



REQUESTOR GUIDE

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Introduction

The Requestor guide will provide basic program background information for the Army Investigative Enterprise Solution (AIES), the Personnel Security Investigation Center of Excellence (PSI-CoE), the Personnel Security Investigation Portal (PSIP) and the roles, responsibilities, and proper procedures for Requestors.

Program Background Information

The Army Investigative Enterprise Solution is a holistic, end-to-end service and quality approach to personnel Security investigations (PSI). AIES allows for greater centralization, quality control, and standardization, which continues to show proven results and significant increases in the speed, success, and quality of the investigation process.

The PSI-CoE consists of a centralized organization of Subject matter experts available to assist applicants and Requestors through the investigation request process and provide a standardized source of guidance to streamline the submission of background investigations. Through our process we are able to reduce the administrative burden associated with completing background investigations, resulting in a timely, consistent investigation process and more timely investigation determination.

Requestor

Requestors are defined as human resource (HR) specialists or security professionals, responsible for submitting background investigation requests via PSIP. A Requestor must properly submit each background investigation request, while also ensuring the responsiveness of the Subject and timely investigation packet submittal. Without this step, the front end processing time for each PSI will increase.

Roles and Responsibilities Related to PSIP Request

	PSIP	Interim Clearances	Suitability Determinations	Reporting
CPAC Requestor	<ul style="list-style-type: none"> • Provide complete and accurate information in PSIP • Assist Subject with fingerprinting locations, as necessary • Advise the Subject to be available for at least one week after request submission to complete SF86/85P/85 • List supporting security office as "alternate Requestor" • Submit OF306, application/resume as required • Identify SOI where ROI will be returned 	N/A	<ul style="list-style-type: none"> • Coordinate suitability determination with applicable managers or designee 	<ul style="list-style-type: none"> • Report OF-79A suitability determination, as applicable • Take appropriate action when termination email is received • Notify PSI-CoE if investigation is no longer required
Security Office Requestor	<ul style="list-style-type: none"> • Take fingerprints or provide Subject with fingerprinting locations • Provide complete and accurate information in PSIP • Advise the Subject to be available for at least one week after request submission to complete SF86/85P/85 • Submit OF306 and application/resume as required • Identify SOI where ROI will be returned • Review all returned SF86/85P/85 forms for derogatory information IAW AR 38067 and ALARACT 322/2009 FORCE PROTECTION, DTG 231751Z NOV 09 	<ul style="list-style-type: none"> • Coordinate interim determination with interim granting authority or make interim determination, as delegated • Take ownership of Subject in JPAS 	<ul style="list-style-type: none"> • Make suitability determination, as applicable 	<ul style="list-style-type: none"> • Report OF-79A suitability determination, as applicable • Take appropriate action when termination email is received • Notify PSI-CoE if investigation is no longer needed • Post interim determination in JPAS
Individual Requiring Investigation	<ul style="list-style-type: none"> • Complete fingerprints, as required • Complete the e-QIP online in a timely manner • Return signature pages/releases to the PSI-CoE • Provide OF306 (contractors using SF85) 	N/A	N/A	N/A

	PSIP	Interim Clearances	Suitability Determinations	Reporting
PSI-CoE	<ul style="list-style-type: none"> • Validate need for an investigation • Notify Requestor throughout the process • Provide Call Center support Subjects/Requestors • Notify Subjects/Requestors of fingerprint requirements • Create JPAS record, if required • In coordination with G-2, disseminate AIES program guidance 	<ul style="list-style-type: none"> • Provide completed forms to the Requestor • Provide completed forms to the Linguist Security Office 	<ul style="list-style-type: none"> • Provide completed forms to the Requestor • Provide completed forms to the LSO 	<ul style="list-style-type: none"> • Post PSQ sent date in JPAS • Cancel request or investigation as required
CCF	<ul style="list-style-type: none"> • Coordinate with the PSI-CoE to ensure the CATS-to-PSIP interface is established 	<ul style="list-style-type: none"> • Make interim SCI determination 	N/A	<ul style="list-style-type: none"> • Update JPAS record with interim SCI determination • Determine security clearance eligibility • Update JPAS record with final adjudication

Requestor Registration

Prior to submission of the investigation request, the Requestor must register for a PSIP Requestor account. Please inform your MACOM POC of your PSIP account registration.

****NOTE:** As of 1 DEC CAC Authentication is required for PSIP login due to HSPD-12

To register for a PSIP account:

1. Access PSIP at <https://www.psip.army.mil> (You will be directed to AKO for CAC Authentication)
 2. Select "I Accept" at the AKO disclosure screen
 3. At the AKO login screen select "CAC Login" and enter your CAC pin
 4. PSIP User Profile provide all the requested information
 - a. Enter AKO email address in the AKO ID field
 - b. Enter social security number in Social Security Number field
 - c. Select service from Service field drop-down options
 - d. Select rank/prefix from Rank/Prefix field drop-down options
 - e. Enter first name in First Name field
 - f. Enter last name in Last Name field
 - g. Enter UIC (Unit Identification Code) in UIC field
 - h. Enter desired phone number in Primary Phone Number field
 - i. Select type from Primary Phone Number Type field drop-down options
 - j. Enter desired title in Title field
 - k. Enter the MACOM (Major Command) you belong to in the MACOM field.
 - l. Select desired community from Community field drop-down options.
 - m. Click Save
 5. Before a personnel security investigation request can be submitted the following is required to be added to the right side of the Profile screen:
 - a. Alternate Requestor - Select "New" to add an Alternate Requestor, this person must be an approved PSIP Requestor, search by last name, select name from drop down list and click "Save".
 - b. UIC - To add an UIC, type your UIC in the field and "Add". (If UIC is not approved contact the PSIP Administrator, usarmy.apg.inscom.mbx.psip-requesters@mail.mil)
- **NOTE:** Every 90 days Requestors will be prompted to view and update their PSIP Profile.

Upon completion of registration, the Requestor will receive an email stating they have been approved as a PSIP user. You may access PSIP but you will not be able to submit requests until your MACOM approves your account. Requestor access is granted from the MACOM that was selected during registration.

Once the account is approved by the MACOM POC, the Requestor will receive an automatic e-mail from PSIP indicating they have been added as a PSIP Requestor and will now be able to request investigations through PSIP.

For any PSIP related questions please contact the PSI-CoE Customer Service Center (CSC) at (410) 278-4194 or DSN 298-4194 or usarmy.apg.inscom.mbx.psip-requesters@mail.mil.

****NOTE:** Requestor accounts will be disabled after 180 days of inactivity. If account access is still required contact the PSI-CoE CSC and a PSIP Administrator at the CoE will be able to restore account access.

