

# **GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE**

## **AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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! <sup>TM</sup>, a menu-driven database system. The INTERNET address for GSA Advantage! <sup>TM</sup> is: <http://www.gsa.gov>

### **Human Resources & EEO Services FSC Group 874**

SIN 595-27

HR Support: Pre-Employment Background Investigations

**Contract Number: GS-02F-0179N**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at:  
<http://www.fss.gsa.gov>

**Period Covered by Contract:  
August 12, 2003 through August 11, 2013**

Supplement 6: Includes Modification PO-0008, effective 3/19/2009

**CACI Premier Technology, Inc.  
14151 Park Meadow Drive  
Chantilly, VA 20151  
TEL 703-679-4177  
FAX 703-679-3402**

**Web Address: [www.caci.com](http://www.caci.com)**

**Type of Contractor: Large**

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**CUSTOMER INFORMATION****1a. Special Item Numbers (SINs)**

This Contract covers the following Special Item Numbers (SINs), as fully described in this Schedule/Price List:

- SIN 595-27                      HR Support: Pre-Employment Background Investigations

**1b. Pricing Tables**

The pricing tables in Pricing Schedule for SIN 595-27 includes a range prices based on quantities ordered.

**1c. Hourly Rates**

See the **LABOR CATEGORY PRICING AND DESCRIPTIONS** section for a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services.

**2. Maximum Order**

The maximum order is as shown below:

<b><u>SPECIAL ITEM NUMBER</u></b>	<b><u>MAXIMUM ORDER</u></b>
SIN 595-27	\$1 Million.

**3. Minimum Order**

The minimum order designated is \$100.

**4. Geographic Coverage (delivery area)**

The geographic coverage for this Schedule/Price List covers the United States, District of Columbia, Hawaii, Puerto Rico, U.S. Virgin Islands, as well as Guam, Japan, Korea, and the European continent. Other overseas locations can be covered on a case-by-case basis and will be negotiated at the time the order is placed.

NOTE: For locations outside the continental United States, the price listed is for labor only in the listed location and does not include related transportation costs. All transportation costs will be figured using the current JTR and applicable HOLA/COLA. This costing information will be provided to the customer prior to placement of the order.

At all overseas locations, the requesting agency must provide office, administrative, and other logistical support. Investigations or interviews will be conducted in accordance with the current Status of Forces or other agreement(s) with the host nation.

**5. Point(s) of production (city, county, and State or foreign country)**

The primary services under this Schedule/Price List are located in Fairfax, Virginia. However, if during the performance of any order under this Contract CACI Premier Technology uses one or more facilities located at a different address than in this price list, the place of performance will be specified in the individual order.

**6. Discount from List Prices**

Prices shown are NET prices; basic discounts have been deducted based on volume ordered.

**7. Quantity Discounts**

Prices shown are NET prices; basic discounts have been deducted based on volume ordered. The quantity discount to CACI rates applies to all case types proposed and the discounts established are based on the initial funding level for each delivery order (i.e., the discount is not cumulative across the delivery order or BPA.) Quantity discounts for incrementally funded orders will be based on the discount established at the initial funding level.

**8. Prompt Payment Terms**

CACI Premier Technology Group terms are net 30 days, upon receipt of invoice for each case completed. Case completion is returning the report of investigation to the ordering agency.

**9a. Government Purchase Cards Below the Micro-Purchase Threshold**

CACI Premier Technology will accept Government purchase cards for orders below the micro-purchase threshold of \$2,500

**9b. Government Purchase Cards Above the Micro-Purchase Threshold**

Purchase cards are not accepted for payment above the micro-purchase threshold of \$2,500.

**10. Foreign Items**

Not applicable.

**11a. Time of Delivery**

The time of delivery for SIN 595-27 is based on 60 calendar days from receipt by CACI Premier Technology which can be modified by customer requirements and may require a modification of price.

**11b. Expedited Delivery**

CACI Premier Technology may provide expedited delivery or a delivery/task order subject to the availability of resources, the scope of work requested, and after an evaluation of financial impact, the price will be negotiated to reflect additional costs for expedited services.

**11c. Overnight and 2-Day Delivery**

Overnight/2-day delivery will be negotiated on a case-by-case basis. The customer may contact CACI Premiere Technology GSA Sales to effect a faster delivery.

**11d. 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 the other terms and conditions of the contract to include the negotiated price adjustment.

**12. F.O.B. Point(s)**

Not applicable.

**13a. Ordering Address(es)**

For mailed orders:

CACI Premier Technology, Inc.  
Attn: GSA Sales  
14151 Park Meadow Drive  
Chantilly, VA 20151

For orders by email: [cacigsa@caci.com](mailto:cacigsa@caci.com)

For orders by facsimile transmission:

CACI Premier Technology, Inc.  
Attn: GSA Sales  
Fax: 703-679-3402  
To Verify Transmission: 703-679-4177

**13b. Ordering procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. *Payment Address(es)***

Payment of invoices shall be made to the address shown below:

CACI Premier Technology, Inc.  
P.O. Box 630967  
Lock Box #630967  
Baltimore MD 21263-0967

**15. *Warranty Provision***

Limitation of Liability – The contractor will not be liable to the customer agency for changes in public records as it relates to SIN 595-27.

**16. *Export Packing Charges***

Not applicable.

**17. *Terms and Conditions of Government Purchase Card Acceptance***

As determined by individual orders.

**18. *Terms and Conditions of Rental, Maintenance and Repair***

Not applicable

**19. *Terms and Conditions of Installation***

Not applicable

**20. *Terms and Conditions of Repair Parts***

Not applicable

**20a. *Terms and Conditions of Other Services***

Not applicable

**21. *List of Service and Distribution Points***

Not applicable

**22. *List of Participating Dealers***

Not applicable

**23. *Preventive Maintenance***

Not applicable

**24a Special Attributes**

Not applicable

**24b Section 508**

Not applicable

**25. Data Universal Number System (DUNS) Number**

CACI Premier Technology's DUNS number is 10-972-7318.

**26. Central Contractor Registration (CCR) Database**

CACI Premier Technology is registered with the CCR database.

**27. SINs 595-27 Cancellation Policy**

Investigations cancelled prior to completion will result in the following billing rates expressed as a percentage of full per unit case prices based on the number of days that the investigation has been in progress at time of receiving written notification of cancellation from the customer agency.

