GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is: https://www.gsaadvantage.gov.

Code: Human Capital Solicitation: 47QSMD20R0001
SIN 561611 Pre-Employment Background Investigations
SIN 561611 (RC) Pre-Employment Background Investigations
Business Size: Large Woman and Minority Owned Business

Contract Number: GS-02F-0043U
Contract Period of Performance: January 29, 2008 through January 28, 2023
Current through Modification PS-A842 effective April 6, 2022
Pricing effective as of March 1, 2022

ADC LTD NM
2100 Air Park Road SE, Suite 120 Albuquerque, NM 87106
Toll Free: (800) 750-3181; Local: (505) 265-5800
Fax: (505) 503-7720
https://adcltdnm.com

Contract Administrator: Patricia Durán
Type of Contractor: Large Minority Owned and Woman Owned

Published 03/1/2022
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2100 Air Park Road SE, Suite 120  Phone: (800) 750-3181
Albuquerque, NM  87106  Fax: (505) 503-7720
Introduction:

ADC LTD NM (ADC) is a Minority, Woman Owned business that was founded in 1983 and established in Albuquerque, New Mexico in 1985 by the Chief Executive Officer (CEO), Arthur D. Cordova, Jr. ADC provides a variety of services to federal, state, and local agencies, Native American tribes, and private sector firms. We now have approximately 750 direct employees and over 2,000 contract investigators throughout the United States who are devoted to providing exceptional services to include personnel security (background investigations), physical security (security guards; security escorts; access control specialists) and facility maintenance.

ADC’s experience and ability to perform are demonstrated by successful completion of hundreds of cases for Background Investigations (BIs), encompassing several contracts. ADC is a strong company with adequate financial resources and support of regional financial institutions to ensure stability and continued services to our valued customers. ADC’s growth has resulted from full commitment to quality service, performance, and integrity.

ADC is committed to continuously improving the methods and tools we use to accomplish our work. Our Information Technology (IT) Department designed a state-of-the-art software package called “Roadrunner”, which is utilized to enhance efficiency of Reports of Investigation (ROIs), case turnaround, assignment, reporting, and tracking. This software allows investigators to receive electronic notifications of case assignments, securely download and store case materials, create ROIs online, and submit supporting documentation. ADC’s in-house case managers can review the ROIs, indicate where additional information is needed, and ultimately approve submissions to the requesting client. Both investigators and administrative staff use a fully-secured website while maintaining SSL encryption and ECA security certificates backed by our “hardened” server. Benefits to our clients include improved communication and expedited case assignment, completion, and submission.

Mission Statement:

ADC LTD NM will be the trusted source of Personnel Security, Clearance Investigations, Security Guards, Access Control Specialists, and Background Investigation Provider for the U.S. Government, State and Local Governments, and private industry. We will maintain the highest standards and level of integrity—always promoting the security of our great nation, first and foremost.
Services:

<table>
<thead>
<tr>
<th>PERSONNEL SECURITY SERVICES</th>
<th>PHYSICAL SECURITY SERVICES</th>
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<tbody>
<tr>
<td><em>ADC has over 2,000 Associate Investigators located strategically throughout the U.S.</em></td>
<td>• Armed &amp; Unarmed Guards</td>
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<tr>
<td>• Background Investigations (BIs)</td>
<td>• Security Escorts</td>
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<tr>
<td>• Processing &amp; Reports of Investigation (ROIs)</td>
<td>• Access Control Specialists</td>
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<tr>
<td>• Special Task Investigations</td>
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<tr>
<td>• Criminal &amp; Credit History Checks</td>
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<tr>
<td>• Pre-Employment Screening</td>
<td></td>
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<tr>
<td>• Periodic Reinvestigations</td>
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<tr>
<td>• Other Investigative Work</td>
<td></td>
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<tr>
<td>■ Residential Verification</td>
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<tr>
<td>■ Police Reports</td>
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<td>■ Motor Vehicle Reports</td>
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<tr>
<td>■ Education Verification</td>
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Systems and Operations:

ADC performs work under the following NAICS Codes:

<table>
<thead>
<tr>
<th>ADC NAICS CODES</th>
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<tbody>
<tr>
<td>NAICS</td>
</tr>
<tr>
<td>531110</td>
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<tr>
<td>531190</td>
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<tr>
<td>541611</td>
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<td>541618</td>
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<td>561611</td>
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<td>561612</td>
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<tr>
<td>561621</td>
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<tr>
<td>561720</td>
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</tbody>
</table>
Clients:

ADC has supported many government and commercial contracts by providing a wide variety of clerical, technical, administrative, and security-related services to valued clients:

- Bernalillo County Metropolitan Court (BCMC), New Mexico
- City of Albuquerque
- Defense Intelligence Agency (DIA)
- Department of Energy (DOE)
- Department of Justice (DOJ)
- Department of the Interior (DOI) National Business Center (NBC)
- Department of Homeland Security Headquarters
- Department of Homeland Security Customs and Border Protection (CBP)
- Department of Homeland Security Immigration and Customs Enforcement (ICE)
- Department of Homeland Security Office of the Chief Security Officer (OCSO)
- Department of Homeland Security United States Coast Guard (USCG)
- Federal Aviation Administration (FAA)
- Federal Bureau of Investigation (FBI)
- General Services Administration (GSA)
- Internal Revenue Service (IRS)
- Los Alamos National Laboratory (LANL)
- National Aeronautics and Space Administration (NASA)
- National Archives and Records Administration (NARA)
- National Security Agency (NSA)
- New Mexico Department of Labor (DOL)
- New Mexico Workers’ Compensation Administration (WCA)
- Sandia National Laboratories in Albuquerque, NM (Sandia/New Mexico); Livermore, California (Sandia/California); and Shoreview, Minnesota (Sandia/Minnesota)
- Social Security Administration (SSA)
- United States Department of Commerce
Key Personnel:

- **Arthur D. Cordova Jr., Founder and CEO:** Maintains ultimate responsibility for contract performance and background investigations.

- **Brenda Cordova-Busick, President** Maintains responsibility for day-to-day corporate operations, managing contracts including personnel background investigations.

- **Jerome Cordova, Executive Vice President:** Oversees ADC’s Physical Security Division; manages major contracts and provides corporate support.

- **Judy Cordova-Romero, Vice President and HR Director:** Manages Human Resources operations; develops and manages budgets; supports contracts; develops and implements quality control programs.

- **Phillip M. Cordova, Vice President and Commercial Security Manager:** Oversees ADC’s commercial guard division including all management, operations and budgets.

- **Patricia Durán, Contract Administrator:** Manages all contract compliance.

- **Adolfo Montoya, Assistant Controller:** Oversees all accounting functions, including payroll and invoicing. Manages finance offices and assures financial compliance.
Honors and Awards:

- In 2020 ADC LTD NM was named #2 Top New Mexico Woman Owned Business based on 2020 New Mexico revenue.
- In June 2018 ADC LTD NM was ranked #12 on the New Mexico Top 100 Private Owned Companies.
- In June 2017 ADC LTD NM was ranked #3 Top Family owned New Mexico Business.
- Awarded 2017 Fasted Growing New Mexico Company by revenue group for the period 2014 – 2017 by New Mexico Business First Magazine...
- Named the 2016 Largest New Mexico Hispanic Owned Business.
- Named #2 Top New Mexico Woman Owned Business based on 2016 New Mexico revenue.
- In the September 2, 2016 edition of Albuquerque Business First, Vol. 23, No. 28, ADC LTD NM was Ranked Second Largest Women-Owned Businesses in the State of New Mexico for the second year in a row.
- In the September 23, 2016 edition of Albuquerque Business First, Vol. 23, No. 31, ADC LTD NM was Ranked Fifth on their list of Largest Hispanic-Owned Businesses in the State of New Mexico, up from Sixth in 2015.
- Spring 2016, ADC LTD NM was recognized by the City of Albuquerque’s Office of Diversity and Human Rights as one of the few local companies that qualified for and received the City’s Pay Equity Preference Certification. This certification proves that the salaries paid by ADC LTD NM display equity in gender in all levels of employment.
- In 2015 ADC LTD NM was presented an award for being one of the Fastest Growing Companies in 2015 by Albuquerque Business First.
- Due to the outstanding efforts of our security guard staff and contract management, FAA’s Albuquerque Air Route Traffic Control Center (ARTCC) was the first FAA facility in the nation to be locked down on 9/11. FAA has rated us the best security contractor in the nation.
Corporate Commitment:

“ADC LTD NM will never do anything that might compromise the security of our country. We are TRUE BLUE Americans through and through. ADC is 100% American-owned and we intend to continue our business well into the future; we have a succession plan in effect for this purpose. We are solvent and not financially dependent on any banks, foreign investors or foreign connections. We cannot and will not be bought or influenced.”