PSIP Portal

The first time a Requestor logs into PSIP as a Requestor, there may be alerts in the announcement box on the right side of the screen.

All regulations, directives, and memorandums are located in “References” on the PSIP Menu bar.

Entering PSIP Request

The process begins when the Requestor identifies a need for a security investigation.

1. Login
2. Select the Requests tab on the Menu bar
3. Select Add/Edit Requests

****NOTE:** If an investigation request is partially completed but not submitted, the request can be changed and submitted using the “Edit Un-Submitted Requests” option in the Requests tab on the Menu bar.

The PSIP request form has six tabs: Initiation, Identification, Investigation, Contact, Documents, and Comments.

Initiation Tab

The Initiation tab contains the information related to the Subject’s role, type of investigation required, and Special Accesses, as applicable.

Based on guidance from the Army G-2, the PSI-CoE will only initiate Periodic Reinvestigations (PRs) within 30 days of the closed date of the previous investigation. Exceptions to this guidance include individuals that are part of the Personnel Reliability Program (PRP) or Special Access Program (SAP). Requests for PRP and SAP investigations can be processed within 180 days of the subject's previous investigation closed date. Exceptions to these policies will only be made on a case by case basis.

SSN is to be entered as 9 numbers, with no dashes and entered a second time for confirmation. In the event an investigation request is submitted with an incorrect SSN, please contact the PSI-CoE CSC at (410) 278-4194/ DSN 298-4194.

If a previous Request Template has been saved, highlight the template from the dropdown menu and select “Apply Template”. All the information saved in the template will be auto-filled. PSIP Requestors have the option to save investigation request templates. The following instructions will assist the Requestor in creating a template. ****Please note:** this feature is located in the Comments Tab of PSIP.

At the bottom of the Comments tab, before an investigation request is submitted, there is a “Save as Template” button to create a template for frequently submitted requests. The Role, Clearance, Form and Investigation type of the current investigation request are the foundation of the Request Template. Any other the information the Requestor wishes to include on the template should be checked. The following items cannot be included in any template because they refer to a specific Subject: SSN, full name, date of birth, place of birth, citizenship status, resume, OF306, and comments. Once this information has been entered, the Requestor should name the Template and “Save”.

Role, Clearance/Investigation level, and IT level are all required fields. The form type will automatically populate on the right side of the screen based on role and clearance level (Please refer to the investigation matrix on the next page). Select “Next” at the bottom of the page once all required information is provided.

****NOTE:** The initiation tab has been updated to allow for the clear identification of investigations being processed for Public Trust, Red Cross Volunteers, Student Interns, and Summer Hires.

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BACKGROUND INVESTIGATION TABLE

PSI	Personnel Covered	Clearance Eligibility	Position Sensitivity Level	Duties	Scope Of Investigation Timeframe	Investigation Elements
SSBI Single Scope Background Investigation	Military Civilian Contractor	SCI Top Secret	Special Sensitive Critical Sensitive	IT-I LAA	10 years	<ul style="list-style-type: none"> ○ Date & place of birth verification ○ Completed NAC (National Agency Check) ○ Spouse or cohabitant SAC (Single Agency Check) ○ Financial review (credit checks) ○ Local agency checks (law enforcement) ○ Public records verification ○ Citizenship verification ○ Written Inquiries: ○ Education verification ○ Employment verification & references ○ Interviews: ○ References (4 required, at least 2 developed) ○ Neighborhood references ○ Former-spouse interview ○ Subject interview ○ Expansion of investigation as necessary
ANACI Access National Agency Check with Inquiry	Civilian	Secret Confidential	Noncritical Sensitive	IT-II	10 years	<ul style="list-style-type: none"> ○ Completed NAC (National Agency Check) ○ Financial review (credit check) ○ Local agency check (law enforcement) ○ Written Inquiries: ○ Education verification ○ Employment verification & references ○ Character references ○ Expansion of investigation as necessary
NACLC National Agency Check with Local Agency and Credit Check	Military Contractor (Civilian for PRs only)	Secret Confidential (Initial and PR)	N/A	IT-II All Military accessions and appointments	10 years	<ul style="list-style-type: none"> ○ Date & place of birth verification ○ Completed NAC (National Agency Check) ○ Financial review (credit check) ○ Local agency check (law enforcement) ○ Expansion of investigation as necessary ○ Subject interview only conducted for specific issue resolution
SSBI PR SSBI Periodic Reinvestigation	Military Civilian Contractor	SCI Top Secret	Special Sensitive Critical Sensitive	IT-I LAA	10 years	<ul style="list-style-type: none"> ○ Completed NAC (National Agency Check) ○ Spouse or cohabitant SAC (Single Agency Check) ○ Financial review (credit checks) ○ Local agency checks (law enforcement) ○ Public records verification ○ Financial Crimes Enforcement Network check ○ Written Inquiries: ○ Employment verification & references ○ References (2 required, at least 1 developed) ○ Neighborhood references ○ Interviews: ○ Former-spouse interview ○ Subject interview ○ Expansion of investigation as necessary

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PSI	Personnel Covered	Clearance Eligibility	Position Sensitivity Level	Duties	Scope Of Investigation Timeframe	Investigation Elements
PPR Phased Periodic Reinvestigation	Military Civilian Contractor	SCI Top Secret	Special Sensitive Critical Sensitive	IT-I LAA	10 years	<ul style="list-style-type: none"> ○ Personnel Security Questionnaire ○ Completed NAC (National Agency Check) ○ Spouse or cohabitant SAC (Single Agency Check) ○ Credit report ○ Local agency check ○ Employment records ○ Military records ○ Security records ○ Medical records ○ Education records ○ Public records ○ Financial Crimes Enforcement Network check ○ Subject interview ○ Miscellaneous records
NACI National Agency Credit Check with Inquiry	Civilian Contractor	NONE	Non-sensitive HSPD-12	IT-III	5 years	<ul style="list-style-type: none"> ○ Completed NAC (National Agency Check) ○ Local agency check (law enforcement) ○ Written inquiries: ○ Education verification ○ Employment verification & references ○ Character references ○ Expansion of investigation as necessary
BI Background Investigation	Civilian Contractor	None	High Risk Public Trust		7 years	<ul style="list-style-type: none"> ○ Completed NAC (National Agency Check) ○ Credit search ○ Record searches (5-7 years) ○ Written inquiries ○ Subject interview
MBI Minimum Background Investigation	Civilian Contractor	None	Moderate Risk Public Trust		7 years	<ul style="list-style-type: none"> ○ Completed NAC (National Agency Check) ○ Credit history check ○ Record searches ○ Written inquiries ○ Interviews ○ Subject interview ○ Interviews of selected areas (3 years)

Identification Tab

The Identification tab contains information that identifies the **Subject**, including their full name, date of birth, branch of service, UIC, SOI, and place of birth. This information will be used to set the Subject's initial Golden Questions and initiate their investigation application in e-QIP.