All Case Types	
Calendar Days	Percent
1-5 Days	15%
6-15 Days	25%
15-30 Days	75%
30 Days or more	100%

**PRICING FOR HUMAN RESOURCE SERVICES (CONUS/OCONUS)****SIN 595-27 - National Agency Check with Credit (without computer access)****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>08/12/08 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$338.87	\$350.73	\$363.01	\$375.72	\$388.87
751-1000	60	\$335.48	\$347.22	\$359.37	\$371.95	\$384.97
1001-10,000	60	\$332.09	\$343.72	\$355.75	\$368.20	\$381.09
10001 +	60	\$321.93	\$333.19	\$344.85	\$356.92	\$369.41

**SIN 595-27 - National Agency Check with Issues****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>08/12/08 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$1,015.46	\$1,051.00	\$1,087.79	\$1,125.86	\$1,165.27
751-1000	60	\$1,005.31	\$1,040.49	\$1,076.91	\$1,114.60	\$1,153.61
1001-10,000	60	\$995.15	\$1,029.98	\$1,066.03	\$1,103.34	\$1,141.96
10001 +	60	\$964.69	\$998.45	\$1,033.40	\$1,069.57	\$1,107.00

**SIN 595-27 - National Agency Check with Credit (computer access)****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>08/12/08 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$406.16	\$420.38	\$435.09	\$450.32	\$466.08
751-1000	60	\$402.10	\$416.17	\$430.74	\$445.82	\$461.42
1001-10,000	60	\$398.04	\$411.97	\$426.39	\$441.31	\$456.76
10001 +	60	\$385.85	\$399.36	\$413.34	\$427.81	\$442.78

**SIN 595-27 - Local Agency Check****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>08/12/08 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$338.87	\$350.73	\$363.01	\$375.72	\$388.87
751-1000	60	\$335.48	\$347.22	\$359.37	\$371.95	\$384.97
1001-10,000	60	\$332.09	\$343.72	\$355.75	\$368.20	\$381.09
10001 +	60	\$321.93	\$333.19	\$344.85	\$356.92	\$369.41



**SIN 595-27 - Single Scope Background Investigations (SSBI)****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>08/12/08 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$2,621.47	\$2,713.22	\$2,808.18	\$2,906.47	\$3,008.20
751-1000	60	\$2,595.26	\$2,686.09	\$2,780.10	\$2,877.40	\$2,978.11
1001-10,000	60	\$2,569.04	\$2,658.96	\$2,752.02	\$2,848.34	\$2,948.03
10001 +	60	\$2,490.40	\$2,577.56	\$2,667.77	\$2,761.14	\$2,857.78

**SIN 595-27 - Periodic Re-Investigations (PR)****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>08/12/08 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$1,478.98	\$1,530.74	\$1,584.32	\$1,639.77	\$1,697.16
751-1000	60	\$1,464.19	\$1,515.44	\$1,568.48	\$1,623.38	\$1,680.20
1001-10,000	60	\$1,449.40	\$1,500.13	\$1,552.63	\$1,606.97	\$1,663.21
10001 +	60	\$1,405.03	\$1,454.21	\$1,505.11	\$1,557.79	\$1,612.31

**SIN 595-27 - Periodic Reinvestigation (PRI)****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>03/13/09 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$381.67	\$395.03	\$408.86	\$423.17	\$437.98
751-1000	60	\$377.85	\$391.07	\$404.76	\$418.93	\$433.59
1001-10,000	60	\$374.03	\$387.12	\$400.67	\$414.69	\$429.20
10001 +	60	\$362.59	\$375.28	\$388.41	\$402.00	\$416.07

**SIN 595-27 - Single Scope Background Investigation - Periodic Reinvestigation (SSBI-PR)**  
 executed IAW the OPM Handbook dated July 2007, Presidential Executive Order 10450,  
 5CFR 731, and 5CFR 732

**Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>03/13/09 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$1,752.85	\$1,814.20	\$1,877.70	\$1,943.42	\$2,011.44
751-1000	60	\$1,735.32	\$1,796.06	\$1,858.92	\$1,923.98	\$1,991.32
1001-10,000	60	\$1,717.79	\$1,777.91	\$1,840.14	\$1,904.54	\$1,971.20
10001 +	60	\$1,665.21	\$1,723.49	\$1,783.81	\$1,846.24	\$1,910.86

**SIN 595-27 - Minimum Background Investigation (MBI)**

**Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>03/13/09 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$452.66	\$468.50	\$484.90	\$501.87	\$519.44
751-1000	60	\$448.13	\$463.81	\$480.04	\$496.84	\$514.23
1001-10,000	60	\$443.60	\$459.13	\$475.20	\$491.83	\$509.04
10001 +	60	\$430.03	\$445.08	\$460.66	\$476.78	\$493.47

**SIN 595-27 - Limited Background Investigation (LBI)**

**Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>03/13/09 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$1,739.54	\$1,800.42	\$1,863.43	\$1,928.65	\$1,996.15
751-1000	60	\$1,722.14	\$1,782.41	\$1,844.79	\$1,909.36	\$1,976.19
1001-10,000	60	\$1,704.75	\$1,764.42	\$1,826.17	\$1,890.09	\$1,956.24
10001 +	60	\$1,652.56	\$1,710.40	\$1,770.26	\$1,832.22	\$1,896.35

**SIN 595-27 - Update - to Limited Background Investigation (LDI)****Rate per case**

Number of Cases	Days to Complete Case	03/13/09 - 08/11/09	08/12/09 - 08/11/10	08/12/10 - 08/11/11	08/12/11 - 08/11/12	08/12/12 - 08/11/13
1-750	60	\$1,237.37	\$1,280.68	\$1,325.50	\$1,371.89	\$1,419.91
751-1000	60	\$1,225.00	\$1,267.88	\$1,312.26	\$1,358.19	\$1,405.73
1001-10,000	60	\$1,212.63	\$1,255.07	\$1,299.00	\$1,344.47	\$1,391.53
10001 +	60	\$1,175.50	\$1,216.64	\$1,259.22	\$1,303.29	\$1,348.91

**SIN 595-27 - Background Investigation (BI)****Rate per case**

Number of Cases	Days to Complete Case	03/13/09 - 08/11/09	08/12/09 - 08/11/10	08/12/10 - 08/11/11	08/12/11 - 08/11/12	08/12/12 - 08/11/13
1-750	60	\$2,086.52	\$2,159.55	\$2,235.13	\$2,313.36	\$2,394.33
751-1000	60	\$2,065.66	\$2,137.96	\$2,212.79	\$2,290.24	\$2,370.40
1001-10,000	60	\$2,044.79	\$2,116.36	\$2,190.43	\$2,267.10	\$2,346.45
10001 +	60	\$1,982.20	\$2,051.58	\$2,123.39	\$2,197.71	\$2,274.63

