PR backlog.

- By the end of FY2002, all active clearances/accesses are to be:

  - based upon a current investigation in accordance with the national standards, or
  - in-process for an appropriate reinvestigation (i.e., funded with the proper forms submitted).

- By September 30, 2002, if a clearance is not based upon a current investigation (or is not in process for a current reinvestigation), or immediately if the position does not support a requirement for a clearance, the clearance must be administratively terminated or downgraded without prejudice to the individual. This does not authorize the removal of any individual from employment because of an overdue investigation. If a bonafide requirement for access to classified information subsequently develops, the clearance can be reinstated immediately even if the investigation is outdated, provided the reinvestigation process has been initiated.

While the above guidance applies to clearances for access to classified information, it is equally important to ensure that other critical positions (e.g. presidential support, system/network administrators) have current investigations as well.

I am committed to maintaining a viable and robust personnel security program. Ensuring the reliability and trustworthiness of all DoD personnel with access to classified information, other mission critical information and systems, remains a mission critical requirement.

Arthur L. Money

Attachments

Division of Workload

	SSBI	TS-PR	NACLC	ACCESSIONS
Military	DSS	DSS	OPM*	Army, Coast Guard: DSS AF, Navy, Marines: OPM
Civilian	OPM*	OPM*	OPM*	
Industry	DSS	DSS	DSS	

*Investigations on civilian/military personnel currently stationed overseas or who have overseas activity within the scope of the investigation are to be sent to DSS.

Instructions for Processing Military Investigations to OPM

Effective October 1, 2000

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Attachment 2

Processing Instructions

Introduction

This attachment provides instructions for submitting accession and non-accession investigations to the Office of Personnel Management (OPM) for DoD Military Personnel.

This includes the Entrance National Agency Check (ENTNAC) and NAC with Local Agency Checks and Credit check (NACLC). The latter would be for both initial and periodic reinvestigations for SECRET and CONFIDENTIAL clearances.

As of ***October 1, 2000,*** the current automated ENTNAC conducted by DSS will be obsolete. The "new" ENTNAC will consist of a technical search of the FBI criminal indices, (using an FD 258) and the FBI's investigative indices. A check of the Defense Clearance and Investigations Index (DCII) and the Security/Suitability Investigations Index (SII) will also be accomplished. For the purpose of this 24-month migration period only, all ENTNACs may be submitted to OPM or DSS via FD258 (or LIVESCAN) without a completed SF86/EPSQ. This would include non-U.S. citizens and naturalized citizens who would not be subject to an Immigration and Naturalization Service (INS) check under this scenario. Such ENTNACs may not serve as the basis for issuance of an interim security clearance unless and until the person's U.S. citizenship, as a minimum, has been verified.

All Navy and Air Force accessions and some USMC and Army accessions will be subject to the NACLC. All officer accessions will be subject to a NACLC.

The FBI has projected a 24-hour turnaround time for electronic fingerprint submissions submitted by OPM and DSS. The 24 hour timeframe excludes those National Fingerprint File States and any manual conversion arrest records. OPM's front and back end processing timeliness is ***not*** included.

DSS will continue to conduct overseas investigations. Investigations on civilian/military personnel currently stationed overseas or who have overseas activity within the scope of the investigation are to be sent to DSS.

OPM requires a submitting office number (SON) when requesting an investigation. To obtain a SON: Complete the PIPS Form 12 and forward it to OPM.

OPM has established a new mailing address for the processing of military investigations. It is:

U.S. Office of Personnel Management
Federal Investigations Processing Center
P.O. Box 700
1137 Branchton Road
Boyers, PA 16018-0700

Processing Instructions for *ARMY* Military Personnel

Effective October 1, 2000

I. Accession

- No change. All accession investigations (ENTNAC and NACLC) will continue to be sent to DSS. This also includes those SSBIs required by new accessions.
- Automated ENTNAC will be replaced by the "new" ENTNAC (tech check)

- Until fingerprint LIVESCAN equipment is installed at all MEPS locations
- MEPS will:
  - For ENTNAC
    - Mail the FD258 fingerprint card to DSS
  - For NACLC
    - Mail the FD258 fingerprint card to DSS for initiation of the NAC
    - Recruiter will:
      - Transmit the SF86/EPSQ to DSS
      - Mail the Authorization for Release to DSS