- If the Subject has no middle name or only a middle initial, select the appropriate box to the right of the name fields to ensure that it is properly recorded
- Date of Birth format should always be MM/DD/YYYY
- Do not list the Subject's city of birth as "Unknown" and do not list the country of birth as the city of birth. (This information is used for the Subject's initial login to e-QIP).
- Citizenship must be verified by one of the following forms: Birth Certificate, Certificate of Citizenship-INS, Certificate of Naturalization, DS-1350, FS-545, FS-240. Passports are not a valid form of citizenship verification.
- Enter the Subject's Branch of Service, IPAC Code, and unit SOI (A334 for clearances) in order to properly route billing and investigation results (For suitability investigations use the SOI of the Security Office that will be conducting the suitability review)
- UIC must be added to PSIP Profile
- Contact your higher headquarters for assistance with the SOI, IPAC, or UICs

Investigation Tab

The Investigation tab contains information related to the speed of the investigation and fingerprints (if required).

- Expedite defaults to "No". When investigation needs to be expedited, a call must be made to the PSI-CoE CSC at 410-278-4194 after request has been submitted to justify any expedite request. Also, note justification in the Comments Tab.
- Indicate how fingerprints have been taken (digitally or manually) and date they were submitted to OPM.
- Manual fingerprints are only accepted by OPM on SF87 or FD258 cards.

Fingerprints

Fingerprints are only required for initial investigations and upgrades. Requestors are required to take fingerprints or arrange for fingerprints to be taken. It is highly recommended that fingerprint arrangements are made before submitting a PSIP request. The PSI-CoE does not submit investigations to OPM until fingerprints have been received at the PSI-CoE, or fingerprints are showing "Received at OPM."

The preferred method for the submission of fingerprints is via digital fingerprint machine through the Army's Store & Forward server to OPM. If fingerprints are completed via digital fingerprint machine, do not send a hardcopy.

AIES possesses a Certificate of Networkiness (CoN) that covers the CrossMatch and Identix/L1 brands of fingerprint machines. It is possible for other devices listed on the FBI's approved list to subsequently receive a CoN.

If digital fingerprints are not possible for a Subject, you must arrange for ink prints on a standard fingerprint card (SF87 or FD258) to be taken. (For Example Fingerprint cards and instructions Refer to Appendix A, B, and C)

If a 10 Print set of fingerprints cannot be obtained due to a missing, scarred or burned finger, the office that is responsible for fingerprint capture must provide supporting documentation identifying the reason.

Fingerprints must be mailed to PSI-CoE by the Requestors or certifying official. For quality assurance concerns we do not recommend Subjects submitting their own fingerprints.

Mailing fingerprints to the PSI-CoE:

ATTN: Fingerprint Team
 DEPARTMENT OF THE ARMY
 PSI Center of Excellence
 Bldg 3240 Raritan Ave
 Aberdeen Proving Ground MD 21005-5001

Verify that the Intra-Governmental Payment and Collection System (IPAC) code and Security Office Number (SON) or Security Office Identifier (SOI) is listed on the fingerprint card before fingerprints are mailed to OPM.

Single Access Check (SAC) Processing and Valid Security Office Identifier (SOI)

All fingerprint cards require a valid SOI in order to be processed. The SOI for clearances should be A334, Central Clearance Facility (CCF); this includes all Soldiers (Active, Guard, and Reserve). The SOI for suitability cases should be the SOI that the Report of Investigation is returned. If your organization does not have an SOI, please coordinate with your higher headquarters (MACOM, DRU, or ASCC) to determine the appropriate SOI. **New SOIs should not be requested to implement the process.**

Provide your organization's SON, SOI, and IPAC on the front of the fingerprint card

- a. The SOI can be used as both the SON and SOI for the hard card fingerprint submission.
- b. The SOI for clearances and military personnel is A334 (CCF).
- c. The SOI for suitability cases should be the SOI the Report of Investigation is returned. If your organization does not have an SOI, you may use the SOI: A334. New SOIs should not be requested to implement the process.

Note: It is very important that the correct mailing address for your SOI is on file at OPM. To check the address on file for your SOI, call the OPM Agency Support Helpline at 724-794-5612 ext 4600; and select the SOI/SON option. If your telephone number or mailing address for your SOI needs updating, use PIPS Form 11.

1. For multiple fingerprint cards, OPM recommends a manifest be included in each box. The manifest will assist in validating that all cards listed were received in the package.
 - d. The manifest should include the following information
 - i. Subject's Full Name
 - ii. SSN
 - iii. Date sent to OPM
 - iv. SOI/SON/IPAC
2. All fingerprint cards and manifests should be forwarded to the following address:

ATTN: Fingerprint Team
DEPARTMENT OF THE ARMY
PSI Center of Excellence
Bldg 3240 Raritan Ave
Aberdeen Proving Ground MD 21005-5001

Note: It is recommended that whatever shipping method your organization uses to send the fingerprint package, it has a tracking capability that enables you to see the status of the package throughout the delivery process.

- If a SAC is showing in JPAS verify the closed date of digital fingerprints. Fingerprints are only valid for 120 days from the closing date of the Single Agency Check (SAC) in the Joint Personnel Adjudication System (JPAS). If the investigation is not submitted to OPM in 120 days, the fingerprints will no longer be valid and the Subject will have to re-submit fingerprints.
- Ideally fingerprints should be completed digitally or mailed to OPM before submission of the investigation request.

Contact Tab

The Contact tab allows the Requestor to submit information related to the Subject, the Subject's supervisor, an Alternate Requestor, and the Requestor.

- Subjects are to provide a primary and secondary e-mail address
 - Requestors should ensure the e-mail address is valid before submitting the request
 - Supervisor should have the authority, contact, and influence necessary to ensure Subject compliance
 - Requestor and Alternate Requestor must be validated and an approved PSIP Requestor.
 - All information (including Subject's completed forms) will be sent to both Requestor and Alternate Requestor e-mail addresses
- NOTE:** When selecting an Alternate Requestor, they first must be added to your Profile. In the Contact Tab highlight the Alternate in the dropdown menu and click the "Select" button to the right of the field. Alternate Requestor's contact information will automatically populate.
- If a CPAC Requestor is submitting a request, they must use their supporting security office as the Alternate Requestor. If a Requestor is from a contractor facility, they must use their cognizant government security office as the Alternate Requestor.
 - If applicable, ensure the appropriate option for local records checks is selected.

Documents Tab

The Documents Tab allows for direct upload of a Subject's OF306 (Declaration for Federal Employment), Resume or NAF Application, if required. The use of direct upload is highly recommended for faster processing of your request.