**SIN 595-27 - Limited BI to a Background Investigation (BGI Upgrade)****Rate per case**

Number of Cases	Days to Complete Case	03/13/09 - 08/11/09	08/12/09 - 08/11/10	08/12/10 - 08/11/11	08/12/11 - 08/11/12	08/12/12 - 08/11/13
1-750	60	\$1,358.05	\$1,405.58	\$1,454.78	\$1,505.70	\$1,558.40
751-1000	60	\$1,344.47	\$1,391.53	\$1,440.23	\$1,490.64	\$1,542.81
1001-10,000	60	\$1,330.89	\$1,377.47	\$1,425.68	\$1,475.58	\$1,527.23
10001 +	60	\$1,290.14	\$1,335.29	\$1,382.03	\$1,430.40	\$1,480.46

**SIN 595-27 - Update - to Background Investigation (BDI)****Rate per case**

Number of Cases	Days to Complete Case	03/13/09 - 08/11/09	08/12/09 - 08/11/10	08/12/10 - 08/11/11	08/12/11 - 08/11/12	08/12/12 - 08/11/13
1-750	60	\$1,654.97	\$1,712.89	\$1,772.84	\$1,834.89	\$1,899.11
751-1000	60	\$1,638.42	\$1,695.76	\$1,755.11	\$1,816.54	\$1,880.12
1001-10,000	60	\$1,621.87	\$1,678.64	\$1,737.39	\$1,798.20	\$1,861.14
10001 +	60	\$1,572.22	\$1,627.25	\$1,684.20	\$1,743.15	\$1,804.16

**SIN 595-27 - Single Scope Background Investigation (SSBI) executed IAW the OPM Handbook dated July 2007, Presidential Executive Order 10450, 5CFR 731, and 5CFR 732**  
**Rate per case**

Number of Cases	Days to Complete Case	03/13/09 - 08/11/09	08/12/09 - 08/11/10	08/12/10 - 08/11/11	08/12/11 - 08/11/12	08/12/12 - 08/11/13
1-750	60	\$2,846.89	\$2,946.53	\$3,049.66	\$3,156.40	\$3,266.87
751-1000	60	\$2,818.42	\$2,917.06	\$3,019.16	\$3,124.83	\$3,234.20
1001-10,000	60	\$2,789.96	\$2,887.61	\$2,988.68	\$3,093.28	\$3,201.54
10001 +	60	\$2,704.55	\$2,799.21	\$2,897.18	\$2,998.58	\$3,103.53

**SIN 595-27 - Background Investigation to an SSBI (SGI/Upgrade)**

**Rate per case**

Number of Cases	Days to Complete Case	03/13/09 - 08/11/09	08/12/09 - 08/11/10	08/12/10 - 08/11/11	08/12/11 - 08/11/12	08/12/12 - 08/11/13
1-750	60	\$1,807.74	\$1,871.01	\$1,936.50	\$2,004.28	\$2,074.43
751-1000	60	\$1,789.66	\$1,852.30	\$1,917.13	\$1,984.23	\$2,053.68
1001-10,000	60	\$1,771.58	\$1,833.59	\$1,897.77	\$1,964.19	\$2,032.94
10001 +	60	\$1,717.35	\$1,777.46	\$1,839.67	\$1,904.06	\$1,970.70

**SIN 595-27 - Update - to Single Scope Background Investigation (SDI)**

**Rate per case**

Number of Cases	Days to Complete Case	03/13/09 - 08/11/09	08/12/09 - 08/11/10	08/12/10 - 08/11/11	08/12/11 - 08/11/12	08/12/12 - 08/11/13
1-750	60	\$1,685.13	\$1,744.11	\$1,805.15	\$1,868.33	\$1,933.72
751-1000	60	\$1,668.28	\$1,726.67	\$1,787.10	\$1,849.65	\$1,914.39
1001-10,000	60	\$1,651.43	\$1,709.23	\$1,769.05	\$1,830.97	\$1,895.05
10001 +	60	\$1,600.88	\$1,656.91	\$1,714.90	\$1,774.92	\$1,837.04

**SIN 595-27 - Basic Records Search****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>03/13/09 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$118.22	\$122.36	\$126.64	\$131.07	\$135.66
751-1000	60	\$117.04	\$121.14	\$125.38	\$129.77	\$134.31
1001-10,000	60	\$115.85	\$119.90	\$124.10	\$128.44	\$132.94
10001 +	60	\$112.31	\$116.24	\$120.31	\$124.52	\$128.88

**SIN 595-27 - Record/File Review****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>03/13/09 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$165.77	\$171.57	\$177.57	\$183.78	\$190.21
751-1000	60	\$164.12	\$169.86	\$175.81	\$181.96	\$188.33
1001-10,000	60	\$162.46	\$168.15	\$174.04	\$180.13	\$186.43
10001 +	60	\$157.48	\$162.99	\$168.69	\$174.59	\$180.70

**SIN 595-27 - Special Investigation (SPIN)****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>03/13/09 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$565.52	\$585.31	\$605.80	\$627.00	\$648.95
751-1000	60	\$559.86	\$579.46	\$599.74	\$620.73	\$642.46
1001-10,000	60	\$554.21	\$573.61	\$593.69	\$614.47	\$635.98
10001 +	60	\$537.24	\$556.04	\$575.50	\$595.64	\$616.49

**SIN 595-27 - Phased SSBI-PR (PPR)****Rate per case**

<b>Number of Cases</b>	<b>Days to Complete Case</b>	<b>03/13/09 - 08/11/09</b>	<b>08/12/09 - 08/11/10</b>	<b>08/12/10 - 08/11/11</b>	<b>08/12/11 - 08/11/12</b>	<b>08/12/12 - 08/11/13</b>
1-750	60	\$1,393.98	\$1,442.77	\$1,493.27	\$1,545.53	\$1,599.62
751-1000	60	\$1,380.04	\$1,428.34	\$1,478.33	\$1,530.07	\$1,583.62
1001-10,000	60	\$1,366.10	\$1,413.91	\$1,463.40	\$1,514.62	\$1,567.63
10001 +	60	\$1,324.28	\$1,370.63	\$1,418.60	\$1,468.25	\$1,519.64

**INVESTIGATION DESCRIPTIONS****Investigative Activity Key**

**Subject Interview:** CACI 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. Additional Subject interviews may be conducted to collect relevant information to resolve significant inconsistencies, or both.

**Education:** In cases where the Subject has attended school for over four months within the last three 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 months within the last two years as his/her primary activity verification will be by record only. In either event highest awarded degree/diploma will be verified.

**Employment:** Verification of all employment records and security files within the coverage period; personal interviews of sources (supervisors, coworkers, or both) for each employment and corroboration through records or sources of all periods of unemployment and self employments.

**Residences:** Confirmation of all residences within the coverage period through appropriate interviews with neighbors and through record reviews.