- When LIVESCAN is installed
- MEPS will:
  - For ENTNAC
    - Transmit fingerprints via LIVESCAN to DSS
  - For NACLC
    - Transmit fingerprints via LIVESCAN to DSS for initiation of the NAC
    - Recruiter will:
      - Transmit the SF86/EPSQ to DSS
      - Mail the Authorization for Release to DSS

II. Non-Accession

- All NACLCs for SECRET/CONFIDENTIAL clearances (except when overseas activity exists) are to be sent to OPM.
- The SF 86/EPSQ (printed paper form with signed release(s)), FD258 fingerprint card (as appropriate), and Agency Use Block information are to be mailed to OPM.
- There is no plan for the Army to support electronic submission of the EPSQ to OPM.

Mail to:

Accession Investigations to DSS
Defense Security Service
Personnel Investigations Center
P.O. Box 18585
ATTN: Records Management Group
Baltimore, MD 21240

Non-Accession Investigations to OPM
U.S. Office of Personnel Management
Federal Investigations Processing Center
P.O. Box 700
1137 Branchton Road
Boyers, PA 16018-0700

Processing for *NAVY* Military Personnel

Effective October 1, 2000

I. Accession

- Navy will submit NACLCs on all accessions
- All accession investigations will be sent to OPM

- Until fingerprint LIVESCAN equipment is installed at all MEPS locations
  - MEPS will:
    - Mail the FD258 fingerprint card to OPM for initiation of the NAC
  - Recruiter will:
    - Mail the SF86/EPSQ (printed paper form with signed release(s)), and Agency Use Block information to OPM
- OPM will **not** initiate the NACLC until the release and Agency Use Block information have been received and matched up with the EPSQ

- When LIVESCAN is installed
  - MEPS will:
    - Transmit fingerprints via LIVESCAN to OPM
  - Recruiter will:
    - Mail the SF86/EPSQ (printed paper form with signed release(s)), and Agency Use Block information to OPM
- OPM will **not** initiate the NACLC until the release and Agency Use Block information have been received and matched up with the EPSQ

II. Non-Accession

- All NACLCs for SECRET/CONFIDENTIAL clearances (except when overseas activity exists) are to be sent to OPM.
- The SF 86/EPSQ (printed paper form with signed release(s)), FD258 fingerprint card (as appropriate), and Agency Use Block information are to be mailed to OPM.
- There is no plan for the Navy to support electronic submission of the EPSQ to OPM.

Mail to:

U.S. Office of Personnel Management
Federal Investigations Processing Center
P.O. Box 700
1137 Branchton Road
Boyers, PA 16018-0700

Processing Instructions for the *AIR FORCE* Military Personnel

Effective October 1, 2000

- The Air Force is establishing a separate communications link with OPM to transmit the SF86/EPSQ. Air Force will provide the necessary communications and computer hardware and software to accomplish this as well as the personnel resources to match the EPSQ with the release and agency use block information. Detailed guidance for this process will be provided by the Air Force.

I. Accession

- Air Force will submit NACLCs on all accessions
- All accession investigations will be sent to OPM

- Until fingerprint LIVESCAN equipment is installed at all MEPS locations
- MEPS will:
  - Mail the FD258 fingerprint card to OPM for initiation of the NAC
- Recruiter will:
  - Transmit the SF86 via AFRISS to the Air Force server
  - Mail, fax, or scan the Authorization for Release of Information and Agency Use Block information to the AF staff at OPM.
- OPM will **not** initiate the NACLC until the release and Agency Use Block information have been received and matched up with the SF86

- When LIVESCAN is installed
- MEPS will:
  - Transmit fingerprints via LIVESCAN to OPM
- Recruiter will:
  - Transmit the SF86 via AFRISS to the Air Force server
  - Mail, fax, or scan the Authorization for Release of Information and Agency Use Block information to the AF staff at OPM.
- OPM will **not** initiate the NACLC until the release and Agency Use Block information have been received and matched up with the SF86

II. Non-Accession

- NACLCs for SECRET/CONFIDENTIAL clearances (except when overseas activity exists) are to be sent to OPM in one of two ways:
  - Electronically – SF86 transmitted to the AF server
    - Mail, fax, or scan the Authorization for Release of Information and Agency Use Block information to the AF staff at OPM. The FD258 fingerprint card (as appropriate) must be mailed to the AF staff at OPM.
    - Manually - The SF86/EPSQ (printed paper form with signed release(s)), Agency Use Block information, and FD258 fingerprint card (as appropriate) are to be mailed to OPM.

