



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**Human Resources and EEO Services  
FSC Group 738-X  
FSC Class/Product Code R799  
CONTRACT NUMBER  
GS-15F-0059M  
Amendment PCO Mod #  
Last update 10/30/2017  
CONTRACT PERIOD OF PERFORMANCE  
JULY 10, 2017 THROUGH JULY 9, 2022**



8401 Connecticut Avenue, Suite 700  
Chevy Chase, MD 20815  
Tel: 240.316.3900  
Fax: 301.656.0625

<http://www.msmsecurity.com/contracts.aspx>

Business Size: Small Business

**Technical Ordering and Contract Assistance**

Dennis W. Rutherford, Contracts Manager

Tel: 240.316.3874

Fax: 301.656.0625

Online access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://www.fss.gsa.gov).

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## **SPECIAL ITEM NUMBERS (SIN)**

### **595 27 – PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS**

General Support Services: Planning; Recruitment and Internal Placement; Pre-Employment Screening (including NACLIC, LAC, SSBI, SSBI-PR) and Misconduct Investigations; Position Classification; Personnel Actions; Training; Employee Assistance; Employee Relations; Outplacement.

## CUSTOMER INFORMATION

**1.**

**a. Scope of Contract:**

| Human Resources and EEO Services |  |
|----------------------------------|--|
| SIN                              | Title                                    |
| 595-27                           | Pre-Employment Background Investigations |

This contract shall only be used for the services listed. Inappropriate use of the contract for other than Human Resources and EEO Services may subject the contractor/agency to penalties provided by statute and regulation.

**b. Government Price List:**

Please see page 10 for prices.

**c. Labor Category Descriptions:**

Labor category descriptions start on page 15.

**2. Maximum Order**

\$1,000,000 per Order. Notwithstanding this limit, agencies may place and MSM Security Services, LLC may honor orders exceeding this limit in accordance with FAR 8.404. This maximum order value is a dollar amount at which it is suggested that the ordering agency request greater discounts from the contractor before issuing the order. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order.

**3. Minimum Order**

\$100.00 unless MSM Security Services, LLC agrees to accept a smaller order amount. When the Government requires supplies or services covered by this contract in an amount less than \$100, the Government is not obligated to purchase, nor is MSM Security Services, LLC obligated to furnish those supplies or services under the contract. However, if the Government places such orders, they shall be deemed to be accepted by MSM Security Services, LLC, unless returned to the ordering office within 5 workdays after receipt by MSM Security Services, LLC.

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

Services offered Locally, Nationally, and/or Worldwide. The geographic scope of this contract is the 48 contiguous states and the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico, and, on a worldwide basis, all U.S. Government installations and/or agencies abroad and any foreign country in which the U.S. Government does not prohibit trade.

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

All items listed herein are domestic end products, from designated countries under the Trade Agreements Act or are U.S. made end products. Services under this Schedule/Price List are available at any client location within the geographic scope on a TDY or permanent basis.

**6. Discount from list prices or statement of net price**

Government net prices are shown in the price list. Discounts have already been deducted.

**7. Quantity discounts**

Not applicable.

**8. Prompt payment terms**

None. Standard payment terms are Net 30 days.

**9. Government Purchase Cards****a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.**

Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.

**b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.**

Government purchase cards will be acceptable for payment above the micro-purchase threshold.

**10. Foreign items (list items by country of origin)**

Not applicable.

**11. Deliveries****a. Time of delivery**

Reference Ordering Procedures for Services. Delivery Schedule specified by task order. MSM Security Services, LLC will deliver or perform services in accordance with the terms negotiated in the agency's order.

**b. Expedited Delivery**

Items available for expedited delivery are noted in this price list.

**c. Overnight and 2 day delivery**

Please contact MSM Security Services, LLC for specific rates.

**d. Urgent Requirements**

Please contact MSM Security Services, LLC for specific rates.

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

Destination.

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

MSM Security Services, LLC  
8401 Connecticut Ave, Suite 700  
Chevy Chase, MD 20815  
Attn: Dennis W. Rutherford – Contracts Manager  
240.316.3874

**b. 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)**

MSM Security Services, LLC  
Attn: Accounts Receivable  
8401 Connecticut Ave, Suite 700  
Chevy Chase, MD 20815

**15. Warranty provision**

In accordance with the applicable statement of work. Reference Ordering Procedures for Services.

**16. Export packing charges, if applicable**

Actual cost plus applicable G&A.

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)**

Not applicable.

**18. Terms and conditions of rental, maintenance, and repair (if applicable)**

Not applicable.

**19. Terms and conditions of installation (if applicable)**

Not applicable.

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from the list prices (if applicable)**

Not applicable.

**a. Terms and conditions for any other services (if applicable)**

Please contact MSM Security Services, LLC.