“The United States Government deserves a background investigations provider that is patriotic, loyal, with strong morals and ethics, independent, well managed, and willing to put all its resources on the line to ensure the security of our nation. That’s ADC LTD NM.”

ADC LTD NM OFFICERS

Arthur D. Cordova, CEO
Brenda Cordova-Busick, President
Arthur Jerome Cordova, Executive Vice President
Judy Cordova-Romero, Vice President
Phillip Cordova, Vice President
**Customer Information:**

1. **1.a Special Item Numbers (SINs) Awarded:**

<table>
<thead>
<tr>
<th>SINs</th>
<th>Item Descriptions</th>
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<tbody>
<tr>
<td>561611</td>
<td>Pre-Employment Background Investigations</td>
</tr>
<tr>
<td>561611(RC)</td>
<td>Pre-Employment Background Investigations</td>
</tr>
</tbody>
</table>

1.b **Prices**

See “GSA Price List” starting on page 36 for pricing information.

1.c **Hourly Rates**

See “Labor Categories Offered” beginning on page 23 for a description of corresponding commercial job titles, experience, functional responsibility, and education for the types of employees or subcontractors who will perform services.

2. **Maximum Order:** $1,000,000.00

3. **Minimum Order:** $100.00

4. **Geographic Coverage (Delivery Area):** Domestic Delivery Only

5. **Point(s) of Production (City, County and State or Foreign Country)**

ADC LTD NM
2100 Air Park Road SE
Suite 120
Albuquerque, NM 87106
Bernalillo County
Toll Free: (800) 750-3181
Local: (505) 265-5800
Fax: (505) 503-7720

6. **Discount from List Prices or Statement of Net Price**

All prices are net government prices (discounts already deducted).

7. **Quantity Discounts:** None

8. **Prompt Payment Terms:** Standard payment terms are Net 30 days from receipt of invoice for each completed case.

9. **9.a Government Purchase Cards at or below Micro Purchase Threshold:**
As stipulated by Clause 552.232-77 Payment by Government Commercial Purchase Card (Mar 2000) (Alternate I – Mar 2000), ADC will accept the Government-wide commercial purchase card for purchases equal to or less than the micro-purchase threshold.

9.b Government Purchase Cards above the Micro Purchase Threshold
ADC will not accept the Government wide commercial purchase card for purchases over the micro-purchase threshold.

10. Foreign Items: Not applicable

11.

11.a Time of Delivery
Standard are 15 day expedited delivery, 40 day standard delivery and 60 day extended delivery depending on the services. Delivery dates can be negotiated.

11.b Expedited Delivery
Either 14, 15, 20, 30, 40 or 60 days ARO, depending upon the service requested.

11.c Overnight and 2-Day Delivery
Overnight and 2-day delivery services may be negotiated between the ordering agency and ADC on a case-by-case basis.

11.d Urgent Requirements
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three (3) workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. Point(s): Destination

13.

13.a Ordering Address(es)
For mailed orders:
ADC LTD NM
2100 Air Park Road SE, Suite 120
Albuquerque, NM 87106

Toll Free: (800) 750-3181
Local: (505) 265-5800
Fax: (505) 503-7720

For facsimile orders:
Attn: Patricia Durán ADC LTD NM
Fax: (505) 503-7720
To Verify Transmission: (800) 750-3181, Ext. 2716
For electronic orders: adcbusiness@adcltdnm.com
For technical and/or ordering assistance: (800) 750-3181, Ext. 2578 – Patricia Durán

13.b. Ordering Procedures:
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulations (FAR) 8.405-3.

14. Payment Address
2100 Air Park Road SE
Suite 120
Albuquerque, NM 87106
Toll Free: (800) 750-3181
Local: (505) 265-5800
Fax: (505) 503-7720


16. Export Packing Charges: Not applicable.

17. Terms and Conditions of Rental, Maintenance, and Repair: Not applicable.

18. Terms and Conditions of Installation: Not applicable.

19. Terms and Conditions of Repair Parts: Not applicable.

20. List of Distribution Points: Not applicable.

21. List of Participating Dealers: Not applicable.

22. Preventive Maintenance: Not applicable.

23.
23.a. Special Attributes: Not applicable.
23.b. Section 508: Not applicable.

24. SAM UEI: NNK9K1JVKNU1

25. System for Award Management (SAM) Database
ADC is actively registered with the SAM database. Our registration is current through January 04, 2023.
Services Offered:

SIN 561611: SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI)

An SSBI is conducted to meet investigation requirements established by Executive Order 12968 for Critical-Sensitive positions requiring access to Top Secret (TS) and Sensitive Compartmented Information (SCI) and for “0” access authorization. An SSBI consists of:

- **National Agency Check (NAC):** NACs for the Subject of the OPM Security/Suitability Investigation Index (811); Defense Clearance and Investigations Index (DCII): records of any investigation conducted by the FBI (FBIN); and Fingerprint verification of the FBI index of arrest records (FBIF). Also required are NAC checks on the Subject’s spouse or cohabitant for all of the aforementioned files with the exception of the FBIF. Citizenship is verified on the Subject and spouse/cohabitant by the State Department, U.S. Citizenship and Immigration Services (USCIS), or other record when appropriate; a USCIS search is required for all foreign-born immediate family members. These checks must be requested through federal government channels (i.e., OPM).

- **Credit:** Credit bureau check (may be conducted by the requesting agency and provided to ADC along with the security questionnaire and releases).

- **Subject Interview:** An in-person interview of the Subject of the investigation, which attempts to resolve any potentially derogatory information and elicits any additions, deletions, or corrections to forms submitted by the Subject. The interview utilizes a standard set of questions. Additional Subject interviews may be conducted to collect relevant information or to resolve significant inconsistencies if required. Subsequent Subject interviews required to resolve issues discovered as a result of the NAC or issues that occurred beyond the 10-year scope of the investigation are not included in the base case price.

- **Employment:** All employment, including part-time, intermittent, self-employment, unemployment, and military service, for the most recent seven (7) years of the scope of the investigation are verified through employment records. Employment of four (4) months or more (consecutive or cumulative) includes the personal interview of two (2) sources (supervisor, coworker, or both). Unemployment periods of 60 days or more (consecutive or cumulative) also include the testimony of a personal source who can verify the Subject’s activity during that period. Any listed or developed significant derogatory employment action during the 10-year scope of the investigation is also investigated and included in the report.

- **Education:** All education during the most recent seven (7) years of the scope of the investigation is verified by reviewing the transcript. If education is the primary activity within the last three (3) years, two (2) reference interviews are conducted. A verification of the highest degree earned is obtained regardless of when earned.

- **Residence:** Residences of over 60 days in the most recent three (3) years of the scope of the investigation are verified by interviewing two (2) neighborhood references. If the Subject was not the owner of the residence, rental records are also reviewed and reported. Current residence is always verified by record and reference regardless of time span.
• **References**: In addition to the employment, education, and neighborhood references identified above, interviews of at least four (4) individuals, at least two (2) of whom are not listed on the Subject’s security questionnaire, who have collective knowledge of the Subject during the scope of the investigation, are conducted and reported.