Mail to:

Electronic Submission
U.S. Office of Personnel Management
Federal Investigations Processing Center
P.O. Box 700
ATTN: AF Staff
1137 Branchton Road
Boyers, PA 16018-0700

Manual Submission
U.S. Office of Personnel Management
Federal Investigations Processing Center
P.O. Box 700
1137 Branchton Road
Boyers, PA 16018-0700

Processing for *USMC* Military Personnel

Effective October 1, 2000

I. Accessions

- USMC accessions investigations (NACLC and ENTNAC) will be sent to OPM.
- Automated ENTNAC will be replaced by the "new" ENTNAC (tech check)

- Until fingerprint LIVESCAN equipment is installed at all MEPS locations
  - MEPS will:
    - For ENTNAC
      - Mail the FD258 fingerprint card to OPM
    - NACLC
      - Mail the FD258 fingerprint card to OPM for initiation of the NAC
      - Recruiter will:
        - Mail the SF86/EPSQ (printed paper form with signed release(s)), and Agency Use Block information to OPM.
- OPM will **not** initiate the NACLC until the release and Agency Use Block information have been received and matched up with the EPSQ.

- When LIVESCAN is installed
  - MEPS will:
    - For ENTNAC
      - Transmit fingerprints via LIVESCAN to OPM
    - For NACLC
      - Transmit fingerprints via LIVESCAN to OPM for initiation of the NAC
      - Recruiter will:
        - Mail the SF86/EPSQ (printed paper form with signed release(s)), and Agency Use Block information to OPM.
- OPM will **not** initiate the NACLC until the release and Agency Use Block information have been received and matched up with the EPSQ.

II. Non-Accession

- All NACLCs for SECRET/ CONFIDENTIAL clearances (except when overseas activities exists) are to be sent to OPM.
- The SF86/EPSQ (printed paper form with signed release(s)), Agency Use Block information, and FD258 fingerprint card (as appropriate) are to be mailed to OPM.
- There is no plan for the Marine Corps to support electronic submission of the EPSQ to OPM.

Mail to:

U.S. Office of Personnel Management
Federal Investigations Processing Center
P.O. Box 700
1137 Branchton Road
Boyers, PA 16018-0700

This form is to be attached to each Electronic Personnel Security Questionnaire (EPSQ) submitted to OPM for investigation. Note: *The EPSQ is for internal DOD use only, and is pending OMB approval.*

Agency Use Information (SF86)

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							
J SON		K Location of Official Personnel Folder		None NPRC At SON	Other Address						Zip Code

L SOI		M Location of Security Folder		None At SOI NPI	Other Address			Zip Code
N OPAC-ALC Number		O Accounting Data and/or Agency Case Number						
P Requesting Official	Name and Title		Signature			Telephone Number ( )		Date

The following information is requested as part of your EPSQ for an investigative request being sent to OPM. This information will be used to obtain records in order to determine your suitability for employment. Please sign and date this sheet certifying the accuracy of the information you provided.

Subject of Investigation (Identifying Information)

FULL NAME
* If you have only initials in your name, use them and state (IO)
* If you have no middle name, enter "NMN"
* If you are a "JR.", "SR", "II", etc., enter this in the box after your middle name

Last Name	First Name	Middle Name	Jr., II, etc.

Maiden Name Used
List your maiden name and the "To and From" dates of when it was used.

Maiden Name	Month/Year Month/Year To

Education Degree(s) (Not shown on the EPSQ)

OPM verifies highest degree obtained and degrees pertinent to the position for which this investigation is conducted. Please list education information below for those degrees beyond the 7 year period, not listed on your EPSQ. Use the number "2" in the Code block which represents College/University/Military College.

