

## Instructions for Completing the "Agency Use" Form (SF 86)

**Note:** These instructions are a summary of the items that need to be completed on blocks A-P of the "Agency Use Information" form. These instructions apply to investigations submitted for security clearance determinations or other security interests [eg. Section 6, Chapter 3, AR 380-67(DOD 5200.2-R)]. For assistance in submitting NACI or ANACI cases to OPM, contact the local Civilian Personnel Advisory Center (CPAC). For assistance in submitting childcare investigations, contact the local Morale, Welfare and Recreation (MWR) official or call the Army Community and Family Support Center (Army) at (703) 681-5385. General questions may also be addressed by calling OPM-FIPC at (724) 794-5228.

### For the "Agency Use Information" section of the form (keyed to data blocks):

A. Insert the following codes for the below listed investigation types:

30B	for	SSBI
18F	for	SSBI-PR
08B	for	NACLC (initial investigation or PR)
06A	for	NAC
02B	for	NACI
09B	for	ANACI

B. Insert "3" on all requests (Advance NAC notification). The Advance NAC Report is sent to the SOI. Insert "R" in the second position for periodic reinvestigation (PR) requests (ex. 3R)

C. **Note: Represents Sensitivity of Investigation (an OPM required category).** Insert the following codes for the below listed investigation types (OPM will not process submissions without these codes):

"2"	Non-critical Sensitive	Corresponds to investigations at the CONFIDENTIAL or SECRET level (SF86), as well as NACIs on SF85P
"3"	Critical Sensitive	Corresponds to investigations at the TS level (SF86), as well as SSBI on SF85P
"4"	Special Sensitive	Corresponds to investigations requiring SCI access (SF86)

Add "C" in the second position (ex. "2C") for ADP positions.

D. **Note: Represents Access required.** Select 0, 1, 2, 3 or 4, as appropriate:

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)

E. --For Military personnel enter "MIL"  
--For Contractor personnel enter "CON"  
--For Civilian personnel:

- Leave blank if the individual is currently a member of the federal civil service.
- If the individual is a new-hire civilian/applicant, enter the 3 digit "Nature of Action" code appearing on the SF52. If that code does not appear on the SF52, enter "000"

F. Leave Blank.

G. Leave Blank.

H. Enter appropriate code from list below. If none of the codes apply, leave blank.

<u>Code</u>	<u>Position</u>
A	Congressional Staff
B	Investigator
C	Astronaut
D	Fellow Programs
E	White House (Fellow)
F	SES/15 (or equivalent)
G	Special/Confidential Assistants (GS 13 and above)
P	Yankee White

I. Self explanatory. (Refer to IS-15.)

J. Enter OPM-assigned SON for your site.

K. Self explanatory. (Refer to IS-15.)

L. Enter "A334" (CCF's code) for security clearance cases.  
Enter responsible command SOI (OPM-issued) for non-clearance (SF85P/SF 85) cases.

M. Self explanatory

N. Insert the following codes for the below listed investigation types:

DSS-CIVL	for civilian employees
DSS-MILA	for Army military personnel
DSS-IND	for contractor (industry) personnel submitted via SF85P (eg. Section 6, Chapter 3, AR 380-67, DoD 5200.2R)

**Do not enter these codes if submission is for NACI, ANACI, or childcare investigation. The OPAC-ALC code for NACI and ANACI cases is: DOD-ARMY. The OPAC-ALC code for childcare cases is ARMY CYS, unless a different code has been established by local arrangement with OPM.**

O. Insert "Yankee White", if applicable.

P. Self explanatory. (Refer IS-15.)

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- Additionally, the "Subject of Investigation (Identifying Information)" and "Education Degree(s) (Not shown on the EPSQ)" sections must be completed on the 'Agency Use Form' for all submissions to OPM.
  - The SF87 fingerprint card will be used for civilian personnel.
  - The FD258 fingerprint card will be used for military and contractor personnel.
  - The SF85P will be used for non-clearance submissions (eg. Section 6, Chapter 3, AR 380-67 (DoD 5200.2-R)).
  - There is no electronic submission of Army PSI requests to OPM. The EPSQ may be used to prepare either the SF86 or the SF85P. Alternatively, forms available via publication stock or approved software programs may be used for OPM submissions.

- Investigation requests should be submitted to:

US Office of Personnel Management  
Federal Investigations Processing Center  
PO Box 618  
1137 Branchton Road  
Boyers, PA 16018-0618

- **Do not send classified PSI requests to OPM. Send to DSS pending resolution of processing procedures.**
- OPM will return a "Scheduled Notice" to the SON for all cases accepted.
- Status checks may be conducted by calling: (724) 794-5228.

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

<b>A</b> Type of Investigation	<b>B</b> Extra Coverage	<b>C</b> Sensitivity Level	<b>D</b> Access	<b>E</b> Nature of Action Code	<b>F</b> Date of Action	Month Day Year
<b>G</b> Geographic Location	<b>H</b> Position Code	<b>I</b> Position Title				
<b>J</b> SON	<b>K</b> Location of Official Personnel Folder	None	Other Address			Zip Code
		NPRC				
		At SON				
<b>L</b> SOI	<b>M</b> Location of Security Folder	None	Other Address			Zip Code
		At SOI				
		NPI				
<b>N</b> OPAC-ALC Number	<b>O</b> Accounting Data and/or Agency Case Number					
<b>P</b> 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)

<b>FULL NAME</b> * 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.
<b>Maiden Name Used</b> List your maiden name and the "To and From" dates of when it was used.			
Maiden Name			Month/Year    Month/Year To                                  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.

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