• **Local Agency Check (LAC)**: Check of appropriate criminal history records, through either police or court agencies, covering all locations where the Subject has resided, worked, or attended school for four (4) months or more, including the current residence regardless of the duration, for the entire scope of the investigation are conducted and reported.

• **Medical**: Checks of any relevant drug treatment, alcohol treatment, or mental health counseling for the entire scope of the investigation are verified through record review and/or personal interview of the health care provider.

• **Public Records**: Records of all court actions (both civil and criminal) in which the Subject is either the plaintiff or defendant are verified by reviewing the court record.

• **Former Spouse**: An interview is conducted of any listed or developed former spouse when the divorce occurred within the 10-year scope of the investigation.

• **Date and Place of Birth**: An original or certified copy of the Subject’s birth certificate is viewed by the investigator, and a copy obtained and included in the ROI.

• **Military Service**: Military service and type of discharge occurring both within and outside the scope of the investigation are verified through review of the service record.

• **SSBI s are offered in the following increments:**

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<tr>
<th>SSBI Turnaround Options and Corresponding Processes</th>
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<tbody>
<tr>
<td>Turnaround</td>
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<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>SSBI, 20-Day Turnaround (Expedited)</td>
</tr>
<tr>
<td>SSBI, 30-Day Turnaround</td>
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</tbody>
</table>
SSBI Turnaround Options and Corresponding Processes

<table>
<thead>
<tr>
<th>Turnaround</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSBI, 60-Day Turnaround</td>
<td>Clients requesting a 60-day turnaround are interested in a more detailed investigation. The extra time allows our investigators to more thoroughly research an individual’s character and history. Once all of this work is completed, we send the entire package, including the report and all attachments, to the client via their requested format (electronic or hard copy overnight).</td>
</tr>
<tr>
<td>SSBI, 90-Day Turnaround</td>
<td>The 90-day turnaround allows ADC to form a complete profile of an individual. Our process for completing this task is the same as all the other turnaround times, but we are able to give more attention to subtleties and follow up on additional leads provided in interviews. Once all of this work is completed, we send the entire package, including the report and all attachments, to the client via their requested format (electronic or hard copy overnight).</td>
</tr>
<tr>
<td>SSBI, Hourly</td>
<td>For organizations that are interested in SSBI services beyond or varied from our standard 20-, 30-, 60-, or 90-day turnarounds, ADC offers our services on an hourly basis. All tasks as previously described above can be performed in this manner.</td>
</tr>
</tbody>
</table>

SIN 561611: SSBI-PERIODIC REINVESTIGATION (SSBI-PR)

An SSBI-PR is conducted to meet reinvestigation requirements established by Executive Order 12968 and DCID 6/4 for Critical-Sensitive positions requiring access to TS and SCI and for “0” access authorization. An SSBI-PR will consist of:

- **NAC**: Checks for the Subject of the OPM Security/Suitability Investigation Index (SH); Defense Clearance and Investigations Index (DCII); records of any investigation conducted by the FBI (FBIN); and Fingerprint verification of the FBI index of arrest records (FBIF). These checks must be requested through federal government channels (i.e., OPM) by the requesting agency.

- **Credit**: Verification of the Subject’s financial status to include credit bureau reports, for the period covered by the reinvestigation, covering locations of residences, employments, and school attendance of six (6) months or more.

- **Subject Interview**: An in-person interview of the Subject of the investigation, which will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The interview will utilize a standard set of questions. Additional Subject interviews may be conducted to collect relevant information or to resolve significant inconsistencies if required. Subsequent Subject interviews required to resolve issues discovered as a result of the NAC or issues that occurred beyond the period covered by the reinvestigation are not included in the base case price.

- **Employment**: All employment, including part-time, intermittent, self-employment, unemployment, and military service, for the five-year scope of the investigation will be verified through employment records. Employment of six (6) months or more (consecutive or cumulative) will include the personal interview of two (2) sources (supervisor, co-worker, or both). Unemployment periods of 60 days or more (consecutive or cumulative) will also
include the testimony of a personal source who can verify the subjects activity during that period.

- **Education**: All education during the period covered by the reinvestigation will be verified by reviewing the transcript. If education is the primary activity, two (2) reference interviews will be conducted, and a transcript obtained.

- **Residence**: Interviews of neighbors in the vicinity of the Subject’s most recent residences of six (6) months or more and confirmation of current residence regardless of duration.

- **References**: In addition to the employment, education, and neighborhood references identified above, interviews of at least two (2) individuals, at least one (2) of whom are not listed on the Subject’s security questionnaire who have collective knowledge of the Subject during the period covered by the reinvestigation will be conducted and reported.

- **LAC**: Review of criminal history record information maintained by state and local criminal justice agencies, for the period covered by the reinvestigation, covering locations of the Subject’s residences, employments, and school attendance of six (6) months or more, including current residences regardless of duration.

- **Medical**: Checks of any relevant drug treatment, alcohol treatment, or mental health counseling during the period covered by the reinvestigation will be verified through record review and/or personal interview of the health care provider.

- **Public Records**: Verification of divorces, bankruptcies, and other civil and criminal court actions involving the Subject since the prior investigation.

- **Former Spouse**: An interview will be conducted of any former spouse divorced since the prior investigation.

- **Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. An average of 16 leads is expected on this type of case. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed Electronic Personnel Security Questionnaire or customer-specific security questionnaire from the requesting agency.

**SIN 561611: NATIONAL AGENCY CHECK WITH LOCAL AGENCY CHECK AND CREDIT CHECK (NACLC)**

A NACLC is the required initial minimum investigation for contractors for access at the Confidential, and Secret and for military service members for Secret and Confidential levels. The NACLC is also the required reinvestigation for federal employees, contractors, and military service members for continued access at these same levels.

A NACLC consists of a NAC and LAC. Search of records of appropriate national agencies are performed by the requesting federal agency. The LAC includes checks of law enforcement agencies having jurisdiction where the Subject has lived, worked, and/or attended school within the last five (5) years, and if applicable, of the appropriate agency for any identified arrests. A financial review and verification of the Subject’s financial status, including credit bureau checks verifying all locations where the Subject has resided, been employed, or attended school for the
past five (5) years. A national credit history is provided. A completed customer-specific security questionnaire must be provided, including applicable releases and supporting documentation. Expansion of the investigation to resolve any criminal, financial, or other issues of concern is included in the basic case price. Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. An average of seven (7) leads is expected on this type of case. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed customer-specific security questionnaire from the requesting agency.

SIN 561611: LOCAL AGENCY CHECK (LAC)

Agencies may choose to task only the LAC portion of the NACLC case type if their internal resources are utilized to obtain national Credit Bureau reports.

The LAC includes checks of law enforcement agencies having jurisdiction where the Subject has lived, worked, and/or attended school within the last five (5) years and if applicable, of the appropriate agency for any identified arrests. A completed specific security questionnaire must be provided including applicable releases and supporting documentation. Expansion of the investigation to resolve any criminal, financial, or other issues of concern is included in the basic case price. Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. An average of six (6) leads is expected on this type of case. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed customer-specific security questionnaire from the requesting agency.

SIN 561611: PHASED PERIODIC REINVESTIGATION (PPR)

- **Subject Interview:** ADC will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The scope will cover the period of time since the Subject’s last investigation, up to 10 years.

- **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.

- **Employment:** If requested for the investigation, verification of all current employment; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years; corroboration through records or sources of all periods of unemployment exceeding 60 days within scope.

- **Education:** In cases where the Subject has attended school for over four (4) months within the last three (3) years as his/her primary activity verification will include a reference interview and a record verification. If Subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity verification will be by record only. In either event, the highest awarded degree/diploma will be verified.

- **References:** Interviews of two individuals, one whom is developed from the investigation, who have collective social knowledge of the Subject for the scope of the investigation.
• **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last 10 years or since last investigation, the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.

• **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the scope of the investigation.

• **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject since the last investigation.

• **Marriage/Divorce:** Verification of all marriages and divorces within the scope. Interview of former spouses within scope.

