Army Personnel Security Investigations Guidance – January 2005 updated October 2005 (Please note that some changes have been made – changes will be in bold)

General

- The investigative basis (initial and reinvestigation) for a CONFIDENTIAL or SECRET security clearance is a National Agency Check, Local Agency Check and Credit (NACLC) investigation. A current OPM-conducted Access National Agency Check with Inquiries (ANACI) satisfies the requirement for federal civilian personnel (refer to OPM Submissions below for related information).
- A NACLC request will provide information covering the last 7 years of the individual's life. Individuals between 20 and 23 of age will provide information back to their 18th birthday. Individuals under 20 years of age will provide a minimum of 2 years of personal history, but will not provide information which predates their 16th birthday.
- The NACLC reinvestigation cycle for continued access to CONFIDENTIAL information is every 15 years.
- The NACLC reinvestigation cycle for continued access to SECRET information is every 10 years.
- The investigative basis for a TOP SECRET security clearance. SENSITIVE COMPARTMENTED IFNROMATION (SCI) access eligibility, assignment to a critical-sensitive position, or assignment to an ADP-1 (IT-1) level position is:
  - Initial – a Single Scope Background Investigation (SSBI)
  - Reinvestigation – an SSBI-Periodic Reinvestigation (SSBI-PR)
- An SSBI will provide information covering the last 10 years of the individual's life. Individuals between 20 and 27 years of age will provide information back to their 18th birthday. Individuals under 20 years of age will provide a minimum of 2 years of personal history, but will not provide information which predates their 16th birthday.
- The SSBI-PR reinvestigation cycle for access to TOP SECRET or SCI or assignment to a critical sensitive or ADP-1 (IT-1) position is every 5 years.
- An SSBI-PR will provide information since the last investigation or the last 7 years, whichever is shorter.
- When required for suitability/trustworthiness determinations **for Contractors**, a National Agency Check,**(NAC)** investigation will provide information covering the last 7 years, but will not exceed the individual's 16th birthday.
- All Special Investigative Inquiries (SII) will be initiated by CCF. The SII will provide information as directed by CCF.

- A break in service exceeding 24 months negates the prior investigation and requires the individual be subject to an initial investigation.
- The SF 86 is used for all **DA civilian sensitive positions and** military cases.
- The SF 85P is used for all contractor trustworthiness cases.
- The SF 85 is only used to conduct NACIs for non-sensitive civilian cases submitted to OPM.
- A copy of the EPSQ or investigative forms is to be given to the subject of the investigation and should be retained by the individual.
- A copy of the investigative packet will be retained by the personnel security officer pending completion of the PSI.

Submissions to OPM

- New federal appointment submission requesting a NACI or ANACI will include: an SF 86,SF 85P, or SF 85, as appropriate; the resume or application used to obtain the position; an OF 306; and an SF 87.
- All submissions to OPM must be mailed.
- Activities submitting PSI requests to OPM must have a Submitting Office Number (SON) issued by OPM. PIPS Form 12 (available on the HQDA G-2, DAMI-CD web page) is used to request an SON from OPM.
- Activities receiving investigative results (suitability/trustworthiness cases) from OPM must retain a Security Office Identifier (SOI) issued by OPM. PIPS Form 11 (available on the HQDA G-2, DAMI-CD web page) is used to request an SOI from OPM.
- The Army CCF SOI for all clearance cases is A334.
- The OPAC-ALC codes are as follows:

NACI and ANACI cases - DOD-ARMY.

For all other Army/DA Civilian cases - DA-GPSI.

For childcare cases - ARMY CYS, unless a different code has been established by local arrangement with OPM.

For Contractor suitability/trustworthiness investigations – DSS-IND

- Fingerprint cards will be provided to OPM with all investigative submissions, excluding SSBI-PRs and Secret-PRs providing fingerprints checks were conducted with the previous investigation. FD 258 is used for military and contractor cases and SF 87 is used for civilian cases.
- OPM Customer Service phone number is 724-794-5228.
- Refer to OPM's web site **http://www.opm.gov/extra/investigate under Publications** "Requesting OPM Personnel Investigations IS-15" dated

May 2001 for guidance on how to submit requests for investigations to OPM.

"AGENCY USE ONLY" GUIDANCE for SF 85P and SF 86
(Unless otherwise noted, instructions are the same for both forms)

Part 1 of the Agency Use Form:

Block A – Type of Investigation:

A Type of Investigation		**B** Extra Coverage		**C** Sensitivity Level		**D** Access		**E** Nature Of Action Code		**F** Date Of Action	Month Day Year

Enter –"08B" for NACLC and Secret-PR (for reinvestigations of all personnel (including DA Civilians) with Secret and Confidential security clearances, and for initial Secret/Confidential security clearances for military personnel)

Enter - "06A" for Contractors in IT II/III positions. (Standard Service)

Enter "09B" for ANACI (for initial Secret and Confidential security clearance determinations for civilian personnel and for civilian personnel assigned to non-critical sensitive positions). **(Standard Service)**

Enter "30C" for SSBI (for critical sensitive positions, Top Secret security clearances, and SCI access determinations) **Also used for Contractors in IT-I positions. (Standard Service)**

Enter "18C" for SSBI-PR (when reinvestigating all personnel in critical sensitive positions, requiring Top Secret or SCI access). **Also used for Contractors in IT-I positions. (Standard Service)**

OPM will only process requests using the service codes listed above.