If this function is not utilized, the forms will have to be faxed to 410-306-3858 or e-mailed to usarmy.apg.inscom.mbx.psip-correspondence@mail.mil, once the request is submitted.

- Check the box: Forward OF 306/Resume Later
- The following message will appear in red: "By checking this box you acknowledge that the required documentation will be forwarded to the PSI-CoE via fax to 410-306-3858/DSN 458-3858 or scanned and emailed to usarmy.apg.inscom.mbx.psip-correspondence@mail.mil.

To upload documents:

1. Select the Browse option. Explorer window displays.
2. Navigate to location of document for upload.
3. Open the desired document for upload (Documents must be formatted in PDF, TIF, or PNG).
4. Click the Upload button. If upload is successful, file name(s) will display in uploaded documents list.

To delete documents:

1. Select document from uploaded documents list.
2. Select "Clear".
3. Click "OK"

Once documentation has been uploaded or Forward OF306/Resume Later has been checked, click "Next" to continue the submission process.

Reminder: You will not be able to upload documentation after the request has been submitted in PSIP.

Comments Tab

The Comments tab allows the Requestor to submit information specifically related to the investigation that would warrant special attention by the PSI-CoE.

Required Comments

- If the Subject has a 2 year or longer break in service, provide the date of separation
- If the Subject presently has 5 years of continuous Federal Civilian Service (this is used to determine if Resume and OF306 are required)
- Expedite justification:
 - Yankee White
 - Deployment
 - Wounded Warrior
 - SES
- Contract Linguist required information
- Childcare investigations (CNACI), states Subject has lived in the past five years
- Date/status of fingerprints

Do Not

- Include questions - questions should be directed to the PSI-CoE CSC 410-278-4194/DSN 298-4194 or usarmy.apg.inscom.mbx.psip-questions@mail.mil.
- Include additional contact information - any contact information will not receive additional copies of Subject information or results.

If you have questions regarding what comments to include in this block, please do not hesitate to call the PSI-CoE CSC for guidance.

If the Requestor does not have any comments, this tab may be left blank.
Click "Submit" at the bottom of the page to submit the PSIP request to the PSI-CoE for processing.

If there are errors in your form, a red box will appear to the right of the comments field with information regarding the tab and field that requires attention.

You may navigate back to those pages by selecting the tab name on the top, or using the "Previous" button in the lower left corner of the form. The investigation request is not complete until the "Submit" button has been selected. Information on the request cannot be modified once it has been submitted to the PSI-CoE. If there are errors, you should call the PSI-CoE CSC for assistance.

Once successfully submitted, a printable investigation request confirmation summary will be available for your records. This information will no longer be available if you navigate away from the confirmation screen. An acknowledgement e-mail will be sent to the Requestor, Alternate Requestor, and Supervisor.

Requestor Templates

PSIP Requestors have the option to save investigation request templates.

At the bottom of the Comments tab, before an investigation request is submitted, there is a "Save as Template" button to create a template for frequently submitted requests. The Role, Clearance, Form and Investigation type of the current investigation request are the foundation of the Request Template. Any other the information the Requestor wishes to include on the template should be checked. The following items cannot be included in any template because they refer to a specific Subject: SSN, Full Name, Date of Birth, Place of Birth, Citizenship Status, Resume, OF306, and comments. Then the Requestor should name the Template and "Save".

Investigation Request Requirements

All additional documentation, if not uploaded directly to the PSIP request, should be faxed by the requesting office to the PSI-CoE to (410) 306-3858/DSN 458-3858 or emailed to usarmy.apg.inscom.mbx.psip-correspondence@mail.mil.

Civilians

- The OF306 and Resume or NAF Application are required for all initial investigations on new civilian hires.
- For the SF86, the PSI-CoE must determine if there are any discrepancies between the OF306 and the SF86. If no discrepancies are found, the OF306 is not required.
- Resume - Ensure dates attended and complete street addresses are provided for all school and employments listed on the Resume
- Initial investigations require fingerprints on a SF87 card
- Completed SF86/85P/85
- Completed Signature pages

Contractors

- Investigations submitted on a SF85, require specific questions answered on the OF306 (1, 8, 9, 10, 11, 12, 13, 16, and 17a). The OF306 may be used or the specific questions and answers may be provided on an attachment.
- Investigations submitted on a SF85P require an OF306.
- Initial investigations require fingerprints on a FD258 card.
- Completed SF86/85P/85
- Completed Signature pages

Military

- Initial investigations require fingerprints on a SF87 card.
- Completed SF86/85P/85
- Completed Signature pages

	Non-Sensitive Position	Public Trust Position	Security Investigation
New Federal Civilian	SF85, SF87, OF306 Application or Resume	SF85P, SF87 OF306 Application or Resume	SF86, SF87, OF306 Application or Resume
Contractor	SF85, FD258 OF306—Limited Items*	SF85, FD258 OF306—Limited Items*	SF86- Contract Linguists only FD258 OF306—Limited Items*
Military	N/A	N/A	SF86 SF87 or FD 258
Reinvestigation	N/A	N/A	SF86
Upgrade Investigation	N/A	SF85P SF87 (Federal Employees) or FD258 (Contractors)	SF86 SF87 (Federal Employees) or FD258 (Contractors)