• **Date and Place of Birth:** An original or certified copy of the Subject’s birth certificate will be viewed, and a copy obtained.

• **Military:** Verification of all prior military service, including discharge type. For full-time active service within the scope, two (2) reference interviews will be conducted.

• **Citizenship:** For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).

• **Financial Review:** Verification of the Subject’s financial status, including credit bureau checks.

**SIN 561611: MINIMUM BACKGROUND INVESTIGATION (MBI)**

• **Subject Interview:** ADC will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The scope will cover 5 years or the period of time since the Subject’s last investigation.

• **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.

• **Employment:** If requested for the investigation, verification of all current employment; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years; corroboration through records or sources of all periods of unemployment exceeding 60 days within scope.

• **Education:** In cases where the Subject has attended school for over four (4) months within the last three (3) years as his/her primary activity, verification will include a reference interview and a record verification. If Subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will be by record only. In either event, the highest awarded degree/diploma will be verified.

• **References:** Interviews of four (4) individuals, at least two (2) of whom are developed from
the investigation, who have collective social knowledge of the Subject for the relevant scope.

- **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last 5 years or scope, the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.

- **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the last 5 years or scope.

- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last 5 years or scope.

- **Marriage/Divorce:** Verification of all marriages and divorces within the scope. Interview former spouses within scope.

- **Date and Place of Birth:** An original or certified copy of the Subject’s birth certificate will be viewed and copied.

- **Military:** Verification of all prior military service, including discharge type. For full-time active service within the last 5 years or scope, two (2) reference interviews will be conducted.

- **Citizenship:** For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).

- **Financial Review:** Verification of the Subject’s financial status, including credit bureau checks covering all locations where the Subject has resided, been employed, and/or attended school for six (6) months or more for the last 5 years or scope.

**SIN 561611: PERIODIC REINVESTIGATION (PRI)**

A completed EPSQ or customer-specific security questionnaire, including applicable releases and supporting documentation must be provided. Scope covers from the date of the case receipt to date of last investigation or five (5) years. Nothing needs to be obtained from the time period covered during the last investigation.

- **Subject Interview:** ADC will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The interview will cover the period of time since the Subject’s last investigation.

- **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.

- **Employment:** If requested for the investigation, verification of all current employment; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years or scope; corroboration
through records or sources of all periods of unemployment exceeding 60 days within the last five (5) years or scope.

- **Education:** In cases where the Subject has attended school for over four (4) months within the last five (5) years or scope as his/her primary activity, verification will include a reference interview and a record verification. If Subject has not attended school for over four (4) months within the last five (5) years or scope as his/her primary activity, verification will be by record only. In either event, the highest awarded degree/diploma will be verified.

- **References:** Interviews of two (2) individuals, one of whom is developed from the investigation, and who have collective social knowledge of the Subject for the preceding five (5) years or scope.

- **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration, for the last five (5) years or scope. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.

- **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the last five (5) years or scope.

- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last five (5) years or scope.

- **Marriage/Divorce:** Verification of all marriages and divorces within the scope. Interview of former spouses within scope.

- **Date and Place of Birth:** Original or certified copy of Subject’s birth certificate will be viewed and copied.

- **Military:** Verification of all prior military service, including discharge type. For full-time active service within the last five (5) years or scope, two (2) reference interviews will be conducted.

- **Citizenship:** For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).

- **Financial Review:** Verification of the Subject’s financial status, including credit bureau checks covering the last five (5) years or scope.

**SIN 561611: LIMITED BACKGROUND INVESTIGATION TO A BACKGROUND INVESTIGATION (BGI/UPGRADE)**

- **Subject Interview:** ADC will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and
will elicit any additions, deletions, or corrections to forms submitted by the Subject. The scope will cover the period of time since the Subject’s last investigation.

- **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.

- **Employment:** If requested for the investigation, verification of all current employment; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years or scope; corroboration through records or sources of all periods of unemployment exceeding 60 days within last five (5) years or scope.

- **Education:** In cases where the Subject has attended school for over four (4) months within the last three (3) years as his/her primary activity, verification will include a reference interview and a record verification. If subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will be by record only. In either event, the highest awarded degree/diploma will be verified.

- **References:** Interviews of two (2) individuals, at least one (1) of whom are developed from the investigation, who have collective social knowledge of the Subject for the preceding five (5) years or scope.

- **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last five (5) years or scope, the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.

- **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the last five (5) years or scope, by record and/or interview of mental health professional.

- **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last five (5) years or scope.

- **Marriage/Divorce:** Verification of all marriages and divorces within the scope. Interview of former spouses within scope.

- **Date and Place of Birth:** An original or certified copy of the Subject’s birth certificate will be viewed and copied.

- **Military:** Verification of all prior military service, including discharge type. For full-time active service within the last five (5) years or scope, two (2) reference interviews will be conducted.

- **Citizenship:** For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).
• **Financial Review:** Verification of the Subject’s financial status, including credit bureau checks covering the last five (5) years or scope.

**SIN 561611: BACKGROUND INVESTIGATION TO AN SSBI (UGI/UPGRADE)**

UGI investigations can be upgrades to BIs or SSBIs. The scope covers a 10-year span. However, there is no requirement for the time period covered during the last investigation.

• **Subject Interview:** ADC will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The scope will cover the period of time since the Subject’s last investigation.

• **Residences:** Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.

• **Employment:** If requested for the investigation, verification of all current employment; personal interviews of two sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years for a BI and seven (7) years for an SSBI; corroboration through records or sources of all periods of unemployment within the scope, exceeding 60 days within the last five (5) years for a BI and seven (7) years for an SSBI.

• **Education:** In cases where the Subject has attended school for over four (4) months within the last three (3) years as his/her primary activity, verification will include a reference interview and a record verification. If the Subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will be by record only. In either event, the highest awarded degree/diploma will be verified.

• **References:** Interviews of four (4) individuals, at least two (2) of whom are developed from the investigation, who have collective social knowledge of the Subject for the preceding five (5) years for a BI or 10 years for an SSBI.

• **LAC:** Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last 10 years, the Subject has resided, been employed, and/or attended school for four (4) months or more, including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.

• **Medical:** Check of any relevant drug treatment, alcohol treatment, or mental health condition within the last ten (10) years, by record and/or interview of mental health professional.

• **Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last ten (10) years.

• **Marriage/Divorce:** Verification of all marriages and divorces within the scope. Interview former spouses within scope.

• **Date and Place of Birth:** An original or certified copy of the Subject’s birth certificate will be viewed and copied.
Military: Verification of all prior military service, including discharge type. For full-time active service within the last five (5) years for a BI or seven (7) years for a SSBI, two (2) reference interviews will be conducted.

Citizenship: For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).

Financial Review: Verification of the Subject’s financial status, including credit bureau checks covering all locations where the Subject has resided, been employed, and/or attended school for six (6) months or more for the last seven (7) years.

SIN 561611: UPDATE INVESTIGATION (UDI)

The scope of UDIs will be from the case receipt date of the last investigation. A completed customer-specific security questionnaire, including applicable releases and supporting documentation must be provided. A UDI shall consist of the following:

NAC

Subject Interview: ADC will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. The interview will utilize a standard set of questions and will cover the period since the Subject’s last investigation. Additional Subject interviews may be conducted to collect relevant information to resolve significant inconsistencies.

LAC: Check of appropriate criminal history records, through either police or court agencies, covering all locations where, since the last investigation, the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.

Education: In cases where the Subject has attended school for over four (4) months since the last investigation as his/her primary activity, verification will include a reference interview and a record verification. If the Subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will be by record only.

Employment: Verification of any employment since the last investigation; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more since the last investigation; corroboration through records or sources of all periods of unemployment exceeding 60 days since the last investigation.

Residences: Confirmation of all residences since the last investigation through appropriate interviews with neighbors and through record reviews.

References: Interviews of two (2) individuals, at least one (1) of whom is developed from
the investigation, who have collective social knowledge of the Subject since the last investigation.