**References:** Interviews of individuals with personal knowledge of the subject and who have collective social knowledge of the Subject within the coverage period.

**Local Agency Checks (LACS):** 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 within the coverage period.

**Medical:** Check of any relevant drug treatment, alcohol treatment or mental health condition within the coverage period.

**Public Records:** Verification of bankruptcies, and other court actions, whether civil or criminal, involving the Subject within the coverage period.

**Divorce:** Verification of all divorces within the coverage period.

**Date and Place of Birth:** Obtain original or certified copy of Subject's birth certificate.

**Military:** Verification of all prior military service, including discharge type. For full time active service within the coverage period two reference interviews.

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

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**Financial Review:** verification of the Subject's financial status, including credit bureau checks covering all locations where the Subject has resided, has been employed, and/or has attended school for six months or more for the last seven years.

**Case Type: National Agency Check with Credit (without computer access)**

The National Agency Check with Credit (without computer access). It is used as the initial investigation for contractors at the Confidential, Secret, and L access levels. It is also used as the reinvestigation product for both contractors and Federal employees at the same access levels.

**Case Type: National Agency Check with Issues**

The National Agency Check with Issues. This case type is used as the initial investigation for contractors at the Confidential, Secret, and L access levels. It is also used as the reinvestigation product for both contractors and Federal employees at the same access levels. Expansion of the investigation to resolve any criminal, financial, or other issues of concern is included in the base case price.

**Case Type: National Agency Check with Credit (with computer access)**

The National Agency Check with Credit (with computer access). This case type is used as the initial investigation for contractors at the Confidential, Secret, and L access levels. It is also used as the reinvestigation product for both contractors and Federal employees at the same access levels.

**Case Type: Local Agency Check**

The Local Agency Check (LAC) include checks of law enforcement agencies having jurisdiction where the subject has lived, worked, and/or attended school within the coverage period, and if applicable, of the appropriate agency for any identified arrests.

**Case Type: Single Scope Background Investigation (SSBI)**

Basic Coverage: 7 years for employment history, 10 years for local agency checks

- National Agency Check (NAC) to include that of spouse or cohabitant and immediate family members if applicable (NAC to be conducted by FBI).
- Corroboration of date and place of birth when discrepancies exist. Standard requires corroboration at some point, not just when discrepancies exist.
- Verification of U.S. citizenship of subjects born abroad and immediate family members (spouse, cohabitant, mother, father, sisters, brothers, sons, daughters).
- Verification of all employment for the past seven years. Employment references interviewed at all places of employment of six months or more. Verification of prior Federal employment and military service, including type of discharge. Corroboration of periods of unemployment.
- Interviews of four references, at least two of which are developed, who have knowledge of subject and collectively span at least the last seven years or since the subject's 18th birthday.
- Interview of any former spouse divorced within last 10 years.

- Confirmation of all residences for the past three years through interviews of neighbors and record reviews.
- Review of criminal history record information maintained by state and local criminal justice agencies covering locations of subject's residences, employments, and school attendance of six months or more for the past 10 years.
- Verification of subject's financial status to include credit bureau checks covering locations of residences, employments, and school attendance of six months or more for the past seven years.
- Search of Treasury's financial databases consisting of currency transactions by financial institutions, international transportation of currency or monetary instruments, foreign banks and financial account, and transactions reported as possible money laundering violations.
- Verification of divorces, bankruptcies, and other civil and criminal court actions involving subject.
- Interview of subject.
- Corroboration of most recent or most significant claimed education attendance, degree, or diploma. Verification of education, if education was a primary activity during the most recent three years.
- Thorough and complete development and resolution of all issues that arise during the course of the investigation.
- Submission of such detailed documentation and records to support the investigative elements as appropriate.

### **Case Type: Periodic Reinvestigation (PR)**

Basic Coverage: 5 years or date of last investigation

- National Agency Check (NAC) to include that of spouse or cohabitant if applicable (NAC to be conducted by FBI).
- Verification of all places of employment for the period of the investigation, and employment reference interviews at employments 6 months or more for the last 7 years.
- Interviews of two references, at least one of which is developed.
- Interviews of neighbors in the vicinity of the subject's most recent residence of six months or more, and confirmation of current residence regardless of length.
- Review of criminal history record information maintained by state and local criminal justice agencies, for the period covered by the reinvestigation, covering locations of subject's residences, employments, and school attendance of six months or more, including current residences regardless of length.
- Verification of subject's financial status to include credit bureau checks, for the period covered by the reinvestigation, covering locations of residences, employments, and school attendance of six months or more.
- Search of Treasury's financial databases consisting of currency transactions by financial institutions, international transportation of currency or monetary instruments, foreign banks and financial account, and transactions reported as possible money laundering violations.



- Interview of any former spouse divorced since the prior investigation.
- Verification of divorces, bankruptcies, and other civil and criminal court actions involving subject since the prior investigation.
- An interview of subject.
- Thorough and complete development and resolution of all issues that arise during the course of the investigation.
- Submission of such detailed documentation and records to support the investigative elements as appropriate.

**Case Type: Periodic Reinvestigation (PRI)**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the Investigator's Handbook dated July 2007 and Handbook Revision.

**Product Description:** The Periodic Reinvestigation (PRI) is an optional reinvestigation for non-sensitive and Public Trust positions. The fieldwork on a PRI consists of a Personal Subject Interview (PRSI) and law checks. Additional record checks may be required.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices. Extra coverage factors, as outlined in the OPM Investigator's Handbook Dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions.

**Basic Coverage:** 5 years

**Personal Coverage:** 5 years

**Subject Interview:** 5 Years

**Type:** Public Trust

**Social Sources:** Listed references are covered by inquiry.

**Local Agency Checks (LACS):** All locations where the subject has resided, worked, or attended school for 4 months or more in the last 5 years.

**National Agency Checks (NACS):** Subject, spouse and cohabitant.

**Case Type: Single Scope Background Investigation – Periodic Reinvestigation (SSBI-PR) executed IAW the OPM Handbook dated July 2007, Presidential Executive order 10450, and 5CFR 732.**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** The Periodic Reinvestigation of the Single Scope Background Investigation with Issue Resolution (SSBI-PR) is conducted to meet the reinvestigation requirements established by Executive Order 12968 for positions requiring access to Top Secret and Sensitive Compartmented Information and for "Q" access authorization. The SSBI-PR consists of a Personal Subject Interview (PRSI), employment, residence, education, references, law coverage, court records, and interviews of former spouse(s). Additional record checks may

also be required. These investigations will include the resolving of issues before the case is returned to the adjudicating facility.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Basic Coverage:** 5 years, or up to 10 years back to the date of the previous investigation.

