



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2  
1000 ARMY PENTAGON  
WASHINGTON, DC 20310-1000

SEP 08 2010

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Centralized Submission of Background Investigations

1. References:

a. Memorandum, HQDA, ODCS, G-2, 29 Jan 10, subject: Implementation of the Army Investigative Enterprise Solution (AIES) and Stand Up of the Personnel Security Investigation-Center of Excellence (PSI-CoE).

b. Memorandum, HQDA, ODCS, G-2, 1 Jul 09, subject: Department of Defense (DoD) Implementation and Transition to the Office of Personnel Management (OPM) Electronic Questionnaires for Investigations Processing (e-QIP).

c. Memorandum, OUSDI, 18 May 09, subject: DoD Implementation and Transition to the OPM e-QIP.

d. Memorandum, OUSDI, 24 Dec 08, subject: Exception to Policy for the Army Contract Linguist Program.

2. Applicability. This policy applies to all Department of the Army activities that request background investigations from the Office of Personnel Management (OPM). This is inclusive of investigations requested to support determinations for a security clearance, suitability determination for federal employment, Common Access Card issuance or other contractor fitness decisions for Army military, civilian or contractor personnel. This policy excludes contractors who are submitted under the National Industrial Security Program (NISP).

3. Background. The Army developed AIES as an end-to-end workflow solution to streamline the submission of all background investigations submitted to OPM. Located at Aberdeen Proving Ground, Maryland, the PSI-CoE was established to centralize and streamline the submission of background investigations. This centralized process has resulted in an 80 percent reduction in the overall time to achieve a security clearance and suitability determination.

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4. Policy. In accordance with the Implementation Plan (Enclosure 1), all Army activities will submit requests for background investigations to the PSI-COE via the Personnel Security Investigation Portal (PSIP) for subsequent submission to OPM. As units transition to the PSI-CoE, OPM will be advised to reject any investigations not submitted through the PSI-CoE. Exceptions to this policy include investigations submitted in support of NISP and classified investigations. This exception, however, does not apply to investigations submitted in support of the Army's contract linguist program.

5. The Office of the Deputy Chief of Staff, G-2 points of contact are Ms. Teane Smith for personnel security policy at (703) 695-2629, e-mail: teane.smith@us.army.mil and Mr. Robert Cunningham for PSI-CoE operations at (410) 278-9745, e-mail: robert.cunningham1@us.army.mil.



RICHARD P. ZAHNER  
Lieutenant General, GS  
Deputy Chief of Staff, G-2

2 Encls

1. Implementation Plan
2. Roles and Responsibilities

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DIRECTOR, U.S. ARMY ACQUISITION SUPPORT CENTER

Enclosure 1- Implementation Plan

<b>Phase</b>	<b>Activity</b>	<b>Goal</b>
1	Army security offices and installation and CPACs, less National Guard and Reserves	September 2010
2	Accessions community (including National Guard and Reserves Accessions Communities)	March 2011
3	National Guard and Reserves	July 2011

The POC to transition to AIES is Ms. Judy Tang at (703) 601-1589, e-mail: [judy.tang@us.army.mil](mailto:judy.tang@us.army.mil).



## Enclosure 2- Roles and Responsibilities

	<b>PSIP</b>	<b>Interim Clearances</b>	<b>Suitability Determinations</b>	<b>Reporting</b>
CPAC Requester	<ul style="list-style-type: none"> <li>• Provide complete and accurate information in PSIP</li> <li>• Assist subject with fingerprinting locations, as necessary</li> <li>• Advise the subject to be available for at least one week after request submission to complete SF-8X</li> <li>• List supporting security office as "alternate requester"</li> <li>• Submit OF306, application/resume as required</li> <li>• Identify SOI where ROI will be returned</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate suitability determination with applicable managers or designee</li> </ul>	<ul style="list-style-type: none"> <li>• Report OF-79A suitability determination, as applicable</li> <li>• Take appropriate action when termination email is received</li> <li>• Notify PSI-CoE if investigation is no longer needed</li> </ul>
Security Office Requester	<ul style="list-style-type: none"> <li>• Take fingerprints or provide subject with fingerprinting locations</li> <li>• Provide complete and accurate information in PSIP</li> <li>• Advise the subject to be available for at least one week after request submission to complete SF-8X</li> <li>• Submit OF306 and application/resume as required</li> <li>• Identify SOI where ROI will be returned</li> <li>• Review all returned SF8X forms for derogatory information IAW AR 380-67 and ALARACT 322/2009 FORCE PROTECTION, DTG 231751Z NOV 09</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate interim determination with interim granting authority or make interim determination, as delegated</li> <li>• Take ownership of subject in JPAS</li> </ul>	<ul style="list-style-type: none"> <li>• Make suitability determination, as applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Report OF-79A suitability determination, as applicable</li> <li>• Take appropriate action when termination email is received</li> <li>• Notify PSI-CoE if investigation is no longer needed</li> <li>• Post interim determination in JPAS</li> </ul>
Individual Requiring Background Investigation	<ul style="list-style-type: none"> <li>• Complete fingerprint capture, as required</li> <li>• Complete the e-QIP online in a timely manner</li> <li>• Return signature pages/releases to the CoE</li> <li>• Provide OF306 (contractors using SF85)</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
PSI-CoE	<ul style="list-style-type: none"> <li>• Validate need for an investigation (determines whether an existing investigation exists)</li> <li>• Notify requester throughout the process</li> <li>• Provide call center support for both subjects and requesters</li> <li>• Notify subject of fingerprint requirement</li> <li>• Create JPAS record, if required</li> <li>• In coordination with G-2, disseminate AIES program guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Provide completed forms to the requester</li> <li>• Provide completed forms to the Linguist Security Office</li> </ul>	<ul style="list-style-type: none"> <li>• Provide completed forms to the requester</li> <li>• Provide completed forms to the LSO</li> </ul>	<ul style="list-style-type: none"> <li>• Post PSQ sent date in JPAS</li> <li>• Cancel request or investigation as required</li> </ul>
CCF	<ul style="list-style-type: none"> <li>• Coordinate with the PSI-CoE to ensure the CATS-to-PSIP interface is established</li> </ul>	<ul style="list-style-type: none"> <li>• Make interim SCI determination</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Update JPAS record with interim SCI determination</li> <li>• Determine security clearance eligibility</li> <li>• Update JPAS record with final adjudication</li> </ul>