- **Medical**: Check of any relevant drug treatment, alcohol treatment, or mental health condition since the last investigation by, record and/or interview of mental health professional.

- **Public Records**: Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject since the last investigation.

- **Marriage/Divorce**: Verification of all marriages and divorces since the last investigation. Interview of all former spouses since the last investigation if underlying investigation is an SSBI.

- **Date and Place of Birth**: An original or certified copy of the Subject’s birth certificate will be viewed and copied.

- **Military**: Verification of all military service since the last investigation, including discharge type.

- **Financial Review**: Verification of the Subject’s financial status, including credit bureau checks since the last investigation.

**SIN 561611: BACKGROUND INVESTIGATION (BI)**

A completed EPSQ or customer-specific security questionnaire, including applicable releases and supporting documentation must be provided. The scope will be five (5) years or 18th birth date. A BI shall consist of the following:

- **NAC**

  Subject Interview: ADC will conduct an interview of the Subject after reviewing all forms submitted. The interview will attempt to resolve any potentially derogatory information and will elicit any additions, deletions, or corrections to forms submitted by the Subject. Additional interviews may be conducted to collect relevant information to resolve significant inconsistencies.

  Education: In cases where the Subject has attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will include a reference interview and a record verification. If the Subject has not attended school for over four (4) months within the last two (2) years as his/her primary activity, verification will be by record only. In either event, the highest awarded degree/diploma will be verified.

  Employment: Verification of all employment within the past five (5) years; personal interviews of two (2) sources (supervisors, coworkers, or both) for each employment of four (4) months or more within the last five (5) years; corroboration through records or sources of all periods of unemployment exceeding 60 days within the last 5 years.

  Residences: Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.

  References: Interviews of two (2) individuals, at least one (1) of whom is developed from
the investigation, who have collective social knowledge of the Subject for the last five (5) years.

- **LAC**: Check of appropriate criminal history records, through either police or court agencies, covering all locations where, for the last 5 years, the Subject has resided, been employed, and/or attended school for four (4) months or more including current residence regardless of duration. If no residence, employment, or education exceeds four (4) months, LACs will be performed as deemed appropriate.

- **Medical**: Check of any relevant drug treatment, alcohol treatment, or mental health condition within the last five (5) years.

- **Public Records**: Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the last five (5) years.

- **Marriage/Divorce**: Verification of all marriages and divorces within the last five (5) years. Interview of all former spouses within the five-year period.

- **Date and Place of Birth**: An original or certified copy of the Subject’s birth certificate will be viewed and copied.

- **Military**: Verification of all prior military service, including discharge type. For full-time active service within the last five (5) years, two (2) reference interviews will be conducted.

- **Citizenship**: For individuals born outside the United States (U.S.), verification of U.S. citizenship via an original Naturalization certificate or directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).

- **Financial Review**: Verification of the Subject’s financial status, including credit bureau checks for the last five (5) years.
Labor Categories Offered:

CASE ASSIGNER
Checks incoming cases to assure that all parts required to complete the case are included. Reviews case papers for complete information and correct contact information for Subject and leads. Scopes case for required leads to meet client requirements and assigns various parts of case to experienced investigators located in area of leads. Completes scope sheet and voucher for each part of case assigned. Makes additional assignments according to developed leads and reassignments in cases of emergency.

Education: Bachelor’s degree

Experience: Minimum of one (1) year of related experience

ADMINISTRATOR
Processes all incoming and outgoing cases, including customer tasks and investigator ROI submissions. Provides e-Voucher assistance and CMS administration. Copies and scans documents, creates file folders, coordinates home type assignments, obtains credit reports, proofs/edits activities, generates correspondence, prepares LAC requests, and assists the Program Manager. Must be able to obtain security clearance for access to classified information. Courses or certification in government security or Personnel Security Investigation (PSI) preferred.

Education: High school diploma or equivalent (six (6) years of related experience) required. Some college education preferred.

Experience: Requires a combination of education and experience (six (6) to eight (8) years total).

ADMINISTRATIVE ASSISTANT
Proactively performs standard and advanced administrative support duties under limited supervision. Assists manager with administrative responsibilities. Position requires superior skills in taking dictation and computer word processing and a thorough knowledge of the function’s practices and procedures. Receives and screens telephone calls, makes travel arrangements, and may generate and maintain confidential files and reports.

Education: High school diploma or equivalent (two (2) years of related experience)

Experience: Minimum of two (2) years of related experience.

QUALITY CONTROL ADMINISTRATOR
Checks the completed ROI against the scope sheets sent by the Case Assigner to the field investigators to determine if the final report contains all of the required information. Verifies that all issues are thoroughly explored and clearly explained in sufficient detail. Analyzes all areas such as employment, education, foreign contacts, finances, and credit reports to determine whether the report contains sufficient information about the Subject concerning passports, foreign relatives and associates, foreign property or investments, and lifestyle.

Education: Bachelor’s degree or equivalent (two (2) years of related experience)

Experience: Minimum of two (2) years of related experience.
CASE ANALYST

Under close supervision, assists in providing information security and performs security BIs on individuals requesting security clearances. Provides support of contractor BI services. Provides investigative services and case control management support required to complete PSIs. Receives, disseminates, and controls all PSI cases for military, civilian, and contractor personnel.

Education: Bachelor’s degree or equivalent (four (4) years of related experience)

Experience: Minimum of four (4) years of related experience.

CASE REVIEWER / CASE MANAGER

Processes personnel security BI information for completeness and accuracy before sending to the customer for determination of security clearances. May work in a variety of functional areas including scoping, LACs, assignments, review, and quality assurance. Reviews personal documents, Personnel Security Questionnaires (SF-86), and other records to ensure they are accurate, complete, and in compliance with the client’s guidelines. Uses knowledge of government manuals to ensure compliance. Contacts Certifiers as needed to obtain additional information. May determine type and scope of investigations. Enters appropriate data into database. Assigns, coordinates, organizes, and/or facilitates follow-up with investigators to ensure accuracy and integrity of investigations. May conduct quality assurance reviews by soliciting feedback from individuals interviewed during the BI. Assists callers with questions and/or complaints about the investigation and/or behavior of an investigator or an employee.

Reviews and evaluates investigator reports to ensure they are complete, accurate, and timely. Prepares final ROIs for various clients. Reviews and executes actions necessary to complete cases. May perform third-level reviews. May function as lead or supervisor to lower level employees on an interim basis. May perform duties on multiple contracts. Must be able to obtain security clearance for access to classified information. Courses or certification in government security or PSI preferred.

Responsible for overall management of cases upon receipt from the Assignment Department through final ROI submission to the customer. Ensures that deadlines for fax call-ins and ROIs are met by frequently communicating with field investigators. Monitors the status of assigned work. Reviews cases for assignment and scoping errors in a timely manner. Assigns additional leads in a timely manner when required. Proofs/edits and prepares the final ROI. Communicates with customer representatives, approves eVouchers, and enters data into CMS.

Education: High school diploma or equivalent required (six (6) years of related experience). Some college education preferred.

Experience: Requires a combination of education and experience (six (6) to eight (8) years total).

PRE-SCREENER

Primarily responsible for receiving and thoroughly reviewing case papers prior to assignment for BI processing to ensure that they are complete. This process involves direct communication with applicants to obtain missing or necessary information and documents relevant to subsequent investigation and constant interaction with customer personnel. Reviews personal documents, Personnel Security Questionnaires (SF-86), and other records to ensure they are accurate,
complete, and in compliance with the client’s guidelines. May determine the type and scope of investigations. Enters appropriate data into database. May function as lead or supervisor to lower level employees on an interim basis. May perform duties on multiple contracts. Must be able to obtain security clearance for access to classified information or meet the customer’s minimum clearance requirements. Courses or certification in Government security or PSI preferred.

Prepares cover sheets noting all actions and deficiencies. Compiles and forwards case papers. Prepares daily productivity reports. Coordinates special request assignments. Communicates necessary information to scoping staff. Reports case status to the customer regarding cases of interest and coordinating expedited case tasking. Receives completed ROIs for delivery to the customer. Schedules meetings between ADC and customer personnel. Assists with visitor request processing. Performs additional duties as required by the customer regarding case processing, status reports, and Statement of Work (SOW) compliance.