**Personal Coverage:** 5 years or up to 7 years going back to date of the previous investigation.

**Issue Resolution:** Yes

**Part Time Activity:** Yes

**Subject Interview:** 5 Years

**Type:** National Security

**Employment:** All records within the last 5 years or to date of last investigation. Employments of 6 months or more covered with personal sources.

**Unemployment:** Greater than 60 days – obtain unemployment record and corroborating sources in the most recent 5 years.

**Active Duty Military:** Record for current duty station regardless of length. Most recent duty station of 6 months or more obtain personal sources.

**Education:** All records within the last 5 years or to date of last investigation.

**Major Activity:** Disciplinary records review. Include personal coverage for periods of 180 days or more.

**Highest Degree:** Highest degree obtained in the last 5 years or to date of last investigation.

**Residence:** Records review of current rented/leased residences. Current residence of 6 months or more are covered with personal sources.

**Social Sources:** 2 social sources will be obtained, one of which will be a developed source.

**Local Agency Checks (LACS):** All locations where the subject has resided, worked, or attended school for 6 months or more in the last 5 years or to date of last investigation.

**National Agency Checks (NACS):** Subject, spouse and cohabitant.

**Public Records:** Review of any criminal or civil records in the last 5 years.

**Divorce:** Records review of any divorces and interview of any former spouse in the last 5 years or to date of last investigation.

**Coverage Gaps:** No gaps of 6 months or more without personal coverage.

### **Case Type: Minimum Background Investigation (MBI)**

The following is a general description of the work requirements for this product. Complete processing instructions are contained in the Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** The Minimum Background Investigation (MBI) is conducted for Moderate Risk Public Trust or Non-critical Sensitive positions. Agencies may request an MBI for other positions. The MBI consists of a Personal Subject Interview (PRSI), employment, education, residence, and law coverage.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices. Extra coverage factors, as outlined in the Investigator's Handbook dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions.

**Basic Coverage:** 5 years

**Personal Coverage:** Subject Interview only

**Subject Interview:** 5 Years

**Type:** National Security or Public Trust

**Employment:** All locations are covered by inquiry for the last 5 years.

**Education:** All are covered by inquiry for the last 5 years.

**Residence:** All locations are covered by inquiry for the last 5 years.

**Local Agency Checks (LACS):** All locations where the subject has resided, worked, or attended school for the last 5 years.

**National Agency Checks (NACS):** Subject, spouse and cohabitant.

### **Case Type: Limited background Investigation (LBI)**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** The Limited Background Investigation (LBI) is conducted for Moderate Risk Public Trust or Non-critical Sensitive positions. Agencies may request an LBI for other positions. The LBI consists of a Personal Subject Interview (PSI), employment, education, residence, law coverage, and court records. Additional record checks may also be required.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices. Extra coverage factors, as outlined in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions.

**Basic Coverage:** 5 years

**Personal Coverage:** 3 years

**Issue Resolution:** Yes

**Part Time Activity:** Yes

**Subject Interview:** 5 Years

**Type:** National Security

**Employment:** All records within the last 3 years. Employments of 4 months or more covered with personal sources.

**Unemployment:** Greater than 4 months – obtain unemployment record and corroborating sources.

**Active Duty Military:** Record for current duty station regardless of length. Most recent duty station of 6 months or more obtain personal sources.

**Education:** All records within the last 3 years.

**Major Activity:** Disciplinary records review. Include personal coverage for periods of 180 days or more.

**Highest Degree:** Highest degree obtained.

**Residence:** Records review of all rented/leased residences in the last year. Residences greater than 4 months are covered with personal sources.

**Local Agency Checks (LACS):** All locations where the subject has resided, worked, or attended school for 4 months or more in the last 5 years.

**National Agency Checks (NACS):** Subject, spouse and cohabitant.

**Public Records:** Review of any criminal or civil records in the last 3 years.

**Divorce:** Records review of divorce records when a issue or discrepancy related.

**Coverage Gaps:** No gaps of 4 months or more without personal coverage.

### **Case Type: LDI (13 to 36 Months)**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** The Update Limited Background Investigation (LDI) is an update of an LBI completed 13 to 36 months prior to request and is conducted for High Risk Public Trust positions. Agencies may request an LBI for other positions not covered by Executive Order 12968, such as positions designated Critical-Sensitive under Executive Order 10450. These investigations are conducted to cover a break in service or to fulfill agency requirements, and consist of the same coverage as the previous investigation for the period after the previous investigation's close date. Coverage requirements for these consist of a Personal Subject Interview (PRSI), employment, education, residence, law coverage, and court records. Additional record checks may also be required.

NOTE: When a request for an Update investigation is scheduled, the Security Suitability Investigations Index (SII) search identifies a previous case within the coverage period of a current investigation; the coverage period of the previous investigation is not scheduled.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices. Extra coverage factors, as outlined in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions.

**Basic Coverage:** Per Agency Request

**Personal Coverage:** Per Agency Request

**Issue Resolution:** Per Agency Request

**Subject Interview:** Per Agency Request

**Type:** National Security or Public trust

**Employment:** Per Agency Request

**Unemployment:** Per Agency Request

**Active Duty Military:** Per Agency Request.

**Education:** Per Agency Request.

**Major Activity:** Per Agency Request.

**Highest Degree:** Per Agency Request.

**Residence:** Per Agency Request.

**Social Sources:** Per Agency Request.

**Local Agency Checks (LACS):** Per Agency Request.

**National Agency Checks (NACS):** Per Agency Request.

**Public Records:** Per Agency Request.

**Divorce:** Per Agency Request.

**Coverage Gaps:** Per Agency Request.

**Case Type: Background Investigation (BI)**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** The Background Investigation (BI) is conducted for High Risk Public Trust positions. Agencies may request a BI for other positions not covered by Executive Order 12968, such as positions designated Critical-Sensitive under Executive Order 10450. Coverage requirements for these consist of a Personal Subject Interview (PRSI), employment, education, residence, law coverage and court records. Additional record checks may also be required.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices. Extra coverage factors, as outlined in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions.

**Basic Coverage:** 5 years

**Personal Coverage:** 5 years

**Issue Resolution:** Yes

**Part Time Activity:** No

**Subject Interview:** 5 Years

**Type:** National Security or Public Trust

**Employment:** All locations of full-time or primary activity of 4 months or more in the last 5 years are covered with personal and record sources.

**Unemployment:** 4 months or more in the last 5 years are covered with personal and record sources.

**Active Duty Military:** All duty stations of 4 months or more in the last 2 years obtain records and personal sources. National Guard or Reserve must cover with a record at a minimum if a part-time activity in the last 5 years. Personal source is required if it was a primary activity.

