



Date: June 3, 2008

In reply refer to: Intragovernmental Payment and Collection (IPAC) Control Branch

Subject: Processing Office of Personnel Management (OPM) Security Investigation Bills in the IPAC System

To: USDA Agencies
Human Resource Offices/Users of IPAC

This memorandum provides instructions to agencies to facilitate efficient processing of Office of Personnel Management (OPM) Security Investigation bills through the Intragovernmental Payment and Collection (IPAC) system.

Currently, a lack of adequate obligation reference information on OPM Security Investigation orders is creating problems in processing payments. To prevent delays in processing IPAC payments and avoid payment of incorrect charges, it is imperative that Human Resource Offices follow specific criteria when ordering investigations with OPM.

Agencies must provide a proper Agency Location Code (ALC), and a valid, sufficiently funded Foundation Financial Information System (FFIS) Miscellaneous Obligation (MO) Document and line number to OPM in the appropriate fields and in the correct format (as indicated below) on the OPM Questionnaire for Non-Sensitive Positions (SF85 EG), Questionnaire for Public Trust Positions (SF85P), and the Questionnaire for National Security Positions (SF86 EG).

PROCEDURES

USDA Obligating Document Reference Number (DRN)

In order for the appropriate agency to be charged for the OPM Security Investigation, a USDA Obligating DRN must be supplied in the appropriate block on the OPM Security Investigation Request Form. (See Attachments 1 and 2.) Correct input of this information will result in automated processing with no manual intervention, therefore, eliminating processing delays.

The DRN consists of the obligating (or commitment) document's FFIS transaction code, FFIS document number, a pound sign (#) as a separator, and the appropriate FFIS line number within the obligating (or commitment) document, with no spaces. See the following example.

| FFIS Transaction Code | FFIS Document Number | Separator | FFIS Line Number | USDA Obligating DRN |
|-----------------------|----------------------|-----------|------------------|---------------------|
| MO | 12345556789 | # | 001 | MO12345556789#001 |

ALC Information

OPM has removed ALC 12-40-0001 as a valid billing code for USDA background security investigations. Thus, this ALC has also been removed from the following two billing tables: the individual Security Office Identifiers (SOIs), and the Submitting Office Numbers (SONs). It should **not** be used to bill investigations. If a submitting office point of contact submits a request for an investigation under this ALC, it will be invalidated and the case will be rejected. In this event, the submitting office will typically receive a courtesy call or e-mail (if an e-mail address is provided) notifying that the ALC is invalid. Failure to provide the corrected information timely will result in the security investigation request being rejected by OPM.

Investigation Request Form(s) Information

The “Requesting OPM Personnel Investigations (IS-15)” booklet provides step-by-step instructions for completing the “Agency Use Only” Block (AUB). For an electronic copy refer to <http://www.opm.gov/extra/investigate/IS-15.pdf>. The completed investigations are returned to the SOI in the AUB. The SON/SOI/ ALC combinations must be accurate or the cases will be rejected. When placing an order for an OPM Security Investigation, it is imperative that the correct information be in the appropriate block(s) and in the correct format. The information in these blocks appears on the actual OPM bill and is used for backup when processing OPM Security Investigation IPAC bills.

Following these procedures will greatly improve the processing time on this type of IPAC bill. Efficient processing also facilitates timely IPAC reconciliations.

The attachments provide instructions for completing SON, SOI, ALC, and DRN blocks on the SF85 (EG) and the SF86 (EG). Use the instructions provided for the SF86 (EG) to complete the SF85P.

Questions concerning these procedures should be directed to the Controller Operations Division, IPAC Control Branch, at **(504) 426-5065**.

/s/

CHARLES L. WALLACE, Director
Controller Operations Division

Attachments

Form SF85 (EG), Questionnaire for Non-Sensitive Positions

Standard Form 85 (EG)
Revised September 1995
U.S. Office of Personnel Management
5 CFR Parts 731 and 736

**QUESTIONNAIRE FOR
NON-SENSITIVE POSITIONS**

Form approved:
OMB No. 3206-0005
NSN 7540-00-634-4035
85-111

OPM
USE
ONLY

Codes

Case Number

Agency Use Only (Complete items A through K using instructions provided by USOPM)

| | | | | | | |
|--|---|-------------------------|---|-------------|---------------------------------------|-------------------------------|
| A Type of Investigation | B Extra Coverage | C Nature of Action Code | D Date of Action | Month | Day | Year |
| E Geographic Location | F Position Title | | G SON | H SOI | | |
| I OPAC-ALC Number | J Accounting Data and/or Agency Case Number | | | | | |
| K Requesting Official | Name and Title | | Signature | | Telephone Number | |
| | | | | | () | |
| <p>Persons completing this form should begin with the questions below.</p> | | | | | | |
| <p>1 FULL NAME</p> <ul style="list-style-type: none"> • if you have only initials in your name, use them and state (IO). • if you have no middle name, enter "NMN". | | | <p>- If you are a "Jr.," "Sr.," "II," etc., enter this in the box after your middle name.</p> | | | <p>2 DATE OF BIRTH</p> |
| Last Name | | | First Name | Middle Name | Jr., II, etc. | Month Day Year |
| <p>3 PLACE OF BIRTH</p> <p>- Use the two letter code for the State.</p> | | | <p>4 SOCIAL SECURITY</p> | | | |
| City | | | County | State | Country (if not in the United States) | |

Block G – Input the Submitting Office Number (SON).

Block H – Input the Security Office Identifier (SOI).

Block I – Input the correct ALC to be billed.

NOTE: Do not use ALC 12-40-0001.

Block J – Input the USDA Obligating DRN (i.e., MO information) in the proper DRN format.

Form SF86 (EG), Questionnaire for National Security Positions

Block N - Input the correct ALC to be billed.
NOTE: Do not use ALC 12-40-0001.

Block O - Input the USDA Obligating DRN (i.e., MO information) in the proper DRN format.

Block J - Input the Submitting Office Number (SON).

Block L - Input the Security Office Identifier (SOI).

Standard Form 86 (EG)
Revised September 1995
U.S. Office of Personnel Management
5 CFR Parts 731, 732, and 736

QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS

Form approved:
OMB No. 3206-0007
NSN 7540-00-634-4036
88-111

Part 1 Investigating Agency Use Only Codes Case Number

Agency Use Only (Complete items A through P using instructions provided by the Investigating agency).

| | | | | | | | | |
|---|-------------------------|----------------------------|-----------------|--------------------------------|--|------------------|--------------|--|
| A Type of Investigation | B Extra Coverage | C Sensitivity Level | D Access | E Nature of Action Code | F Date of Action | | | |
| G Geographic Location | H Position Code | I Position Title | J SON | | K Location of Official Personnel Folder | | L SOI | |
| | | | | | | | | M Location of Security Folder |
| | | | | | | | | N OPAC-ALC Number |
| | | | | | | | | O Accounting Data and/or Agency Case Number |
| P Requesting Official Name and Title | | | | Signature | | Telephone Number | | Date |

Persons completing this form should begin with the questions below.

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

Last Name First Name Middle Name Jr., II, etc. Month Day Year

2 DATE OF BIRTH

Month Day Year

3 PLACE OF BIRTH - Use the two letter code for the State. **4 SOCIAL SECURITY**

City County State Country (if not in the United States)

5 OTHER NAMES USED
Give other names you used and the period of time you used them (for example: your maiden name, name(s) by a former marriage, former name(s), alias(es), or nickname(s)). If the other name is your maiden name, put "nee" in front of it.

Name Month/Year Month/Year Name Month/Year Month/Year