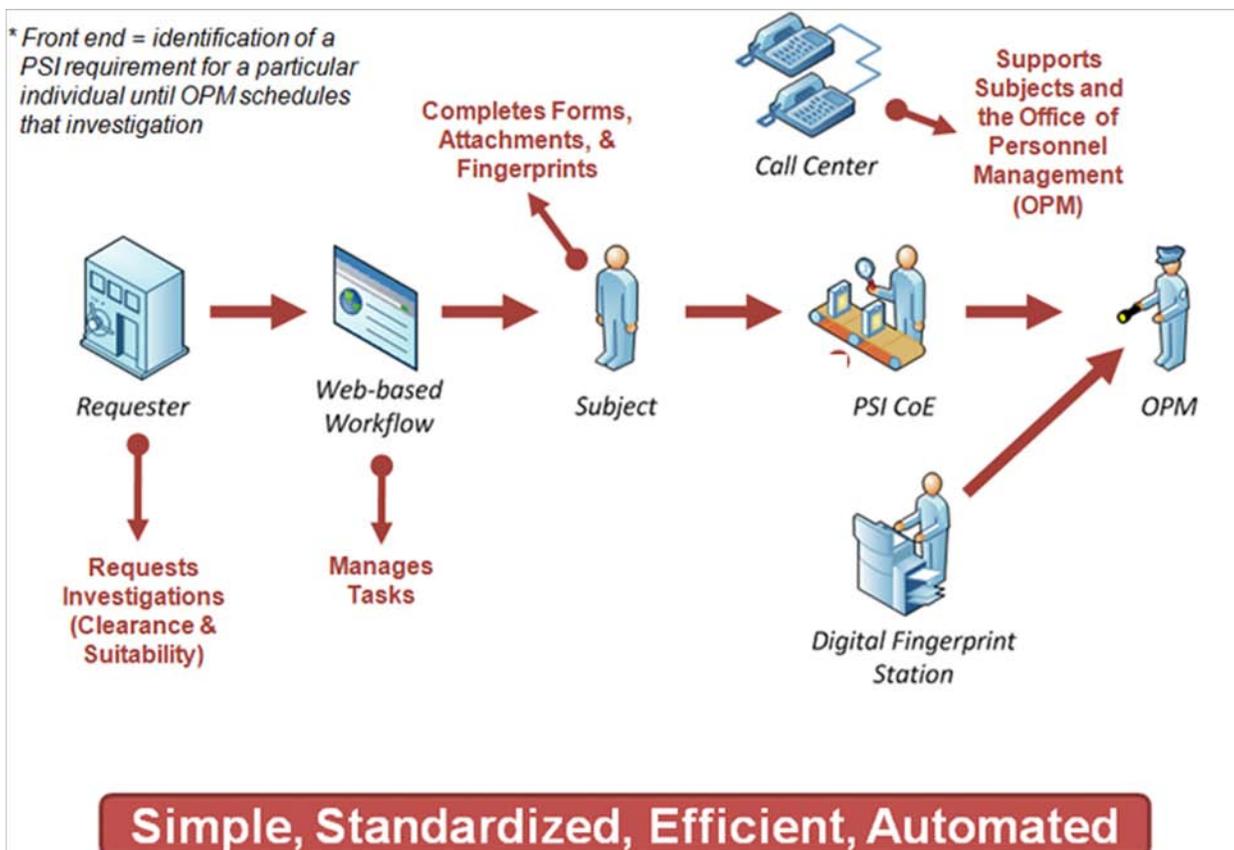
*Contractor personnel are not required to submit an application or resume. However, investigation requests on the SF85 require the applicant to answer specific questions found on the OF306 (1, 8, 9, 10, 11, 12, 13, 16, and 17a). To provide that additional information, the OF306 may be used, or the specific questions and answers may be provided on an attachment.

Investigation Request Timeline

1. Requestor determines need for an investigation and submits an investigation request through PSIP to the PSI-CoE
2. The PSI-CoE validates need in JPAS and other systems and will initiate the Subject in e-QIP if the required investigation does not exist.
 - a. Subject will receive an e-mail with instructions to begin working on e-QIP SF86/85P/85 forms, e-QIP; this will start the five (5) calendar day window in which the Subject must complete their forms.
 - b. If the investigation questionnaire and all supporting documents are not completed within 5 calendar days, the Subject, Requestor and Supervisor will receive daily status update reminders from the PSI-CoE.
 - c. On day 18, if the investigation packet has not been received by the PSI-CoE, or arrangements have not been made with PSI-CoE personnel, the Requestor, Subject, and Subject's Supervisor will be notified that the investigation is pending termination. If a completed investigation packet has not been received or contact has not been made to the PSI-CoE within 48 hours after the termination e-mail has been sent, the investigation will be terminated.

Note: The 18-day cycle does not begin again if the e-QIP forms have been returned to the Subject for corrections.
3. Once the investigation packet is complete and accurate, it will be released to OPM to schedule the investigation. Additionally, an archival copy of the Subject's forms will be forwarded to the Requestor/Alternate Requestor for review and additional action as needed. This version of the form may also be used for agencies to grant interim clearance status, if needed. Note: The PSI-CoE does not disseminate the signature forms or additional copies of the SF86/85P/85. If signed copies are needed, the Requestors should contact the Subject directly.

If you believe that a message has been sent in error (at any time during this process), please call the PSI-CoE at (410) 278-4194/DSN 298-4194 for assistance.



Contract Linguist Program Special Instructions

Requestors submitting a request for the Contract Linguist Program (CLP) must use the Comments Tab to enter required information such as deployment date, POC, and date and location available for interview.

The information should be presented as follows:

“Subject is deploying/deployed to (provide Country), will return stateside on leave from _____ to _____, and will be located at (provide complete street address and phone number). The Agency POC is _____, and they can be reached at (provide phone number, including area code and DSN if applicable)

The POC at Fort Benning CRC is (provide name, phone number, and alternate contact information if applicable).

The Subject’s report date to the Fort Benning CRC is _____.”

Category	Citizenship	Form Type	Investigation Type
Category 1 Non US Citizen	Foreign	SF86	NACLIC – No Clearance
Category 1 US Citizen	United States – born or naturalized	SF86	NACLIC – No Clearance
Category 2	United States – born or naturalized	SF86	SSBI – Secret Clearance
Category 3	United States – born or naturalized	SF86	SSBI – Top Secret SCI Access

All CLP investigations are completed on a SF86 and require completed SF86 e-QIP forms, Subject-signed signature pages, and FD258 fingerprints (if initial investigation).

Contract Linguist Investigations are extremely time-sensitive. If the entire investigation request packet, to include the fingerprint cards, is not received on “Day 20”, the investigation will be discontinued and the Subject Requestor/Alternate Requestor will be notified via e-mail. If an investigation is still required, the Requestor will have to submit another request through PSIP.

Note: When the Contract Linguist Candidate is completing the SF86 Section 13, Employment Entry 1 needs to be listed as the Contract Linguist Vendor. In Section 13 Entry 1 in the Additional Comments provide the PDPC address, this helps OPM complete the subject interviews.

Childcare NACI Special Instructions

As of 1 OCT 2011, the PSI-CoE began processing all Childcare investigation requests Army wide. Childcare investigation requests will be submitted as a NACI on an SF85, OPM will no longer accept NACI requests on an SF85P.

Childcare investigation packets will require an OF306, resume/NAF application, fingerprints, and required state documents (as needed). State documentation is required based on the states the subject has lived for the past 5 years. The PSI-CoE will not submit the investigation packet to OPM until all required documentation has been received at the PSI-CoE.

For CPACs submitting Childcare NACI investigations through the PSI-CoE, please review the applicant's residence history for the last five years if available. List the states the subject has lived in the comments field on the Comments Tab.

Review the Childcare State Requirements chart below or refer to the Childcare folder in the PSIP reference tab for specific state requirements.

All required state documents will be provided in soft copy by the Requestor to the Subject. The Subject must return the completed forms to the CPAC Requestor for submission to the PSI-CoE or directly to the PSI-CoE. All forms that do not require a notary's raised seal and signature may be faxed to 410-306-3858/DSN 458-3858, or e-mailed to usarmy.apg.inscom.mbx.psip-childcare@mail.mil. The PSI-CoE will attach all forms to the investigation request record. Any state documents requiring a notary's raised seal and signature must be mailed to the PSI-CoE. Please send forms as a complete set when required.