Month/Year #1 To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (County) of School			State	Zip Code
Month/Year #2 To	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (County) of School			State	Zip Code

Appointee/Applicant Signature: | **Date:**

August 2000

Instructions for Completing the SF-86 "Agency Use" Block

NOTE: The instructions are a summary of the items that need completed on blocks A-P of the "Agency Use" portion of the SF 86. It represents a brief description only, any specific questions can be addressed by calling OPM-FIPC at *(724) 794-5612.*

A Type of Investigation	

Enter the appropriate 3-character code from the chart below that represents the type of investigation and service requested. The first two digits represent the investigation type, and the third digit represents the investigation service. ***Military investigation requests should code block A with an 08B.***

Type of Investigation	35 Day Service	75 Day Service	120 Day Service	Reopen Service	150 Day Service	180 Day Service
SSBI		30B	30C	30D		
SSBI-PR				18D		18F
ANACI		09B		09D		
NACLC		08B		08D		

**Note: Any variation to the service noted above should be made by special request to OPM.*

SSBI: *Single Scope Background Investigation*
SSBI-PR: *Periodic Reinvestigation for Single Scope Background Investigation*
ANACI: *Access National Agency Check with Inquiries*
NACLC: *National Agency Check with Law and Credit*

B Extra Coverage	

Enter the appropriate number of the numeric (1-7) and/or alphabetic (A-Z) codes from the chart below that represents the type of extra investigative coverage desired.

Chart codes: O = Optional Coverage S = Standard Coverage N/A = Not Available

Extra Coverage Codes												
Type of Investigation	1 Overseas	2 Credit	3 Advance NAC	4 Mgr/Spvy	5 Public Contact	6 Law Enforce-ment	7 Attach-Ments	H INS	I Spouse INS	L BVS	R Reinvest-igation	Z Criminal Justice Position
SSBI	N/A	S	O	O	O	O	O	S	S	O	O	O
SSBI-PR	N/A	S	O	O	O	O	O	S	S	O	O	O
ANACI	N/A	S	O	N/A	N/A	N/A	O	O	N/A	O	O	O
NACLC	*N/A*	*S*	*O*	*N/A*	*N/A*	*N/A*	*O*	*O*	*N/A*	*O*	*O*	*O*

Code 1 *(Overseas--Subject and Spouse)*: Not available
Code 2 *(Credit)*: Automated scheduling of Credit happens automatically with these case types, no code is necessary.
Code 3 *(Advance NAC)*: The Advance on the National Agency Checks (NAC) consists of an itemized list of the NAC results and or search status. This is notification of item results only, no hardcopy furnished. The Advance NAC Report is sent to the SOI and is available for all case types. If after 30 days from the scheduling date, the NAC(s) are not complete, a NAC Status report will be generated to provide the SOI information on the required NAC items. Place code "3" in Block "B" for this coverage. For more information and sample copies of the reports, contact OPM-FIPC. *There is no charge for this extra service.*

Code 4 (Managerial and Supervisory)
Code 5 (Public Contact)
Code 6 (Law Enforcement)
These codes print instructions to the investigators on the Case Assignment Transmittal (CAT) to provide additional coverage for positions requiring these duties. The extra coverage is specified in the Extra Coverage Section of the

Investigator's Handbook. An additional $100 surcharge is added to the case cost for this coverage. Place extra coverage code of "4, 5, or 6" in Block B for this coverage.

Code 7 (Attachments): Enter a "7" in Block B to indicate an attachment to the investigation, such as:

-request for license or certificate verification;
-issue(s) information;
-personnel folder or security file information;
-special handling instructions;
-any other information pertinent to the investigation.

Code H (INS): Automated scheduling of the Immigration and Naturalization Search. Place code "H" in Block B for this coverage.

Code I (Spouse INS): Automated scheduling of the Immigration and Naturalization Search for the subject of investigations' spouse. Place code "I" in Block B to request this coverage.

Code L (BVS): Automated scheduling of the Birth Verification at State BVS. Place code "L" in Block B to request this coverage.

Code R (Reinvestigation): This code by-passes the administrative edits resident in PIPS that requires the appropriate level of case type/sensitivity/access. Place code "R" in Block B to indicate a reinvestigation.

Code Z (Criminal Justice Position). This identifies a Criminal Justice Position that are exempt from the FBI user fees. Place code "Z" in Block B if the subject is in a Criminal Justice Position.