**Education:** All records within the last 5 years.

**Major Activity:** Disciplinary records review. Personal coverage required for periods of 4 months or more within the last 2 years.

**Highest Degree:** Highest degree obtained in the last 3 years.

**Residence:** Records review and personal sources for all residences in the last 3 years of 4 months or more.

**Social Sources:** None.

**Local Agency Checks (LACS):** All locations where the subject has resided, worked, or attended school for 4 months or more in the last 5 years.

**National Agency Checks (NACS):** Subject, spouse and cohabitant.

**Public Records:** Review of any criminal or civil records in the last 5 years.

**Divorce:** Records review of any divorces when issues or discrepant information is present.

**Coverage Gaps:** No gaps of 4 months or more without personal coverage.

**Case Type: BGI Upgrade (0 to 36 Months)**

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Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product description:** The Upgrade Background Investigation (BGI) from an LBI to a BI with LBI completed 0 to 36 months prior to request is conducted to allow movement from a lower to a higher sensitivity or risk level. Coverage requirements for these investigations are the same as requirements for their associated investigations, but allow the use of coverage obtained in the previous investigation to partially fulfill the requirements of the current investigation. When a request for an Upgrade investigation is scheduled, and the Security/Suitability Investigations Index (SII) and Defense Clearance Investigations Index (DCII) search identifies a previous case within the coverage period of the current investigation, the new case is scheduled, pending receipt of the previously completed cases. The investigation is conducted primarily for High Risk Public Trust positions. Agencies may request for other positions not covered by Executive Order 12968, such as positions designated Critical-Sensitive under Executive Order 10450. Coverage requirements for these consist of a Personal Subject Interview (PRSI), employment, education, residence, law coverage, and court records. Additional record checks may also be required.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices. Extra coverage factors, as outlined in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions.

**Basic Coverage:** 5 years

**Personal Coverage:** 5 years

**Issue Resolution:** Yes

**Subject Interview:** 5 Years

**Type:** National Security and Public Trust

**Employment:** All locations of full-time or primary activity of 4 months or more in the last 5 years are covered with personal and record sources.

**Unemployment:** 4 months or more in the last 5 years are covered with personal and record sources.

**Active Duty Military:** All duty stations of 4 months or more in the last 2 years obtain records and personal sources. (if National guard or Reserve must cover with a record at a minimum if a part-time activity in the last 5 years. Personal source is required if it was a primary activity.)

**Education:** All records within the last 5 years.

**Major Activity:** Disciplinary records review. Personal coverage required for periods of 4 months or more within the last 2 years.

**Highest Degree:** Highest degree obtained in the last 3 years.

**Residence:** Records review and personal sources for all residences in the last 3 years of 4 months or more.

**Social Sources:** None.

**Local Agency Checks (LACS):** All locations where the subject has resided, worked, or attended school for 4 months or more in the last 5 years.

**National Agency Checks (NACS):** Subject, spouse and cohabitant.

**Public Records:** Review of any criminal or civil records in the last 5 years.

**Divorce:** Records review of any divorces when issues or discrepant information is present.

**Coverage Gaps:** No gaps of 4 months or more without personal coverage.

### **Case Type: Update - BDI (13 to 36 Months)**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** The Update Background Investigation (BDI) is an update of a BI completed 0 to 36 months prior to request and conducted for High Risk Public Trust positions. Agencies may request a BI for other positions not covered by Executive Order 12968, such as positions designated Critical-Sensitive under Executive Order 10450. These investigations are conducted to cover a break in service or to fulfill agency requirements, and consist of the same coverage as the previous investigation for the period after the previous investigation's close date. Coverage requirements for these consist of a Personal Subject Interview (PRSI), employment, education, residence, law coverage, and court records. Additional record checks may also be required.

NOTE: When a request for an Update investigation is scheduled, the Security Suitability Investigations Index (SII) search identifies a previous case within the coverage period of a current investigation, the coverage period of the previous investigation is not scheduled.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices. Extra coverage factors, as outlined in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions.

**Basic Coverage:** Per Agency Request

**Personal Coverage:** Per Agency Request

**Issue Resolution:** Per Agency Request

**Subject Interview:** Per Agency Request

**Type:** National Security or Public trust

**Employment:** Per Agency Request

**Unemployment:** Per Agency Request

**Active Duty Military:** Per Agency Request.

**Education:** Per Agency Request.

**Major Activity:** Per Agency Request.

**Highest Degree:** Per Agency Request.

**Residence:** Per Agency Request.

**Social Sources:** Per Agency Request.

**Local Agency Checks (LACS):** Per Agency Request.

**National Agency Checks (NACS):** Per Agency Request.

**Public Records:** Per Agency Request.

**Divorce:** Per Agency Request.

**Coverage Gaps:** Per Agency Request.

**Case Type: Single Scope Background Investigation (SSBI) executed IAW the OPM Handbook dated July 2007, Presidential Executive order 10450, and 5CFR 732.**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** (For DOD and Non-DOD Agencies)

The Single Scope Background Investigation (SSBI) is conducted to meet investigation requirements established by Executive Order 12968 for positions requiring access to Top Secret and Sensitive Compartmented Information and for "Q" access authorization and for High Risk Public Trust positions. Coverage requirements for these consist of a Personal Subject Interview (PRSI), employment, education, residence, law coverage, court checks and interviews of former spouse(s). Additional record checks may be required.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices. Extra coverage factors, as outlined in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions.

**Basic Coverage:** 10 years

**Personal Coverage:** 7 years

**Issue Resolution:** Yes

**Part Time Activity:** Yes

**Subject Interview:** 10 Years

**Type:** National Security

**Employment:** All records within the last 7 years. Employments of 6 months or more covered with personal sources.

**Unemployment:** Greater than 60 days – obtain unemployment record and corroborating sources.

**Active Duty Military:** Record for current duty station regardless of length. Most recent duty station of 6 months or more obtain personal sources.

**Education:** All records within the last 7 years.

**Major Activity:** Disciplinary records review. Include personal coverage for periods of 180 days or more.

**Highest Degree:** Highest degree obtained.

**Residence:** Records review of all rented/leased residences in the last 3 years. Residences greater than 90 days are covered with personal sources.

**Social Sources:** 4 social sources will be obtained, two of which will be developed sources.

**Local Agency Checks (LACS):** All locations where the subject has resided, worked, or attended school for 6 months or more in the last 10 years.