All hardcopy Childcare documentation should be mailed to the following address:

ATTN: Childcare Team
DEPARTMENT OF THE ARMY
PSI Center of Excellence
Bldg 3240 Raritan Ave.
Aberdeen Proving Ground MD 21005-5001

****NOTE:** For more detailed Childcare Instructions refer to the Childcare Requestor Guide located in the Childcare folder on the PSIP Reference Tab.

Appendix A - Childcare State Requirements

Please refer to the References Tab in PSIP for additional State fingerprint card Request forms*

State	SF87 FD258 FP Card	State FP Card	State Request Form	Requires Notarized Signature	OPM General Release Form	Copy of Photo ID	**NOTES
Alabama			X	X*	X		*Form requires notarized signature OR two witness signatures
Alaska	X						
Arkansas			X	X	X		
Arizona							
California	X						
Colorado	X						
Connecticut							
Delaware	X				X		
DC					X		
Florida							
Georgia							
Hawaii							
Idaho	X				X		
Illinois		X			X		
Indiana							
Iowa			X*		X		*Iowa State REL form is required for each surname used throughout a Subject's life
Kansas	X						
Kentucky			X*		X		*KY State form must be witnessed
Louisiana*							*Louisiana requirements may change in the near future

UNCLASSIFIED/FOUO

Maine							
Maryland							
Massachusetts							
Michigan	X						
Minnesota			X	X			
Mississippi					X		
Missouri	X						
Montana	X						
Nebraska							
Nevada	X				X		
New Hampshire			X	X	X		
New Jersey	X						
New Mexico			X	X	X		
New York							
North Carolina	X						
North Dakota					X		
Ohio		X*	X*				*Both sides of Ohio fingerprint card must be completed. Only out-of-state applicants must complete the Ohio Exemption Form
Oklahoma							
Oregon							
Pennsylvania							
Rhode Island			X	X	X	X	
South Carolina							
South Dakota	X		X*		X		*Two (2) witnesses

UNCLASSIFIED//FOUO

Tennessee	X						
Texas	X				X		
Utah	2 Cards						
Vermont							
Virginia							
Washington							
West Virginia	2 Cards*		X*				*Two (2) FD258, (SF87 not accepted), one (1) WVSP39 form must be attached to the back of one (1) FP card and signed by Subject, and West Virginia Card Scan Services-Information Form
Wisconsin							
Wyoming		X*			X		*Both sides of Wyoming fingerprint card must be completed

Appendix B

FD-258 Fingerprint Card

FD-258		Contractor Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.									
APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK						FBI	LEAVE BLANK		
		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME							
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		OR I							
RESIDENCE OF PERSON FINGERPRINTED								DATE OF BIRTH <u>DOB</u>			
								Month <u>12</u>	Day	Year	
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	CITIZENSHIP <u>CTZ</u>	SEX <u>5</u>	RACE <u>6</u>	HGT <u>7</u>	WGT <u>8</u>	EYES <u>9</u>	HAIR <u>10</u>	PLACE OF BIRTH <u>POB</u>		
EMPLOYER AND ADDRESS		YOUR NO. <u>OCA</u>	LEAVE BLANK								
REASON FINGERPRINTED		FBI NO. <u>FBI</u>	ARMED FORCES NO. <u>MNU</u>		CLASS _____						
		SOCIAL SECURITY NO. <u>SOC</u>	REF. _____								
		MISCELLANEOUS NO. <u>MNU</u>									
		<u>4</u>									

- NAM:** Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.
- SIGNATURE OF PERSON FINGERPRINTED:** Legal name and signature of person fingerprinted
- DATE and SIGNATURE OF OFFICAL TAKING FINGERPRINTS:** Signature and date of OFFICAL taking fingerprints.
- SOC:** Applicants' full social security number
- SEX:** Enter "M" for male or "F" for female
- RACE (Not Required):** Enter the applicable code:
American Indian or Native – I
Asian or Pacific Islander – A
Black - B
White – W
Unknown or Other - U
- HGT:** Must include three numeric characters. Enter applicant's height in feet and inches. Do not use "or".
 Example: for 5' 11" enter 511 for 6' 1" enter 601
- WGT:** Must include three numeric characters. Enter applicant's weight in pounds
 Example: for 94 pounds – enter 094 for 186 pounds –enter 186
- EYES:** Must include three letter code
 Black- BLK
 Blue -BLU
 Brown- BRO
 Gray -GRY
 Green- GRN
 Hazel- HAZ
 Maroon -MAR
 Multicolored -MUL
 Pink- PNK
 Unknown- XXX
- HAIR:** Must include three letter code
 Bald -BAL
 Black- BLK
 Blonde or Strawberry -BLN
 Brown -BRO
 Gray- GRY
 Red -RED
 Sandy -SDY
 White -WHT
- POB (Place of Birth):** Enter applicable state (US or Mexico) or province (Canada) from the POB listing.
- DOB (Date of Birth):** Must include full DOB (xx/xx/xxxx). Enter applicant's date of birth in order of month, day, and year. Example: January 1, 1965 = 01/01/1965 October 31, 1983 = 10/31/1983
- IPAC/SOI/SON:** Add to "Reason Fingerprinted" IPAC: DA-Army, SOI, and SON.

Appendix C

SF87 Fingerprint Card

SF-87

Federal Employee and Military Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.

SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK						FBI	LEAVE BLANK
		LAST NAME	NAM	FIRST NAME	MIDDLE INITIAL				
		1							
SIGNATURE OF PERSON FINGERPRINTED		OR USOPMOOOZ - FIPC BCYERS, PA							
2									
RESIDENCE OF PERSON FINGERPRINTED		SERIAL NO. (OPM USE ONLY) OCA						DATE OF BIRTH DOB	
								MONTH	DAY
								12	YEAR
		ALIASES AKA		SEX	RACE	HGT.	WGT.	EYES	HAIR
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS			5	6	7	8	9	10
	3			PLACE OF BIRTH POB					
				11					
TITLE AND ADDRESS		SCARS, MARKS, AND TATTOOS						LEAVE BLANK	
								CLASS _____	
POSITION TO WHICH APPOINTED		FBI NO. FBI						REF. _____	
DEPARTMENT, BUREAU, AND DUTY STATION (CITY AND STATE)		SOCIAL SECURITY NO. SOC							
		4							