**21. List of service and distribution points (if applicable)**

Not applicable.

**22. List of participating dealers (if applicable)**

Not applicable.

**23. Preventive maintenance (if applicable)**

Not applicable.

**24. Special Attributes**

- a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)**

Not applicable.

- b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:**

**[www.Section508.gov/](http://www.Section508.gov/):**

Not applicable.

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

**033892381**

**26. Notification regarding registration in Central Contractor Registration (CCR) database.**

**Registered CAGE Code: 2S351**

**27. Pricing Assumptions are based on Standard Case Delivery of 35 to 40 days. There will be a premium of 20% for Expedited Case Delivery and a discount of 15% for Extended Case Delivery. Prices vary based on Level of Effort (LOE).**

**SIN 595-27**

**PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS**

**RATES**



## PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

### PRICING FOR HUMAN RESOURCES SERVICES SEARCHABLE TYPES AND RATES

| HUMAN RESOURCES AND EEO SERVICES – GSA SCHEDULE PRICING  |   |   |   |   |   |
|--|---|---|---|---|---|
| SEARCH TYPE  | GSA<br>Year 16<br>7/10/2017<br>7/9/2018 | GSA<br>Year 17<br>7/10/2018<br>7/9/2019 | GSA<br>Year 18<br>7/10/2019<br>7/9/2020 | GSA<br>Year 19<br>7/10/2020<br>7/9/2021 | GSA<br>Year 20<br>7/10/2021<br>7/9/2022 |
| National Agency Checks with Local Agency Check (NACLC)   | \$813.35                                | \$841.82                                | \$871.28                                | \$901.78                                | \$933.34                                |
| Local Agency Check (LAC)   | \$765.51                                | \$792.30                                | \$820.03                                | \$848.73                                | \$878.44                                |
| Single Scope Background Investigation (SSBI) Tier 5 – Expedite (14-Day)                                | \$4,697.70                              | \$4,862.12                              | \$5,032.29                              | \$5,208.42                              | \$5,390.72                              |
| Single Scope Background Investigation (SSBI) Tier 5 – Standard (35-Day)                                | \$3,885.61                              | \$4,021.60                              | \$4,162.36                              | \$4,308.04                              | \$4,458.82                              |
| Single Scope Background Investigation (SSBI) Tier 5 – Extended (60-Day)                                | \$3,838.00                              | \$3,972.33                              | \$4,111.36                              | \$4,255.26                              | \$4,404.19                              |
| Single Scope Background Investigations Periodic Reinvestigation (SSBI – PR) Tier 5 – Expedite (14-Day) | \$3,536.74                              | \$3,660.53                              | \$3,788.64                              | \$3,921.25                              | \$4,058.49                              |
| Single Scope Background Investigations Periodic Reinvestigation (SSBI – PR) Tier 5 – Standard (35-Day) | \$2,925.34                              | \$3,027.73                              | \$3,133.70                              | \$3,243.38                              | \$3,356.90                              |
| Single Scope Background Investigations Periodic Reinvestigation (SSBI – PR) Tier 5 – Extended (60-Day) | \$2,889.49                              | \$2,990.62                              | \$3,095.30                              | \$3,203.63                              | \$3,315.76                              |

| SEARCH TYPE   | GSA<br>Year 16<br>7/10/2017<br>7/9/2018 | GSA<br>Year 17<br>7/10/2018<br>7/9/2019 | GSA<br>Year 18<br>7/10/2019<br>7/9/2020 | GSA<br>Year 19<br>7/10/2020<br>7/9/2021 | GSA<br>Year 20<br>7/10/2021<br>7/9/2022 |
|---|---|---|---|---|---|
| Phased Periodic Reinvestigation (PPR)   | \$2,261.41                              | \$2,340.56                              | \$2,422.48                              | \$2,507.27                              | \$2,595.02                              |
| Background Investigation (BI) Tier 4 – Expedite (14-Day)                          | \$3,916.64                              | \$4,053.72                              | \$4,195.60                              | \$4,342.45                              | \$4,494.43                              |
| Background Investigation (BI) Tier 4 – Standard (35-Day)                          | \$3,239.57                              | \$3,352.96                              | \$3,470.31                              | \$3,591.77                              | \$3,717.48                              |
| Background Investigation (BI) Tier 4 – Extended (60-Day)                          | \$3,199.88                              | \$3,311.87                              | \$3,427.79                              | \$3,547.76                              | \$3,671.93                              |
| Minimum Background Investigation (MBI) Tier 2 with ESI (T2S) – Expedited (14-Day) | \$1,826.71                              | \$1,890.65                              | \$1,956.82                              | \$2,025.31                              | \$2,096.20                              |
| Minimum Background Investigation (MBI) Tier 2 with ESI (T2S) – Standard (35-Day)  | \$1,510.92                              | \$1,563.81                              | \$1,618.54                              | \$1,675.19                              | \$1,733.82                              |
| Minimum Background Investigation (MBI) Tier 2 with ESI (T2S) – Extended (60-Day)  | \$1,449.78                              | \$1,500.52                              | \$1,553.04                              | \$1,607.39                              | \$1,663.65                              |
| Periodic Reinvestigation (PRI) - Expedite (14-Day)                                | \$1,437.07                              | \$1,487.36                              | \$1,539.42                              | \$1,593.30                              | \$1,649.07                              |
| Periodic Reinvestigation (PRI) - Standard (35-Day)                                | \$1,188.64                              | \$1,230.24                              | \$1,273.30                              | \$1,317.86                              | \$1,363.99                              |
| Periodic Reinvestigation (PRI) - Extended (60-Day)                                | \$1,174.06                              | \$1,215.15                              | \$1,257.69                              | \$1,301.70                              | \$1,347.26                              |
| Limited Background Investigation to a Background Investigation (BGI)              | \$2,258.48                              | \$2,337.53                              | \$2,419.34                              | \$2,504.02                              | \$2,591.66                              |
| Updated Background Investigation (BDI) - Expedite (14-Day)                        | \$2,984.05                              | \$3,088.49                              | \$3,196.59                              | \$3,308.47                              | \$3,424.27                              |