**National Agency Checks (NACS):** Subject, spouse and cohabitant.

**Public Records:** Review of any criminal or civil records in the last 10 years.

**Divorce:** Records review of any divorces and interview of any former spouse in the last 10 years.

**Coverage Gaps:** No gaps of 6 months or more without personal coverage.



**Case Type: SGI (0-36 Months)**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Production Description:** The Upgrade Single Scope Background Investigation (SGI) from a BI to an SBI with BI completed 0 to 36 months prior to request is conducted to allow movement from a lower to a higher sensitivity or risk level. Coverage requirements for these investigations are the same as requirements for their associated investigations, but allow the use of coverage obtained in the previous investigation to partially fulfill the requirements of the current investigation. When a request for an Upgrade investigation is scheduled, and the Security/Suitability Investigations Index (SII) and Defense Clearance Investigations Index (DCII) search identifies a previous case within the coverage period of the current investigation, the new case is scheduled, pending receipt of the previously completed cases. When received, the previously completed case is reviewed in FIPC by OPM and case messages are sent to the field to modify the current case coverage. The investigation is conducted to meet requirements established by Executive Order 12968 for positions requiring access to Top Secret and Sensitive Compartmented Information and for "Q" access authorization and for High Risk Public Trust positions. Coverage requirements for these consist of a Personal Subject Interview (PRSI), employment, education, residence, law coverage, court records, and interviews of former spouse(s). Additional record checks may also be required.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices. Extra coverage factors, as outlined in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions.

**Basic Coverage:** 10 years

**Personal Coverage:** 7 years

**Issue Resolution:** Yes

**Part Time Activity:** Yes

**Subject Interview:** 10 Years

**Type:** National Security

**Employment:** All records within the last 7 years. Employments of 6 months or more covered with personal sources.

**Unemployment:** Greater than 60 days – obtain unemployment record and corroborating sources.

**Active Duty Military:** Most recent duty station of 6 months or more obtain records and personal sources.

**Education:** All records within the last 7 years.

**Major Activity:** Disciplinary records review. Include personal coverage for periods of 180 days or more.

**Highest Degree:** Highest degree obtained in the last 7 years.

**Residence:** Records review of all rented/leased residences in the last 3 years. Residences greater than 90 days are covered with personal sources.

**Social Sources:** 4 social sources will be obtained, two of which will be developed sources.

**Local Agency Checks (LACS):** All locations where the subject has resided, worked, or attended school for 6 months or more in the last 10 years.

**National Agency Checks (NACS):** Subject, spouse and cohabitant.

**Public Records:** Review of any criminal or civil records in the last 10 years.

**Divorce:** Records review of any divorces and interview of any former spouse in the last 10 years.

**Coverage Gaps:** No gaps of 6 months or more without personal coverage.

### **Case Type: SDI (13 to 36 Months)**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** The Update Single Scope Background Investigation (SDI) is an update of a SBI completed 13 to 36 months prior to request and is conducted to meet investigation requirements established by Executive Order 12968 for positions requiring access to Top Secret and Sensitive Compartmented Information and for "Q" access authorization and for High Risk Public Trust positions. These investigations are conducted to cover a break in service or to fulfill agency requirements, and consist of the same coverage as the previous investigation for the period after the previous investigation's close date. Coverage requirements for these consist of a Personal Subject Interview (PRSI), employment, education, residence, law coverage, court records, and interviews of former spouse(s). Additional record checks may also be required.

NOTE: When a request for an Update investigation is scheduled, the Security Suitability Investigations Index. (SII) search identifies a previous case within the coverage period of a current investigation the coverage period of the previous investigation is not scheduled.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices. Extra coverage factors, as outlined in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions.

**Basic Coverage:** Per Agency Request

**Personal Coverage:** Per Agency Request

**Issue Resolution:** Per Agency Request

**Subject Interview:** Per Agency Request

**Type:** National Security

**Employment:** Per Agency Request

**Unemployment:** Per Agency Request

**Active Duty Military:** Per Agency Request.

**Education:** Per Agency Request.

**Major Activity:** Per Agency Request.

**Highest Degree:** Per Agency Request.

**Residence:** Per Agency Request.

**Social Sources:** Per Agency Request.

**Local Agency Checks (LACS):** Per Agency Request.

**National Agency Checks (NACS):** Per Agency Request.

**Public Records:** Per Agency Request.

**Divorce:** Per Agency Request.

**Coverage Gaps:** Per Agency Request.

**Case Type: Basic Record Search**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** This product consists of a Basic Record Search for no known issue type records, but a record might turn up an issue. This is not normally a "bulk" type check. Examples include, but are not limited to, record searches for licensing/credentials, employment, education, unemployment, professional/trade associations, BVS, etc.

**Case Type: Record/File Review**

The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

Product Description: This product consists of a record/file review when there are known record(s) to be reviewed in connection with issues. Examples include, but are not limited to, record information from employment, police/courts, incarceration/prison, divorce, tax, loan, child support, welfare, medical/drug/alcohol treatment, etc.

**Case Type: Subject SPIN**

Note: The following is a general description of the work requirements for this product. Complete processing instructions are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** This product consists of a Special/Confrontational Interview (SPIN), in person, with the subject of investigation. The purpose of this contact is to obtain the subject's explanations/comments concerning specific suitability/security issues. In some cases, an affidavit is obtained from the subject during this interview (per instructions in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices).

**Case Type: Phased SSBI-PR**

Note: Complete processing instructions in the form of Operational Manuals, the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Product Description:** The Phased SSBI-PR is a reinvestigation of the Single Scope Background Investigation (SSBI) and is conducted to meet the reinvestigation requirements established by Executive Order 12968 for positions requiring access to Top Secret and Sensitive Compartmented Information and for "Q" access authorization. The Phased PR consists of:

**Phase One Sources:** OPM's Security/Suitability Index (SII), Defense Clearance and Investigative Index (DCII), FBI Investigative File Name Check, FBI National Criminal History Fingerprint Check, Credit Search of National Credit Bureaus, Military Personnel Record Search, Citizenship Verification (if subject born outside US; legal status of foreign-born immediate family members), Spouse/Cohabitant NAC Searches, Selective Service, Employment/Self-

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Employment/Unemployment coverage, Financial Review: Financial Status & Check of Treasury's Financial Database, Local Law Enforcement, Former Spouse(s) (including any divorce since previous investigation), Public Records (verification of civil/criminal actions), Personal Subject Interview (PRSI).

**Phase Two Sources:** Reference Contacts, Residence Contacts, Expansion/Issue Resolution as outlined in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices.

**Scope and Coverage:** Specific scope and coverage requirements are contained in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices which includes 5 years or back to the closing date of the previous background investigation. Personal coverage does not exceed 7 years, and the LACs, Public Records, and Former Spouses will never exceed 10 years. Extra coverage factors, as outlined in the OPM Investigator's Handbook dated July 2007 and Handbook Revision Notices, may also be requested by agencies for certain positions. Sources may vary, however, depending on the customer and the issues in the case.