1. **NAM:** Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.
2. **SIGNATURE OF PERSON FINGERPRINTED:** Signature of person fingerprinted (legal name).
3. **DATE and SIGNATURE OF OFFICAL TAKING FINGERPRINTS:** Signature and date of OFFICAL taking fingerprints.
4. **SOC:** Applicants' full social security number
5. **SEX:** Enter "M" for male or "F" for female
6. **RACE (Not Required):** Enter the applicable code:
 American Indian or Native – I
 Asian or Pacific Islander – A
 Black - B
 White – W
 Unknown or Other - U
7. **HGT:** Must include three numeric characters. Enter applicant's height in feet and inches. Do not use "or".
 Example: for 5' 11" enter 511 for 6' 1" enter 601
8. **WGT:** Must include three numeric characters. Enter applicant's weight in pounds
 Example: for 94 pounds – enter 094 for 186 pounds –enter 186
9. **EYES:** Must include three letter code
 Black- BLK
 Blue -BLU
 Brown- BRO
 Gray -GRY
 Green- GRN
 Hazel- HAZ
 Maroon -MAR
 Multicolored -MUL
 Pink- PNK
 Unknown- XXX
10. **HAIR:** Must include three letter code
 Bald -BAL
 Black- BLK
 Blonde or Strawberry -BLN
 Brown -BRO
 Gray- GRY
 Red -RED
 Sandy -SDY
 White -WHT
11. **POB (Place of Birth):** Enter applicable state (US or Mexico) or province (Canada) from the POB listing.
12. **DOB (Date of Birth):** Must include full DOB (xx/xx/xxxx). Enter applicant's date of birth in order of month, day, and year. Example: January 1, 1965 = 01/01/1965 October 31, 1983 = 10/31/1983
13. **IPAC/SOI/SON:** Add to "Reason Fingerprinted" IPAC: DA-Army, SOI, and SON.

Appendix E

POB (Place of Birth) CODES

USE CTZ (Citizenship) CODES IF NOT USA, MEXICO, OR CANADA

<u>UNITED STATES OF AMERICA</u> (STATES and POSSESSIONS)				<u>MEXICAN STATES</u>	
ALABAMA	AL	PENNSYLVANIA	PA	AGUASCALIENTES	AG
ALASKA	AK	RHODE ISLAND	RI	BAJA CALIFORNIA North	BA
ARIZONA	AZ	SOUTH CAROLINA	SC	BAJA CALIFORNIA South	BJ
ARKANSAS	AR	SOUTH DAKOTA	SD	CAMPECHE	CE
CALIFORNIA	CA	TENNESSEE	TN	CHIHUAHUA	CH
COLORADO	CO	TEXAS	TX	CHIPAPAS	CI
CONNECTICUT	CT	UTAH	UT	COAHUILA	CU
DELEWARE	DE	VERMONT	VT	COLIMA	CL
DISTRICT OF COLUMBIA	DC	VIRGINIA	VA	DISTRICTO FEDERAL	DF
FLORIDA	FL	WASHINGTON	WA	DURANGO	DO
GEORGIA	GA	WEST VIRGINA	WV	GUANAJUAATO	GU
HAWAII	HI	WISCONSIN	WI	GUERRERO	GR
IDAHO	ID	WYOMING	WY	HILDAGO	HL
ILLINOIS	IL	AMERICAN SAMOA ISLANDS	AM	JALISCO	JL
INDIANA	IN	CANAL ZONE	CZ	MEXICO (state)	MX
IOWA	IA	CAROLINE ISLANDS	CG	MICHOACHAN	MC
KANSAS	KS	GUAM	GM	MOARELOS	MR
KENTUCKY	KY	MARIANAS ISLANDS	MK	NAYARIT	NA
LOUISIANA	LA	MARSHAL ISLANDS	MH	NUEVO LEON	NL
MAINE	ME	MIDWAY ISLAND	MW	OAXACA	OA
MARYLAND	MD	PUERTO RICO	PR	QUERETARO	QU
MASSACHUSETTS	MA	VIRGIN ISLANDS OF THE US	VI	QUINTANA ROO	QR
MICHIGAN	MI	WAKE ISLAND	WK	SAN LUIS POTOSI	SL
MINNESOTA	MN			SINALOA	SI
MISSISSIPPI	MS	<u>CANDIAN PROVICES</u>		SONORA	SO
MISSOURI	MO	ALBERTA	AB	TAMAULIPAS	TA
MONTANA	MT	BRITISH COLUMBIA	BC	TOBASCO	TB
NEBRASKA	NB	MANITOBA	MB	TLAXCALA	TL
NEVADA	NV	NEW BRUNSWICK	NK	VERA CRUZ	VC
NEW HAMPSHIRE	NH	NEW FOUNDLAND	NF	YUCATAN	YU
NEW JERSEY	NJ	(including Labrador)		ZACATECAS	ZA
NEW MEXICO	NM	NORTHWEST TERRITORY	NT		
NEW YORK	NY	NOVIA SCOTIA	NS		
NORTH CAROLINA	NC	ONTARIO	ON		
NORTH DAKOTA	ND	PRINCE EDWARD ISLAND	PE		
OHIO	OH	QUEBEC	QC		
OKLAHOMA	OK	SASKATSCHEWAN	SN		
OREGON	OR	YUDON TERRITORY	YT		