Block B – Extra Coverage:

Enter "3" for Advanced NAC notice (The advance on a National Agency Check (NAC) consist of an itemized list of the NAC results and search status. This is a notification of item results only, no hardcopy is furnished. The Advanced NAC Report is sent to the SOI and is available for all case types. (This is normally done to support interim Top Secret clearance determinations and Special Program requirements).

Enter "R" for all reinvestigations (required for SSBI-PR and Secret-PR requests).

For SF 85P Agency Use Form – Leave Blank

Block C – Sensitivity Level

Enter "2" for Non-Critical Sensitive positions; for IT-II positions; for military NACLC accessions and for all positions requiring a Secret or Confidential security clearance.

Enter "3" for Critical-Sensitive positions; for IT-I positions; duties requiring an SSBI (including specified accession); and for positions requiring a Top Secret security clearance (excluding SCI access).

Enter "4" for Special-Sensitive positions (DCID 6/4 positions).

SF 85P:

Code	Level
1	Low Risk (IT-III)
5	Moderate Risk (IT-II)
6	High Risk (IT-I)

D- Access:

Enter "0" for Not Required at this time
Enter "1" for Confidential
Enter "2" for Secret
Enter "3" for Top Secret
Enter "4" for SCI (DCID 6/4)

On the SF 85P, enter the code C if the position is Computer-ADP(IT).

E – Nature of Action Code:

For Civilian employees, enter the 3-digit code used on the SF-52 representing the "Nature of Action" taken for the position requiring the investigation **(if no SF-52, leave blank).**

For Contractor or Industry employees, enter **"CON" (SF 85P).**

For Military personnel, enter **"MIL".**

F- Date of Action:

Enter the effective date of action requiring the investigation (submission date). For civilian employees it will be the effective date of the SF-52 action (if applicable).

G Geographic Location	**H** Position Code		**I** Position Title		

G- Geographic Location

Leave Blank.

H- Position Code:

Enter the appropriate code letter from the table below. If none apply, leave the block blank.

Code	**Position**
A	Congressional Staff
B	Investigator
C	Astronaut
E	White House
F	SES/GS-15 (or equivalent)
G	Special or Confidential Assistant (GS-13 and above)
H	Child Care Provider (for child care investigations only; contact FIPC-PSO for additional information)
J	PRP

I- Position Title:

	I Position Title	

For Civilian employees, enter "Civilian".

For Military members, enter "Military"

For Contractor personnel, enter "**Contractor**" on the SF 85P.

		K Location of Official Personnel Folder		None		Other Address	
				None			
				NPRC SON			
J SON		Official **K K**					

		K PersonnelFolder			

J- SON:

Enter your command's 4 digit Submitting Office Number (SON) assigned by OPM. (Most commands already have an SON. If you do not know your commands SON, call OPM Help desk at 724-794-5612. If your command does not have an SON you must complete a PIPS Form 12 and forward to OPM for issuance of an SON.

K – Location of Official Personnel Folder:

Check None, if the person has never been a Federal employee.

Check NPRC – if the Official Personnel Folder (OPF) is at the National Personnel Records Center (for civilian employees only).

Check SON – if the OPF is at the submitting office.

If the OPF is at another location, please furnish the address (for contractor personnel list their contracting agency address).

L SOI		**M** Location of Security Folder	None At SON NPRC NPI	Other Address	Zip Code

L- SOI:

Enter "A334" for investigations requiring adjudication by CCF.

For contractor investigations, enter the submitting agency's SOI for results of suitability/trustworthiness investigations.

M – Location of Security Folder:

Check "None" if there is no security folder information to review.

Check "SON" if the OPF is at the SON.

Check "NPRC" if the OPF is at the National Personnel Records Center.

Check NPI, if there is a security file at your agency, but it contains nothing pertinent to the investigation.

Other Address: If the OPF is at any other location, furnish the complete address.
If it is Unknown where the OPF is located, show UNKNOWN in "Other Address" block.

SF 85P – Other Address: Indicate address of Submitting Agency

N OPAC-ALC Number		**O** Accounting Data and/or Agency Case Number	

N- OPAC-ALC Number:

This code is used to account for investigations as they are reflected in the Army's personnel system. This must be completed on all requests.

Enter "DOD-ARMY"for initial NACI and ANACI cases.

Enter "DA-GPSI" for all other Army/DoD Civilian cases.

Enter "DSS-IND" for contractor or industry personnel.

Enter "ARMY-CYS" for childcare cases, unless a different code has been established by local arrangement with OPM.

O – Accounting Data and/or Agency Case Number:

Leave Blank(see note). Continue to submit the EPSQ Security Officer Cover Sheet when submitting NACLCs and the EPSQ DD Fm 1879 for SSBIs until further notice.
NOTE: Enter any special project code assigned by formal agreement with ARMY CAF or as listed in Block H above.

Enter any of the following (if applicable):

- Limited Access Authorization (LAA)
- Presidential Support
- SIOP-ESI
- Critical PRP
- Controlled PRP
- NATO Billet

- Special Access Program (SAP)

P – Requesting Official:

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

Enter the Name, Title and Signature of the individual authorizing the request; enter your commercial telephone number (include phone number of an alternate POC), and the date of request. Block P must contain the signature of someone in the SON who is authorized by your command to request investigations. The signature does not have to be original; a stamp or copy is sufficient.
OPM will call the individual listed in Block P if there are questions about the case papers before scheduling the case.