**Basic Coverage:** 5 years, or up to 10 years back to the date of previous investigation.

**Personal Coverage:** 5 years, or up to 7 years back to the date of the previous investigation.

**Issue Resolution:** Yes

**Part Time Activity:** Yes

**Subject Interview:** 5 Years

**Type:** National Security

**Employment:** All records within the last 5 years. Employments of 6 months or more covered with personal sources.

**Unemployment:** Greater than 60 days – obtain unemployment record and corroborating sources.

**Active Duty Military:** Record for current duty station regardless of length. Most recent duty station of 6 months or more obtain personal sources.

**Education:** All records within the last 5 years.

**Major Activity:** Disciplinary records review. Include personal coverage for periods of 180 days or more.

**Highest Degree:** Highest degree obtained.

**Residence:** Records review of all rented/leased residences in the last 5 years. Residences greater than 90 days are covered with personal sources.

**Social Sources:** 1 social source will be obtained, one of which will be developed sources.

**Local Agency Checks (LACS):** All locations where the subject has resided, worked, or attended school for 6 months or more in the last 5 years.

**National Agency Checks (NACS):** Subject, spouse and cohabitant.

**Public Records:** Review of any criminal or civil records in the last 5 years.

**Divorce:** Records review of any divorces and interview of any former spouse in the last 5 years.

**Coverage Gaps:** No gaps of 6 months or more without personal coverage.

**LABOR CATEGORY PRICING AND DESCRIPTIONS****SIN 595-27 Administrative and Program Management***(None of the below listed services are offered commercially.)*

	Gov't Rate/per hr				
	08/12/08	08/12/09	08/12/10	08/12/11	08/12/12
<b>Labor Code</b>	08/11/09	08/11/10	08/11/11	08/11/12	08/11/13
Sr. Program Manager	\$118.44	\$122.59	\$126.88	\$131.32	\$135.92
Program Manager II	\$101.55	\$105.10	\$108.78	\$112.59	\$116.53
Sr. Investigator (Case Manager)	\$95.87	\$99.23	\$102.70	\$106.29	\$110.01
Investigator II (Case Manager II)	\$76.09	\$78.75	\$81.51	\$84.36	\$87.31
Sr. Case Analyst	\$73.32	\$75.89	\$78.55	\$81.30	\$84.15
Case Analyst II	\$59.93	\$62.03	\$64.20	\$66.45	\$68.78
Sr. Administrator	\$50.75	\$52.53	\$54.37	\$56.27	\$58.24
Administrator II	\$45.11	\$46.69	\$48.32	\$50.01	\$51.76

***Please note the following:***

- The above listed administrative cost will only be applied to case loads over 10,001. The cost will be the percentage of the individuals work week spent on the specific case load.
- For locations outside the continental United States, the price listed is for labor only in the listed location and does not include related transportation costs. All transportation costs will be figured using the current JTR and applicable HOLA/COLA. This costing information will be provided to the customer prior to placement of the order.
- At all overseas locations, the requesting agency must provide office, administrative, and other logistical support. Investigations or interviews will be conducted in accordance with the current Status of Forces or other agreement(s) with the host nation.

**Senior Program Manager**

As a widely recognized authority on security matters, with a broad range of knowledge provides Information Security, and manages security background investigations on individuals requesting a security clearance. Provides management for investigative services and case control management support required to complete Personnel Security Investigations (PSI). Monitors all investigative personnel and reviews the investigative reports produced by lower level staff.

Education: Bachelor's degree required or equivalent.

Experience: Minimum of thirteen years of related experience.

**Program Manager II**

As a recognized authority on security matters, with a broad range of knowledge provides Information Security, and performs security background investigations on individuals requesting a security clearance. Conducts security inspections of unit security programs and facilities and provides Information Security Program Reports. Provides investigative services and case control management support required to complete Personnel Security Investigations (PSI). Monitors all investigative personnel and reviews the investigative reports produced by lower level staff.

Education: Bachelor's degree required or equivalent.

Experience: Minimum of ten years of related experience.

**Senior Investigator (Case Manager)**

As an emerging authority on security matters, provides Information Security, and performs security background investigations on individuals requesting a security clearance, including but not limited to investigative reports. Provides investigative services and case control management support required to complete Personnel Security Investigations (PSI). May provide team leadership in monitoring all investigative personnel and reviewing the 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.

Experience: Minimum of seven years of related experience.

**Investigator II (Case Manager)**

With a broad range of knowledge in providing Information Security, and performs security background investigations on individuals requesting a security clearance, including but not limited to investigative reports. Provides investigative services and case control management support required to complete Personnel Security Investigations (PSI). May assist lower level investigative personnel and review investigative reports produced by analyst staff. Receives, disseminates and controls all PSI cases for military, civilian, and contractor personnel.

Education: Bachelor's degree or equivalent.

Experience: Minimum of five years of related experience.

**Senior Case Analyst**

Under moderate supervision provides Information Security, and performs security background investigations on individuals requesting a security clearance. Provides support of contractor background investigative services. Provides investigative services and case control management support required to complete Personnel Security Investigations (PSI). Receives, disseminates and controls all PSI cases for military, civilian, and contractor personnel.

Education: Bachelor's degree or equivalent.

Experience: Minimum of two years of related experience.

**Case Analyst II**

Under close supervision assists in providing Information Security, and performs security background investigations on individuals requesting a security clearance. Provides support of contractor background investigative services. Provides investigative services and case control management support required to complete Personnel Security Investigations (PSI). Receives, disseminates and controls all PSI cases for military, civilian, and contractor personnel.

Education: Bachelor's degree or equivalent.

Experience: No minimum experience required.

**Senior Administrator**

Under limited supervision and on own initiative, performs standard and advanced administrative duties. Assists manager with administrative responsibilities. Position requires superior skills in taking and transcribing dictation and a thorough knowledge of practices and procedures of the function and procedures. Receives and screens telephone calls. Makes travel arrangements. May generate and maintain confidential files and reports. May use word processing equipment or PC in performing assigned tasks.

Education: High School diploma or equivalent.

Experience: Minimum of four years of related experience.

**Administrator II**

Under general supervision, performs standard and some advanced administrative duties. Receives and routes incoming correspondence, answers telephone, types correspondence, reports, forms, and records. May be required to take and transcribe dictation. May make travel arrangements and reservations. Schedules appointments for supervisor. May use word processing equipment and PC in performing assigned tasks.

Education: High School diploma or equivalent.

Experience: Minimum of two years of related experience.