C Sensitivity Level	

Enter in the first space one of the following codes representing the sensitivity level of the position requiring the investigation.

CODE	LEVEL
2	Noncritical-Sensitive
3	Critical Sensitive
4	Special-Sensitive

Enter "C" in the second space for Computer –ADP position. If not a Computer -ADP position, leave the block blank.

D Access	

Enter the appropriate code from the chart below to show the type of security clearance/access the position requires or will require.

CODE	LEVEL
0	Not Required
1	Confidential (Executive Order 12968)
2	Secret (Executive Order 12968)
3	Top Secret (Executive Order 12968)
4	Sensitive Compartmented Information (DCID 1/14)
5	Q-Sensitive (Atomic Energy Act)
6	Q-Non-Sensitive (Atomic Energy Act)
7	L (Atomic Energy Act)
8	Other (specify other security clearance under extra coverage Item B, Code 7)

E Nature of Action Code	

If the person is being investigated for a military accession or military non-accession Secret/Confidential position, enter "MIL". If the person being investigated is a Federal employee or applicant, enter the 3-digit code showing the Nature of Action taken or to be taken for the position requiring the investigation (the same action code as used on the SF-52). If your agency did not use FPM Supplement 296-33 coding, enter "000". If the person being investigated is a contract employee, enter "CON". If the investigation is being requested due to adding access to a current position leave this block blank.

F Date of Action	Month Day Year

Enter the effective date (Month/Day/Year) of the action requiring the investigation. If the action has not been taken, leave the block blank.

G Geographic Location	

Enter the 9-digit "Worldwide Geographic Location Code", showing the actual location of the duty station for the position. The Location Code is an OPM Central Personnel Data File (CPDF) requirement that must be entered on the SF-52 and SF-50 for certain personnel actions. This is a GSA Publication (4/87). *If unknown, leave the block blank.*

H Position Code	

Enter the appropriate alphabetic code from the chart below. *If none of the codes apply, leave the block blank.*

CODE	POSITION
A	Congressional Staff
B	Investigator
C	Astronaut
D	Fellow Programs
E	White House
F	SES/15 (or equivalent)
G	Special/Confidential Assistants (GS/13 and above)
H	Child Care Provider

I Position Title	

Enter the title of the position for which the investigation is being requested. If the person being investigated is a contractor employee, enter "contractor".

J SON	

Enter the 4 character Submitting Office Number (SON); if the Security Office is the Submitting Office, enter the Security Office Identifier (SOI) code. (To obtain a SON: Complete PIPS Form 12 and forward it to OPM).

K Location of Official Personnel Folder		None	Other Address	Zip Code
		NPRC		
		At SON		

Check the correct box that gives us the location of the OPF. Check only one box.

NONE: If the person has never been a Federal employee

NPRC: If the OPF is at the National Personnel Records Center

AT SON: If the OPF is at the Submitting Office

OTHER ADDRESS: If the OPF is at any other location (for example, the SOI), furnish the address.

L SOI	

Enter the 4 character Security Office Identifier (SOI). Submitting Offices should contact their Security Office to determine the correct SOI.

M Location of Security Folder		None	Other Address	Zip Code
		At SOI		
		NPI		

Check the correct box that identifies the location of the Security folder. Check only one box.

NONE: If there is no security file at your agency

AT SOI: If there is a security file at your agency, and it should be reviewed.

NPI: If there is a security file at your agency, but it contains no pertinent information.

OTHER ADDRESS: If your agency's security file should be reviewed and it is not at the SOI, furnish the address.

N OPAC-ALC Number	

For military investigation requests of the NACLC, enter "DSS-MIL". For civilian submissions of the SSBI, SSBI-PR and NACLC, enter "DSS-CIVL". For Civilian submissions of NACI and ANACI's enter your agency's ALC assigned by OPM for use in the manual billing system. Contact OPM-FIPC at (724) 794-5612 for additional billing information.

O Accounting Data and/or Agency Case Number	

You may enter your agency data for internal use. Up to 25 characters may be entered in this block. (The information you enter will be printed on documents used to close the case to your agency.) If your agency does not need this information, leave the block blank.

P Requesting Official	Name and Title	Signature	Telephone Number ( )	Date

Enter the name, title, and the signature of official requesting the investigation; the date, and the commercial telephone number, including area code. This is the person OPM will contact concerning specific case related submission problems.