Education: High school diploma or equivalent (six (6) years of related experience) required. Some college education preferred.

Experience: Requires a combination of education and experience (six (6) to eight (8) years total).

**SENIOR CASE ANALYST**

Under moderate supervision, provides information security and performs security BIs on individuals requesting security clearances. Provides support of contractor BI services. Provides investigative services and case control management support required to complete PSIs. Receives, disseminates, and controls all PSI cases for military, civilian, and contractor personnel.

Education: Bachelor’s degree or equivalent (two (2) years of related experience)

Experience: Minimum of two (2) years of related experience.

**FIELD INVESTIGATOR**

Assists with all facets of BIs on individuals requesting a security clearance. Conducts interviews, completes documents, and submits interview summarization through an online system.

Education: High School diploma or equivalent (five (5) years of related experience)

Experience: Five (5) years of related experience

**LEAD INVESTIGATOR**

Performs security BIs on individuals requesting security clearances, including but not limited to investigative reports. Provides investigative services and case control management support required to complete PSIs. May provide team leadership in monitoring all investigative personnel and reviewing investigative reports produced by lower level staff. Receives, disseminates, and controls all PSI cases for military, civilian, and contractor personnel.

Education: Bachelor’s degree or equivalent (seven (7) years of related experience).

Experience: Minimum of seven years of related experience.
PROJECT / PROGRAM MANAGER

Recognized authority on security matters with a broad range of knowledge. Provides information security support and performs security BIs on individuals requesting security clearances. Conducts security inspections of unit security programs and facilities and provides information security program reports. Acquires follow-on business associated with assigned projects. Provides management for investigative services and case control management support required to complete PSIs. Monitors all investigative personnel and reviews investigative reports produced by lower level staff. Participates in training field investigators. Reviews concerns from case managers and individuals responsible for quality control; takes corrective action on missing information, ensuring cessation of errors.

Education: Bachelor’s degree or equivalent (10 years of BI and other related experience)

Experience: Minimum of 10 years of BI and other related experience.
Federal Investigative Standards - Tier Level Investigations

The following are the services offered under the new Tier Based Expanded Focused Investigation Model.

SIN 561611: COVERAGE REQUIREMENTS FOR TIER 5 (NACLC)

OVERALL SCOPE: 10 years or 18th birthday, whichever comes first. At least 2 years of coverage required, even if Subject is under 18.

EXPANDING SCOPE: Customer may expand scope; ADC LTD NM may expand scope per Expandable Focused Investigation Model (EFIM). Resolve all issues with Subject.

SUBJECT INTERVIEW: Verify Subject’s identity. Administer the Unsworn Declaration. Administer all advisements. Interview Subject.

DOCUMENTS: Review SF86, applicable releases and CBR. Explain all discrepancies and resolve all issues.

FINANCES: Review SF86 finance section and CBR. Explain all delinquencies. Obtain proof of payment for or proof of intent to pay each outstanding delinquency.

CI/CT AND ETHICS: As appropriate, ask counterintelligence, counterterrorism and ethics questions.

EDUCATION: Verify the most advanced diploma/degree from records during most recent 7 years. If no degree, verify most recent attendance from records during most recent 7 years. Obtain transcript. ADC LTD NM to verify most advanced degree from inquiry beyond 7 years. If education is primary activity in most recent 3 years, interview 2 references (instructor, advisor, student).

EMPLOYMENT: Verify all during most recent 7 years from records. Verify federal civilian employments from records regardless of when Subject was employed. Interview 2 references (supervisor, coworker) at employments of 6 months or more during most recent 5 years. Each duty station of 6 months or more requires 2 references.

MILITARY SERVICE: Verify each branch during most recent 7 years from records. Interview 2 references (supervisor, coworker) only at most recent duty station of 6 months or more in each branch.

UNEMPLOYMENT: Interview 1 reference to verify unemployment periods of 4 months or more during past 7 years.

RESIDENCE: Interview 1 neighbor at current residence. If current residence is less than 6 months in length, also interview 1 neighbor from prior residence of 6 months or more in length.

CHARACTER REFERENCES: Interview 2 character references (at least 1 unlisted/developed) who collectively cover most recent 5 years. References must have social contact with Subject.

- If Subject used illegal drugs within the past 7 years or marijuana within the past 1 year, interview 2 references cognizant of the use. See EFIM.

FOREIGN/TERRORISM CONNECTIONS* The following scenario applies:
• If Subject has serious indications of foreign influence, foreign preference, terrorism or overthrow of the U.S. government, interview 2 references cognizant of it. See EFIM.

LACs: Run LACs with lowest level agency of jurisdiction where Subject lived, worked and attended school 6 months or more during most recent 7 years. Run LACs for current residence and current employment, regardless of length. Obtain any records found. Also obtain records of criminal issues listed in the SF86 during most recent 7 years and obtain records for felonies, firearms offenses and domestic violence regardless of when it occurred.

• If Subject engaged in criminal activity, or has immediate family members involved in felonious or ongoing criminal activity, within the past 7 years, interview 2 references cognizant of the activity. See EFIM.

COURT RECORDS: Obtain records of divorces, legal separation, bankruptcies, civil judgments, foreclosures, liens, criminal activity, and civil suits (if Subject was defendant) during most recent 7 years. Obtain records for felonies, firearms offenses and domestic violence regardless of when it occurred.

EX-SPOUSES: Interview ex-spouses if divorced during most recent 5 years.

MEDICAL RECORD: Verify mental health treatment with provider during most recent 7 years.

• If Subject has exhibited unstable behavior, where there has been no treatment, interview 1 reference cognizant of the behavior.

SIN 561611: COVERAGE REQUIREMENTS FOR TIER 5 REINVESTIGATION

OVERALL SCOPE: Since last investigation or 18th birthday, whichever comes first. At least 2 years of coverage required.

EXPANDING SCOPE: Customer may expand scope; ADC LTD NM may expand scope per Expandable Focused Investigation Model (EFIM). Resolve all issues with Subject.

SUBJECT INTERVIEW: Verify Subject’s identity. Administer the Unsworn Declaration. Administer all advisements. Interview Subject.

DOCUMENTS: Review SF86, applicable releases and CBR. Explain all discrepancies and resolve all issues.

FINANCES: Review SF86 finance section and CBR. Explain all delinquencies. Obtain proof of payment for or proof of intent to pay each outstanding delinquency.

CI/CT AND ETHICS: As appropriate, ask counterintelligence, counterterrorism and ethics questions.

EMPLOYMENT: Verify all from records since last investigation. Interview 2 references (supervisor, coworker) if employed 6 months or more. Each duty station of 6 months or more requires 2 references.

MILITARY SERVICE: Verify each branch since last investigation from records. Interview 2 references (supervisor, coworker) only at most recent duty station of 6 months or more in each branch.
UNEMPLOYMENT: Interview 1 reference to verify unemployment periods of 4 months or more since last investigation.

CHARACTER REFERENCES: No coverage, except the following scenario applies:

- If Subject used illegal drugs since last investigation, interview 2 references cognizant of the use. See EFIM.

FOREIGN/TERRORISM CONNECTIONS* The following scenario applies:

- If Subject has serious indications of foreign influence, foreign preference, terrorism or overthrow of the U.S. government, interview 2 references cognizant of it. See EFIM.

LACs: Run LACs with lowest level agency of jurisdiction where Subject lived, worked and attended school 6 months or more since last investigation. Run LACs for current residence and current employment, regardless of length. Obtain any records found. Also obtain records of criminal issues listed in the SF86 since last investigation.

- If Subject engaged in criminal activity, or has immediate family members involved in felonious or ongoing criminal activity, since last investigation, interview 2 references cognizant of the activity. See EFIM.

