

**SPECIAL AGREEMENT
BETWEEN
OPM-INVESTIGATIONS SERVICE (OPM-IS)
AND
THE U.S. DEPARTMENT OF AGRICULTURE (USDA)**

OPM-IS agrees to conduct reimbursable Special Agreement Checks (SACs) on Federal competitive and excepted service employees, applicants for federal employment, consultants, and contractor personnel, for the USDA.

The USDA will request these check(s) using the attached OFI Form 86C, Special Agreement Checks (SAC) form, completing items 1-14. The USDA will complete the OFI-86C, not the subject. The USDA will indicate the check(s) desired by entering one or more codes (B, E, I, and/or N) in block "7" of the form. The checks represented by these codes and the current price for each are as follows:

<u>CODE</u>	<u>TYPE</u>	<u>COST</u>
B	FBIF - FBI Fingerprint Classification PLUS FBFN - FBI Identification Files Name check (If requested, a FD 258 Fingerprint chart must be included)	\$16 Exempt N/C
E	CRED - Credit Check	\$10
I	INS - Immigration and Naturalization Service Master Index	\$ 6
N	BVS - Bureau of Vital Statistics	\$15

(The USDA may duplicate the OFI Form 86C and preprint items 1 through 14 and any combination of the above codes on the OFI Form 86C.)

All SAC's include an OPM processing fee of \$7.

USDA agrees to obtain and maintain in its files a signed credit release from each subject of a check under the Fair Credit Reporting Act (15 U.S.C. § 1681, et seq.).

Those requests that involve FBI Fingerprint (FP) checks must have a properly completed FP chart (FD 258 for contractors or SF 87 for Federal employees) attached to the OFI Form 86C. USDA agrees to obtain and maintain in its files a signed release from each subject of a check under this agreement. USDA can use the "Authorization For Release of Information" from a current Standard Form 85, or their own release.

Only one fingerprint card (SF 87 or FD 258) should be submitted for each SAC. SAC's which are done on positions exempt from the FBI User Fee, must be batched separately and sent to FIPC with a cover sheet identifying the exemption. If there are AKA's that do not fit in the "Aliases AKA" box on the fingerprint chart, USDA must staple a list of other AKA's to one of the upper corners of the chart in a way that least interferes with the data on the card.

Those SAC requests involving an Immigration and Naturalization Service (INS) check must include the information shown in the space provided under number 13 of the OFI Form 86C.

Those SACs being sent via the U.S. Postal Service must be addressed as follows:

**SAC
OPM-FIPC
P.O. Box 618
Boyers, PA 16018-0618**

Those SACs being sent via other mail service (Federal Express, et al) must be addressed as follows:

**SAC
OPM-FIPC
1137 Branchton Road
Boyers, PA 16018**

Each SAC will be recorded and maintained in OPM's SII. Summary information concerning OPM's SII will be shown on the Case Closing Transmittal (CCT). Copies of previous OPM files may be obtained through a separate OPM file release request from the USDA SOI

OPM-IS will send the results of each SAC to the SOI shown in block 11 of the OFI Form 86C requesting the case. All SACs under this agreement will be specifically addressed to OPM-FIPC. For fingerprint checks the CCT will show one of the following results:

Classifiable/No Record:	CCT only
Classifiable/Record:	CCT and Arrest Record
Unclassifiable:	CCT and No Record By Name

OPM will not microfilm arrest records furnished to USDA. The FBI Arrest Record number will be stored in OPM's database for case in future retrieval.

Subsequent requests for an investigation submitted by USDA within 120 days of the classifiable fingerprint results must include the OPM-IS notification of results (No Record CCT's or CCT and Arrest Record). Submissions with an original unclassifiable result must include the results of a second unclassifiable result or another fingerprint chart for a search to meet OPM-IS standards.

SAC costs and fees are subject to periodic operation cost changes as warranted. OPM will advise the USDA of any rate changes as soon as possible. OPM will bill the USDA OPAC-ALC number shown in block 11 of the OFI Form 86C at the time of scheduling.

The USDA agrees to notify affected individuals the USDA is conducting these SACs as part of its screening process. The USDA also agrees to provide affected individuals the required due process in cases where the checks contain information the USDA may use to eliminate the individual from further consideration or continued employment.

OPM will monitor this agreement as part of its Security/Suitability Appraisal process. The USDA should follow the guidance found in the 5 Code of Federal Regulations (CFR) 731, 732, and 736.

This agreement will be automatically renewed on the first day of October of each calendar year, unless either agency provides at least 90 days notice of intent to amend or cancel this agreement.

(s) _____
Clifford E. Oliver
Director, Office of Crisis, Planning,
& Management
U.S. Department of Agriculture
Date _____

(s) _____
John H. Crandell
Chief, Oversight and Technical Assistance Division
Investigations Service
U.S. Office of Personnel Management
Date _____

INSTRUCTIONS FOR COMPLETING OFI FORM 86C

GENERAL: Agencies use this form to request limited investigation, or checks, on persons in positions for which there is a special agreement with OPM that permits and specifies alternative procedures to meet investigative requirements. Complete all items on this form according to your agreement with OPM and using information obtained from the person to be checked or from documents provided by the person. **THIS FORM MUST BE TYPED.** Submit this form and any other documentation specified in the written agreement to:

OPM-FIPC
ATTN: SAC PROCESSING
P.O. BOX 618
BOYERS, PA 16018

INSTRUCTIONS FOR SPECIFIC ITEMS

ITEM	INSTRUCTION																																																																																																																								
1	The subject's full name must be given. If the subject is a "Jr.", "Sr.", "III", etc., enter the abbreviation in the box after the middle name. If the subject has initials only, enter each initial in the appropriate box. If the subject has no middle name, enter "NMN".																																																																																																																								
2	Provide the month, day, and year of subject's birth. Example: Enter June 7, 1942 as: 06/07/42.																																																																																																																								
3	Subject's place of birth: Enter full name of city/town under CITY. Under COUNTY, give county if born in U.S. Using the Coding shown below, provide abbreviation for State if born in the U.S. or its territories. Provide country of birth under COUNTRY only if not born in the United States.																																																																																																																								
CODING FOR STATES, DISTRICT OF COLUMBIA, AND U.S. TERRITORIES (ITEM 3)																																																																																																																									
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4	Provide the subject's Social Security Number.																																																																																																																								
5	To the extent information is available, list all other names the subject was known by or is now using. If the subject is female, and is or was married, include maiden name, and other married names if married more than once. Provide beginning and ending dates for use of each name. Identify maiden name with "NEE".																																																																																																																								
6	Check the appropriate box to specify sex as MALE or FEMALE.																																																																																																																								
7	List the Special Agreement codes provided in the written agreement with OPM.																																																																																																																								
8	Give subject's position title.																																																																																																																								
9	Give your Submitting Office Number (SON), assigned by OPM.																																																																																																																								
10	Give your Security Office Identifier (SOI), assigned by OPM-FIPC.																																																																																																																								
11	Enter your agency's ALC (Agency Location Code) assigned by Treasury for use in the OPAC (On-line Payment And Collection) billing system (formerly SIBAC).																																																																																																																								
12	You may enter your agency data for internal use. 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 your agency.) If your agency does not need this information, leave the block blank.																																																																																																																								
13	Provide any other information required by the agreement with OPM. The format and content of the data must be exactly as specified in the agreement.																																																																																																																								
14	Type the requestor's Name, Title, Phone Number, and Date. Form must be signed.																																																																																																																								