*(SON label/code:)*_____

U. S. Office of Personnel Management
Investigations Service
Federal Investigations Processing Center
PO Box 618
Boyers, PA 16018-0618
Commercial (724) 794-5612 FAX (724) 794-289

SUBMITTING OFFFICE NUMBER (SON) AUTHORIZATION AND AMENDMENT FORM

ATTENTION: PERSONNEL OFFICER

OPM authorizes an SON for each Personnel Office that submits investigation requests and to make case status requests. The SON data is used to mail a variety of investigative notices, and to contact a submitting office to clarify information that may otherwise delay an investigation. OPM-FIPC must have current information on:

- ☑ Agency name and mailing address; and
- ☑ Name, position, and phone numbers of a contact person.

To request an SON or advise OPM of SON changes, complete the necessary items on the form below. Mail or fax the completed form to the address on the top of this form, attention Program Services Office (PSO). For additional information and/or assistance, call OPM-FIPC, PSO at (724) 794-5612.

1. SON:_____ **[ ] Check this block if requesting a new SON**

2. SOI:_____

3. [ ] Change/add Online Payment And Collection (OPAC) Agency Location Code (ALC): _____

Billing Address: _____

_____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: (_____) _____ - _____ Extension: _____

4. [ ] Change/add Agency Name/Address:

Agency Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

5. [ ] Add Contact Person:

Name: _____

Position: _____

6. [ ] Delete Contact Person:

Name: _____

Name: _____

7. [ ] Change/add SON Contact telephone numbers: Commercial: (_____) _____ - _____ Extension: _____

This form should be duplicated as needed

PIPS Form 12 (Revised February 1999)
Attachment 2

Instructions for Completing Finger Print Hard Cards (FD-258) for Manual or Electronic Submission to DSS or OPM

The following data must be entered or the investigation will be returned:

- Name [Full name (Last, First, Middle)]
- AKAs [Full name (Last, First, Middle)]
- ORI – Army accession enter USDIS000Z all others enter USOPM000Z
- Date of Birth
- Sex
- Race – Indicate one of the following: A, B, I, U or W [See explanation below]
- Height
- Weight
- Eyes – Indicate one of the following: Black, Brown, Green, Maroon, Blue, Gray, Hazel, Pink, or Unknown
- Hair – Indicate one of the following: Bald, Brown, Sandy, Gray or Partially Gray, Black, Blond or Strawberry, White, Red or Auburn, Unknown
- Place of Birth
- OCA – Leave blank.
- SSN
- Signature of Person Fingerprinted – Leave blank
- Date
- Signature of Official Taking Fingerprints
- Employer and Address – complete for OPM and DSS (DSS needs the SON)
  For OPM: The following information must be entered in the format displayed below:
  SON: MEPS ID # followed by the letter "M" ALC: DSS-MIL
  SOI: DD70 ACCT: (Optional)
- Armed Forces No. MNU - Enter branch of service (Army, Navy, Air Force, Marines, Coast Guard)
- Reason Fingerprinted – Indicate Enlistment or Officer Candidate

Mail hard cards to:

OPM: IS: Federal Investigations Processing Center
PO Box 618
1137 Branchton Road
Boyers, PA 16018-0618

Defense Security Service
Fingerprint Processing Center
P.O. Box 28989
Baltimore, MD 21240-8989

RACE: Enter race of individual being fingerprinted

If Subject is:	**Enter Code**
Chinese, Japanese, Filipino, Korean, Polynesian Indian, Indonesian, Asian Indian Samoan or any other Pacific Islander	A
A person having origins in any of the black racial Groups of Africa	B
American Indian, Eskimo, or Alaskan native, or a person having Origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal Affiliation of community recognition	I
Of indeterminable race	U
Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless or race	W

Service/Component PR Workload Plan Monthly Report

FY __

		October		November		December		January		February		etc.
Cases Sent		Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
to: DSS												
	SSBI											
	TS PR											
	NACLC											
	PCST ADJ											
	ENTNAC											
	NACLC											
	NACLC-T											
	Total											
Cases Sent												
to: OPM												
	SSBI											
	Secret PR											
	TS PR											
	Total											

Attachment 3