COURT RECORDS: Obtain records of divorces, legal separation, bankruptcies, civil judgments, foreclosures, liens, criminal activity, and civil suits (if Subject was defendant) since last investigation.

EX-SPOUSES: Interview ex-spouses if divorced since last investigation.

MEDICAL RECORD: Verify mental health treatment with provider since last investigation.

- If Subject has exhibited unstable behavior, where there has been no treatment, interview 1 reference cognizant of the behavior.

SIN 561611: COVERAGE REQUIREMENTS FOR TIER 4

OVERALL SCOPE: 7 years or 18th birthday, whichever comes first. At least 2 years of coverage required, even if Subject is under 18.

EXPANDING SCOPE: Customer may expand scope; ADC LTD NM may expand scope per Expandable Focused Investigation Model (EFIM). Resolve all issues with Subject.

SUBJECT INTERVIEW: Verify Subject’s identity. Administer the Unsworn Declaration. Administer all advisements. Interview Subject.

DOCUMENTS: Review SF85P, applicable releases and CBR. Explain all discrepancies and resolve all issues.

FINANCES: Review SF85P finance section and CBR. Explain all delinquencies. Obtain proof of payment for or proof of intent to pay each outstanding delinquency.

CI/CT AND ETHICS: As appropriate, ask counterintelligence, counterterrorism and ethics questions.

EDUCATION: Verify all attendance and diplomas/degrees from records during most recent 5 years. Obtain transcript. ADC LTD NM to verify most recent degree from inquiry beyond 5 years.
If education is primary activity in most recent 3 years, interview 2 references (instructor, advisor, student).

**EMPLOYMENT:** Verify all during most recent 5 years from records. Interview 2 references (supervisor, coworker) if employed 6 months or more. Each duty station of 6 months or more requires 2 references.

- If there are indications of falsification, misconduct or negligence, interview 1 additional reference cognizant of the concerns.

**MILITARY SERVICE:** Verify each branch during most recent 5 years from records. Interview 2 references (supervisor, coworker) only at most recent duty station of 6 months or more in each branch.

- If there are indications of falsification, misconduct or negligence, interview 1 additional reference cognizant of the concerns.

**UNEMPLOYMENT:** Interview 1 reference to verify unemployment periods of 4 months or more during past 5 years.

**RESIDENCE:** Interview 1 neighbor at current residence. If current residence is less than 6 months in length, also interview 1 neighbor from prior residence of 6 months or more in length.

**TERRORISM CONNECTION**

- If Subject has serious indications of terrorism or overthrow of the U.S. government, interview 2 references cognizant of it. See EFIM.

**LACs:** Run LACs with lowest level agency of jurisdiction where Subject lived, worked and attended school 6 months or more during most recent 7 years. Run LACs for current residence and current employment, regardless of length. Obtain any records found. Also obtain records of criminal issues listed in the SF85P during most recent 7 years and obtain records for felonies, firearms offenses and domestic violence regardless of when it occurred.

**COURT RECORDS:** Obtain records of bankruptcies, civil judgments, foreclosures, liens, criminal activity, and civil suits (if Subject was defendant) during most recent 5 years. Obtain records for felonies, firearms offenses and domestic violence regardless of when it occurred. Obtain records for divorces during most recent 5 years only when the discrepant or derogatory information exists.

**MEDICAL RECORD:** Verify mental health treatment with provider during most recent 5 years.

- If Subject has exhibited unstable behavior, where there has been no treatment, interview 1 reference cognizant of the behavior.

**SIN 561611: COVERAGE REQUIREMENTS FOR TIER 4 REINVESTIGATION**

**OVERALL SCOPE:** 7 years or 18th birthday, whichever comes first. At least 2 years of coverage required, even if Subject is under 18.

**EXPANDING SCOPE:** Customer may expand scope; ADC LTD NM may expand scope per Expandable Focused Investigation Model (EFIM). Resolve all issues with Subject.
SUBJECT INTERVIEW: Verify Subject’s identity. Administer the Unsworn Declaration. Administer all advisements. Interview Subject.

DOCUMENTS: Review SF85P, applicable releases and CBR. Explain all discrepancies and resolve all issues.

FINANCES: Review SF85P finance section and CBR. Explain all delinquencies. Obtain proof of payment for or proof of intent to pay each outstanding delinquency.

CI/CT AND ETHICS: As appropriate, ask counterintelligence, counterterrorism and ethics questions.

EMPLOYMENT: Verify all since last investigation from records. Interview 2 references (supervisor, coworker) if employed 6 months or more. Each duty station of 6 months or more requires 2 references.
  • If there are indications of falsification, misconduct or negligence, interview 1 additional reference cognizant of the concerns.

MILITARY SERVICE: Verify each branch since last investigation from records. Interview 2 references (supervisor, coworker) only at most recent duty station of 6 months or more in each branch.
  • If there are indications of falsification, misconduct or negligence, interview 1 additional reference cognizant of the concerns.

UNEMPLOYMENT: Interview 1 reference to verify unemployment periods of 4 months or more since last investigation.

TERRORISM CONNECTION* The following scenario applies:
  • If Subject has serious indications of terrorism or overthrow of the U.S. government, interview 2 references cognizant of it. See EFIM.

LACs: Run LACs with lowest level agency of jurisdiction where Subject lived, worked and attended school 6 months or more during most recent 7 years. Obtain any records found. Also obtain records of criminal issues listed in the SF85P since last investigation.

COURT RECORDS: Obtain records of bankruptcies, civil judgments, foreclosures, liens, criminal activity, and civil suits (if Subject was defendant) since last investigation. Obtain records of divorces since last investigation only when discrepant or derogatory information exists.

MEDICAL RECORD: Verify mental health treatment with provider during most recent 5 years.
  • If Subject has exhibited unstable behavior, where there has been no treatment, interview 1 reference cognizant of the behavior.

SIN 561611: COVERAGE REQUIREMENTS FOR TIER 3

OVERALL SCOPE: 5 years or 18th birthday, whichever comes first. At least 2 years of coverage required, even if Subject is under 18.

EXPANDING SCOPE: Customer may expand scope; ADC LTD NM may expand scope per Expandable Focused Investigation Model (EFIM). Resolve all issues with Subject.
SUBJECT INTERVIEW: Subject Interview required only with EFI flag. Verify Subject’s identity. Administer the Unsworn Declaration. Administer all advisements. Interview Subject.

DOCUMENTS: Review SF86, applicable releases and CBR. Explain all discrepancies and resolve all issues.

FINANCES: Review SF86 finance section and CBR. Explain all delinquencies. Obtain proof of payment for or proof of intent to pay each outstanding delinquency.

CI/CT AND ETHICS: As appropriate, ask counterintelligence, counterterrorism and ethics questions.

EDUCATION: Verify all attendance and diplomas/degrees from records during most recent 5 years. ADC LTD NM to verify most recent degree from inquiry beyond 5 years.

EMPLOYMENT: Verify all during most recent 5 years from records. Obtain derogatory records.
  • If Subject did not disclose employment that has derogatory records, interview the supervisor.
  • If there are indications of falsification, misconduct or negligence, interview 1 reference at most recent employment of 6 months or more.
  • If Subject had negative effects from alcohol use, interview the respective supervisor.
  • If Subject did not comply with protections for classified or sensitive information or use of information technology, interview 1 reference cognizant of the facts.

MILITARY SERVICE: Verify each branch during most recent 5 years from records. Obtain derogatory records.
  • If Subject did not disclose employment that has derogatory records, interview the supervisor.
  • If there are indications of falsification, misconduct or negligence, interview 1 reference at most recent employment of 6 months or more.
  • If Subject had negative effects from alcohol use, interview the respective supervisor.
  • If Subject did not comply with protections for classified or sensitive information or use of information technology, interview 1 reference cognizant of the facts.

FOREIGN/ TERRORISM CONNECTIONS* The following scenario applies:
  • If Subject has serious indications of foreign influence, foreign preference, terrorism or overthrow of the U.S. government, interview 2 references cognizant of it. See EFIM.