Appendix F

CTZ (Citizenship) CODES

USE FOR POB ONLY IF NOT USA, MEXICO, OR CANADA

AFGANISTAN	AF	GREAT BRITIAN (see EN,SS, and WB)	PITCAIRN ISLANDS	PC
AFRICA	AC	GREECE	POLAND	PO
ALBANIA	AA	GREENLAND	PORTUGAL	PT
ALGERIA	AN	GRENADA		
ANDORRA	AD	GUADELOUPE	QATAR	QA
ANGOLA	AO	GUATEMALA	REUNION	RE
ANTARTICA	AY	GUINEA	RHODESIA	RH
ANTIGUA	AI	GUIANNA/GUYANA	RUMANIA (Romania/Roumania)	RU
ARGENTINA	AT		RUSSIA (see USSR)	SX
AUSTRALIA	AS	HAITA	RWANDA	RW
AUSTRIA	AU	HOLLAND (see NE)		
		HONDURAS	SAN MARINO	SH
BAHAMA ISLANDS	BD	DONG KONG	SAUDI ARABIA	SB
BAHRAIN/BAHREIN ISLANDS	BE	HUNGARY	SCOTLAND	SS
BARBADOS	BB		SENEGAL	SG
BELGIUM	BG	ICELAND	SEYCHELLES	SE
BERMUDA	BM	ITALY (including Sicily)	SIERRA LEONE	SA
BHUTAN	BN		SIKKIM	SK
BOLIVIA	BV	JAMAICA	SINGAPORE	SR
BOTSWANA	BT	JAPAN	SOMALIA	SM
BRAZIL	BZ	JORDAN	SOUTH AFRICA	SF
BRUNEI	BX	KENYA	SOUTHERN YEMEN	ST
BUGARIA	BU	KOREA	SOUTH-WEST AFRICA	SJ
BURMA	BR	KUWAIT	SOVIET UNION	SX
BURUNDI	BI		SPAIN	SP
		LAOS	SUDAN	SU
CAMBODIA	CJ	LATVIA	SVALBARD	SV
CAMEROON	CM	LEBANON	SWAZILAND	SW
CANADA (not for POB)	CD	LESOTHO	SWEDEN	SQ
CAPE VERDE	CV	LIBERIA	SWITZERLAND	SZ
CAYMAN ISLANDS	CP	LIBYA	SYRIA	SY
CENTRAL AFRICAN REPUBLIC	CW	LIECHTENSTEIN		
CEYLON	CY	LITHUANIA	TANZANIA	TZ
CHAD	CF	LUXEMBOURG	THAILAND	TH
CHILE	CN		TOGO	TO
COLUMBIA	CB	MALAGASY REPUBLIC	TONGA	TH
CONGO (Brazzaville or Kinshasa)	CX	(including Madagascar)	TRINIDAD and TOBAGO	TT
COSTA RICA	CR	MALAWI	TRUCIAL STATES	TC
CUBA	CC	MALAYSIA	TUNISIA	TU
CYPRUS	CS	MALDIVES	TURKEY	TY
CZECHOSLOVAKIA	CK	MALI		
		MALTA	UGANDA	UG
DAHOMY	DH	MAURITANIA	UNITED ARAB REPUBLIC	UA
DENMARK	DK	MEXICO (not for POB)	UNITED KINGDOM	
DOMINICA	DM	MONACO	(see EN, SS, WL, or NI)	
DOMINICAN REPUBLIC	DR	MONGOLIA	UNITED STATES OF AMERICA	USA
		MORROCO	UPPER VOLTA	UV
EAST GERMANY/EAST BERLIN	EM		URUGUAY	UY
ECUADOR	EU	NAMIBIA (See SJ)	USSR	SX
EGYPT	EY	NAURU		
EL SALVADOR	EL	NEPAL	VENEZUELA	VZ
ENGLAND	EN	NETHERLANDS	VIETNAM	VM
EQUATORIAL GUINEA	EK	NEW CALEDONIA		
ESTONIA	ES	NEW ZEALAND	WALES	WL
ETHIOPIA	ET	NIGER	WEST GERMANY/WEST BERLIN	WG
		NIGERIA	WEST INDIES	WN
FIJI ISLANDS	FJ	NORTHERN IRELAND	WESTERN SAMOA	WS
FINLAND	FK	NORWAY		
FRANCE	FN		YEMEN	YE
		PAKISTAN	YUGOSLAVIA	YG
GABON	GB	PANAMA		
GAMBIA		PARAGUA	ZAMBIA	ZM
GERMANY (see EM and WG)	GE	PERU		
GHANA	GG	PHILIPPINES	ALL OTHERS	YY

Appendix G

PSIP Requestor Tips

PSIP Initiation Tab

- Personnel Reliability Program (PRP) "No BSAT" should be selected for individuals who have access to sites containing PRP information, but who do not handle this information directly (Ex: A janitorial position).

PSIP Identification Tab

- Date of Birth format should always be **MM/DD/YYYY**
- Do not list the Subject's city of birth as "Unknown" and do not list the country of birth as the city of birth. (This information is used for the Subject's initial login to e-QIP; if it is entered incorrectly, the Subject may not be able to access the e-QIP site).
- Citizenship documentation for foreign born U.S. citizens on an SF85 is required. A passport is not a valid form of citizenship verification.

PSIP Investigation Tab

- Verify the closed date of digital fingerprints. **Fingerprints are only valid for 120 days from the closing date of the SAC.** If investigation is not submitted to OPM before the 120 days, the fingerprints will not be valid.
- Provide the date fingerprints were mailed to OPM. Ideally fingerprints should be completed digitally or mailed to OPM before submission of the investigation request. If fingerprints have not been mailed before submission, call to notify the PSI-CoE when they are mailed.
- Fingerprints must be mailed to OPM by the Requestors.
- SF87 or FD258 are the only fingerprint cards accepted by OPM.
- Verify that the IPAC code and SON/SOI are listed on the fingerprint card before fingerprints are mailed to OPM.

PSIP Documents Tab

- Ensure dates of employment and complete street addresses for employment and attendance dates and complete street addresses of education are provided for entries listed on the Resume.
- If any question, 9 through 15 is answered "Yes" on the OF306, ensure complete information is provided in section 16.

PSIP Comments Tab

- Verify if there has been a two year break in Federal service (including contractor, civilian, and military employments). Note the date of separation in the comment section of PSIP investigation request.
- Verify if the Subject has had 5 years continuous Federal Civilian Service to present date and enter date in the comment box in PSIP.

Additional Documentation

- If a Subject's e-QIP forms are returned for corrections the investigation request number changes and a new Certification (CER) signature page with new investigation number is required.
- Verify the date signed on all signature pages is accurate.
- Verify any write-over/corrections on signature pages are initialed.

Appendix H

Links and Additional Resources

- Personnel Security Investigations Portal
<https://www.psip.army.mil>
- Position Designation Tool
<http://www.opm.gov/investigate/events/apdtt.aspx>
- Central Clearance Facility
<http://www.inscom.army.mil/MSC/DefaultCCF.aspx?text=off&size=12pt>
- Office of Personnel Management
<http://www.opm.gov/investigate/index.aspx>
- e-QIP Sign & Release guidance:
https://stepp.dss.mil/courseware/sf86_2010/content/filling_release.htm
- AIES Website
<http://www.dami.army.pentagon.mil/site/aies/>
- DSS Website
<http://www.dss.mil/>
- DoD 5200.2-R Personnel Security Program
<http://www.dtic.mil/whs/directives/corres/pdf/520002r.pdf>
- AR380-67 Personnel Security Program
http://armypubs.army.mil/epubs/pdf/R380_67.PDF
- 5CFR731 Suitability
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div5&view=text&node=5:2.0.1.1.7&idno=5>
- 5CFR732 National Security Positions
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title05/5cfr732_main_02.tpl
- E.O. 12968 Access to Classified Information
<http://www.fas.org/sgp/clinton/eo12968.html>
- E.O. 13467 Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information
<http://www.fas.org/irp/offdocs/eo/eo-13467.htm>
- DTM-08-003 Next Generation Common Access Card (CAC) Implementation Guidance
<http://www.dtic.mil/whs/directives/corres/pdf/DTM-08-003.pdf>
- AR_215_3 Non-appropriated Funds
<http://www.apd.army.mil/>