

Appendix D
(March 2004)

Security SF-86 and SF-85P “Agency Use Only”
Section Instructions

The Regional Security Officer or servicing personnel office are to use the following instructions to complete the top half of the 1st page of the SF-86 and SF-85P, “Agency Use Only.”

A Type of Investigation			
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Enter the appropriate 3-character code from the chart below which represents the type of investigation and service requested. See 440-7-H, Chapter 2, for an explanation of each type of investigation.

Type of Investigation	Expedite Service Code A	Standard Service Code B
NACI	Not Available	02B
NAC	06A	Not Available
NACLC	08A	08B
ANACI	09A	09B

Type of Investigation	PRIORITY Service Code A*	ACCELE-RATED Service Code B**	STANDARD Service Code C***
PRI	Not Available	Not Available	11C
PRIR	Not Available	Not Available	12C
MBI	Not Available	Not Available	15C
SSBI-PR	Not Available	Not Available	18C
LBI	20A	20B	20C
LBI Update (LDI) (13-36 months)	21A	21B	21C
LBI Upgrade (LGI) (0-12 months)	36A	36B	36C
BI	25A	25B	25C
BI Update (BDI) (13-36 months)	26A	26B	26C
BI Upgrade (BGI) (0-36 months)	37A	37B	37C
SSBI	30A	30B	30C
SSBI Update (SDI) (13-36 months)	31A	31B	31C
SSBI Upgrade (SGI) (0-36 months)	38A	38B	38C
(37-60 months)	34A	34B	34C

* **Priority** requests are initiated within 24 hours of receipt and receive expedited handling to the extent possible within the Federal Investigations Processing Center (FIPC) and by the Investigator in obtaining personal and record sources. Advance fingerprint (FP) timeliness currently reflects an average of 2 days or less, and Advanced NACs are processed, on average, in 15 days or less.

****Accelerated** requests receive second priority for processing. Current timeliness in initiating these requests is less than 3 calendar days from receipt. Advance FP timeliness currently averages 5 calendar days, and Advanced NACs are processed in an average of 25 calendar day.

*****Standard** requests are routinely scheduled within 5 calendar days of receipt. Advance FP timeliness currently averages 5 calendar days, and Advanced NACs are processed, on average, in 36 calendar days.

B Extra Coverage						
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Enter the letter “L” in any space (this authorizes OPM to conduct birth corroboration by the Bureau of Vital Statistics). Also, enter the appropriate number of the numeric (1-7) codes from the chart below which represents the type of extra investigative coverage desired, if applicable.

O = Optional Coverage

F= Optional Coverage, additional fee charged

Extra Coverage Codes							
Type of Investigation	1 Over-seas	2 Credit	3 Advance NAC	4 Mgr/ Spvy	5 Public Contact	6 Law Enforcement	7 Attachments
NACI		F	O				O
NAC		F	O				O
NACLC			O				O
ANACI			O				O
PRI/R			O				O
SSBI-PR	F		O				O
MBI			O				O
LBI	F		O	F	F	F	O
BI	F		O	F	F	F	O
SSBI	F		O	F	F	F	O

Code 1, Overseas attributes – Subject and spouse, as required, addressed in interviews.

Code 2, Credit – Automated scheduling of credit. An additional fee is charged for an optional credit check.

Code 3, Advance NAC – The advance on the National Agency Check (NAC) consists of an itemized list of the NAC results and search status. This is a notification of item results only, no hardcopy is 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 is not complete, a NAC status report will be generated to provide the SOI information on the NAC.

Code 4, Managerial and Supervisory attributes.

Code 5 , Pubic Contact attributes.

Code 6, Law Enforcement attributes.

Code 7, Attachments – This code is used when information is attached – e.g., request for license or certificate verification; issue information; personnel folder or security file information; people in the U.S. who can verify activities outside the United States; agency-conducted Subject interview or pre-appointment checks; and, any other pertinent information.

For SF - 86 only

C Sensitivity Level		
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Enter one of the following codes representing the sensitivity level of the position requiring the investigation in the first space from the left.

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

Enter “C” in the second space for Information Technology (IT)/computer positions. If position is not IT/computer, leave the block blank. Refer to SM 600.5 to establish if position is an IT/computer position.

For SF - 85P only

C Risk Level	
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Enter one of the following codes representing the risk level of the position requiring the investigation.

CODE	LEVEL
5	Moderate Risk
6	High Risk

For SF - 86 only

D Access	
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Enter the appropriate code from the chart below to show the type of security clearance the position requires.

CODE	LEVEL
2	Secret (S)
3	Top Secret (TS)
4	Top Secret Sensitive Compartmented Information (TS(SCI))
5	Department of Energy "Q"
7	Department of Energy "L"

For SF - 85P only

D Compu/ IT	
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Enter "C" for an IT/computer position. If position is not IT/computer, leave the block blank. Refer to SM 600.5 to establish if position is an IT/ computer position.

E Nature of Action Code				
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If the person being investigated is a Federal employee, enter "000." If the person being investigated is a contract individual, enter "CON."

F Date of Action	Month	Day	Year
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Leave blank.

G Geographic Location									
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Enter the 9 - digit "Worldwide Geographic Location Code" to show the actual location of the duty station for the position. The code can be obtained by accessing FPPS. If you do not have access to FPPS, contact the servicing Human Resources Office.

H Position Code	
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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
E	White House
F	SES/GS-15 (or equivalent)
G	Special/Confidential Assistants (GS-13 and above)

I Position Title	
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Enter the title of the position for which the investigation is being requested. If the person being investigated is a contractor individual, enter the person's position with the contractor company, or "CONTRACTOR."

J SON				
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Enter IN06.

K Location of Official Personnel Folder	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None NPRC At SON	Other Address	Zip				Code
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If the person has never been a Federal employee (for example, contractors), check the box "None;" if the OPF is at the National Personnel Records Center, check the box "NPRC;" otherwise, provide the location of the Official Personnel Folder under "Other address." Please provide the complete address.

L SOI				
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Enter IN06.

M Location of Security Folder	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	None At SOI NPI	Other Address	Zip				Code
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Leave Blank.

N OPAC-ALC Number								
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Enter 14080001.

O Accounting Data and/or Agency Case Number	
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Enter the appropriate account number. 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 our agency.

P Requesting Official	Name and Title	Signature	Telephone Number	Date
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Enter Security Specialist and (703) 648 - 4467 in the appropriate blocks.