



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

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance – Army Implementation of DoD Standardized Investigation Request Procedures

1. References:

a. Memorandum, Under Secretary of Defense for Personnel and Readiness, 10 May 2011, subject: Implementation of the Position Designation Automated Tool (enclosed).

b. Memorandum, Deputy Under Secretary of Defense for Intelligence (DUSD(I)), HUMINT, Counterintelligence & Security, 4 Nov 2010, subject: DoD Standardized Investigation Request Procedures (enclosed).

2. Pursuant to reference 1.b., effective 1 Oct 2011, the Office of Personnel Management (OPM) will no longer accept a request for a National Agency Check with Inquiries (NACI) on the Standard Form 85P (SF85P), "Questionnaire for Public Trust Positions." The NACI will only be accepted using the SF85, "Questionnaire for Non-Sensitive Positions," for determination in support of non-sensitive/low risk positions or duties, or a Common Access Card (CAC) credentialing decision. The SF85P will only be used for determinations in support of positions or duties designated as Moderate or High Risk Public Trust.

3. Pursuant to reference 1.a., Commands are encouraged to apply the OPM Position Designation Tool to determine the appropriate public trust or non-sensitive designation. A Moderate Background Investigation (MBI) will be requested for those positions or duties designated as moderate risk and a Background Investigation (BI) will be requested for those positions or duties designated as high risk.

4. Effective 19 Sep 2011, the Personnel Security Investigation-Center of Excellence (PSI-CoE) will no longer process NACIs on a SF85P. The PSI-CoE will only use the SF85P to process an MBI or BI. To ensure the appropriate investigation is processed, requesters must specify whether the investigation supports a moderate or high risk public trust position or duty.

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5. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. Teane Smith at (703) 695-2629, teane.smith@us.army.mil.



GERRY B. TURNBOW  
Director, Counterintelligence, Human  
Intelligence, Disclosure & Security

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