LACs: Run LACs with lowest level agency of jurisdiction where Subject lived, worked and attended school 6 months or more during most recent 5 years. Obtain any records found. Also obtain records criminal issues listed in the SF86 during most recent 5 years and obtain records for felonies, firearms offenses and domestic violence regardless of when it occurred.

COURT RECORDS: Obtain records of bankruptcies during most recent 2 years. Obtain criminal dispositions, court orders, and declarations of mental incompetence during most recent 5 years.

MEDICAL RECORD: Verify mental health treatment with provider during most recent 5 years.
  • If Subject has exhibited unstable behavior, where there has been no treatment, interview 1 reference cognizant of the behavior.
SIN 561611: COVERAGE REQUIREMENTS FOR TIER 3 REINVESTIGATION

OVERALL SCOPE: 5 years or 18th birthday, whichever comes first. At least 2 years of coverage required, even if Subject is under 18.

EXPANDING SCOPE: Customer may expand scope; ADC LTD NM may expand scope per Expandable Focused Investigation Model (EFIM). Resolve all issues with Subject.

SUBJECT INTERVIEW: Subject Interview required only with EFI flag. Verify Subject’s identity. Administer the Unsworn Declaration. Administer all advisements. Interview Subject.

DOCUMENTS: Review SF86, applicable releases and CBR. Explain all discrepancies and resolve all issues.

FINANCES: Review SF86 finance section and CBR. Explain all delinquencies. Obtain proof of payment for or proof of intent to pay each outstanding delinquency.

CI/CT AND ETHICS: As appropriate, ask counterintelligence, counterterrorism and ethics questions.

EDUCATION: Verify all attendance and diplomas/degrees from records during most recent 5 years. ADC LTD NM to verify most recent degree from inquiry beyond 5 years.

EMPLOYMENT: No coverage, except the following scenarios apply since last investigation:

• If Subject did not disclose employment that has derogatory records, interview the supervisor.
• If there are indications of falsification, misconduct or negligence, interview 1 reference at most recent employment of 6 months or more.
• If Subject had negative effects from alcohol use, interview the respective supervisor.
• If Subject did not comply with protections for classified or sensitive information or use of information technology, interview 1 reference cognizant of the facts.

MILITARY SERVICE: Verify characterization of military discharge since last investigation. No other coverage, except the following scenarios apply since last investigation:

• If Subject did not disclose employment that has derogatory records, interview the supervisor.
• If there are indications of falsification, misconduct or negligence, interview 1 reference at most recent employment of 6 months or more.
• If Subject had negative effects from alcohol use, interview the respective supervisor.
• If Subject did not comply with protections for classified or sensitive information or use of information technology, interview 1 source cognizant of the facts.

FOREIGN/TERROISM CONNECTIONS* The following scenario applies:

• If Subject has serious indications of foreign influence, foreign preference, terrorism or overthrow of the U.S. government, interview 2 references cognizant of it. See EFIM.

LACs: Run LACs with lowest level agency of jurisdiction where Subject lived, worked and attended school 6 months or more since last investigation. Obtain any records found. Also obtain records criminal issues listed in the SF86 since last investigation.
COURT RECORDS: Obtain records of bankruptcies during most recent 2 years. Obtain criminal dispositions, court orders, and declarations of mental incompetence during most recent 5 years.

MEDICAL RECORD: Verify mental health treatment with provider since last investigation.
- If Subject has exhibited unstable behavior, where there has been no treatment, interview 1 reference cognizant of the behavior.

SIN 561611: COVERAGE REQUIREMENTS FOR TIER 2

OVERALL SCOPE: Investigation for non-sensitive positions. 5 years or 18th birthday, whichever comes first. At least 2 years of coverage required, even if Subject is under 18.

EXPANDING SCOPE: Customer may expand scope; ADC LTD NM may expand scope per Expandable Focused Investigation Model (EFIM). Resolve all issues with Subject.

ENHANCED SUBJECT INTERVIEW (ESI): A comprehensive interview of the applicant to review his or her background to explore any potentially disqualifying conditions and mitigating factors relevant to adjudicative standards.

DOCUMENTS: Review SF85, applicable releases. Explain all discrepancies and resolve all issues.

RESIDENCES: Confirmation of all residences for the last three (3) years through appropriate interviews with neighbors and through record reviews.

FINANCES: Review SF85 finance section and CBR. Explain all delinquencies. Obtain proof of payment for or proof of intent to pay each outstanding delinquency.

CI/CT AND ETHICS: As appropriate, ask counterintelligence, counterterrorism and ethics questions.

EDUCATION: Verify all attendance and diplomas/degrees from records during most recent 5 years. Obtain derogatory records. ADC LTD NM to verify most recent degree from inquiry beyond 5 years.

EMPLOYMENT: Verify employment records and interview of supervisors at all place of employment during the past 5 years. Obtain derogatory records. No coverage, except the following scenarios apply since last investigation:
- If Subject did not disclose employment that has derogatory records, interview the supervisor.
- If there are indications of falsification, misconduct or negligence, interview 1 reference at most recent employment of 6 months or more.
- If Subject had negative effects from alcohol use, interview the respective supervisor.
- If Subject did not comply with protections for classified or sensitive information or use of information technology, interview 1 reference cognizant of the facts

MILITARY SERVICE: Verify each branch during most recent 5 years from records. Obtain derogatory records.

FOREIGN/TERRORISM CONNECTIONS* The following scenario applies:
- If Subject has serious indications of foreign influence, foreign preference, terrorism or
overthrow of the U.S. government, interview 2 references cognizant of it. See EFIM.

**LACs:** Run LACs with lowest level agency of jurisdiction where Subject lived, worked and attended school 6 months or more since last investigation. Obtain any records found. Also obtain records criminal issues listed in the SF85 since last investigation.

- Automated Records Checks (ARC) for information regarding the applicant’s (and spouse or cohabitant’s) criminal history, involvement in terrorism, validity of Social Security number, education and employment history, employment conduct, military discharge, and Selective Service registration, as appropriate.

**COURT RECORDS:** Obtain records of bankruptcies during most recent 2 years. Obtain criminal dispositions, court orders, and declarations of mental incompetence during most recent 5 years.

**SIN 561611: COVERAGE REQUIREMENTS FOR TIER 2 REINVESTIGATION**

**OVERALL SCOPE:** Re-investigation for non-sensitive positions. 5 years or 18th birthday, whichever comes first. At least 2 years of coverage required, even if Subject is under 18.

**EXPANDING SCOPE:** Customer may expand scope; ADC LTD NM may expand scope per Expandable Focused Investigation Model (EFIM). Resolve all issues with Subject.

**ENHANCED SUBJECT INTERVIEW (ESI):** A comprehensive interview of the applicant to review his or her background to explore any potentially disqualifying conditions and mitigating factors relevant to adjudicative standards.

**DOCUMENTS:** Review SF85P, applicable releases and CBR. Explain all discrepancies and resolve all issues. Complete the Foreign National Relatives and Associates Statement.

**LACs:** Run LACs with lowest level agency of jurisdiction where Subject lived, worked and attended school 6 months or more since last investigation. Obtain any records found. Also obtain records criminal issues listed in the SF85 since last investigation.

**COURT RECORDS:** Obtain records of bankruptcies during most recent 2 years. Obtain criminal dispositions, court orders, and declarations of mental incompetence during most recent 3 years.

**MEDICAL RECORDS:** Verify mental health treatment with provider since last investigation.

- If Subject has exhibited unstable behavior, where there has been no treatment, interview 1 reference who is in a position to observe it and/or knows of it.

**CI/CT AND ETHICS:** As appropriate, ask counterintelligence, counterterrorism and ethics questions.

**SIN 561611: ADD LEADS (ADL):**

Add leads are client requested leads and are priced at three levels, High, Medium and Low depending on the level of effort required. All ADLs are performed on an expedited basis.
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<th>GSA Rate 2019</th>
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<th>GSA Rate 2021</th>
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# ADC LTD NM TIER PRICING RATE SCHEDULE

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