| SEARCH TYPE   | GSA<br>Year 16<br>7/10/2017<br>7/9/2018 | GSA<br>Year 17<br>7/10/2018<br>7/9/2019 | GSA<br>Year 18<br>7/10/2019<br>7/9/2020 | GSA<br>Year 19<br>7/10/2020<br>7/9/2021 | GSA<br>Year 20<br>7/10/2021<br>7/9/2022 |
|---|---|---|---|---|---|
| Updated Background Investigation (BDI) - Standard (35-Day)                                    | \$2,468.20                              | \$2,554.58                              | \$2,643.99                              | \$2,736.53                              | \$2,832.31                              |
| Updated Background Investigation (BDI) - Extended (60-Day)                                    | \$2,437.95                              | \$2,523.28                              | \$2,611.60                              | \$2,703.00                              | \$2,797.61                              |
| Updated SSBI (SDI) - Expedite (14-Day)  | \$2,984.05                              | \$3,088.49                              | \$3,196.59                              | \$3,308.47                              | \$3,424.27                              |
| Updated SSBI (SDI) - Standard (35-Day)  | \$2,468.20                              | \$2,554.58                              | \$2,643.99                              | \$2,736.53                              | \$2,832.31                              |
| Updated SSBI (SDI) - Extended (60-Day)  | \$2,437.95                              | \$2,523.28                              | \$2,611.60                              | \$2,703.00                              | \$2,797.61                              |
| Background Investigation to a Single Scope Background Investigation (SGI) - Expedite (14-Day) | \$3,259.92                              | \$3,374.02                              | \$3,492.11                              | \$3,614.33                              | \$3,740.83                              |
| Background Investigation to a Single Scope Background Investigation (SGI) - Standard (35-Day) | \$2,696.37                              | \$2,790.74                              | \$2,888.42                              | \$2,989.52                              | \$3,094.15                              |
| Background Investigation to a Single Scope Background Investigation (SGI) - Extended (60-Day) | \$2,663.33                              | \$2,756.55                              | \$2,853.03                              | \$2,952.89                              | \$3,056.24                              |
| Update Investigation (UGI) - Expedite (14-Day)  | \$3,132.31                              | \$3,241.94                              | \$3,355.41                              | \$3,472.85                              | \$3,594.40                              |
| Update Investigation (UGI) - Standard (35-Day)  | \$2,590.83                              | \$2,681.51                              | \$2,775.36                              | \$2,872.50                              | \$2,973.04                              |
| Update Investigation (UGI) - Extended (60-Day)  | \$2,559.09                              | \$2,648.66                              | \$2,741.36                              | \$2,837.31                              | \$2,936.61                              |
| Add Lead – High Subject Interview (ADL – High)  | \$799.26                                | \$831.23                                | \$864.48                                | \$899.06                                | \$935.02                                |
| Add Lead – Medium Source Interview (ADL – Medium)   | \$208.96                                | \$217.32                                | \$226.01                                | \$235.05                                | \$244.45                                |

| SEARCH TYPE  | GSA<br>Year 16<br>7/10/2017<br>7/9/2018 | GSA<br>Year 17<br>7/10/2018<br>7/9/2019 | GSA<br>Year 18<br>7/10/2019<br>7/9/2020 | GSA<br>Year 19<br>7/10/2020<br>7/9/2021 | GSA<br>Year 20<br>7/10/2021<br>7/9/2022 |
|--|---|---|---|---|---|
| Add Lead – Low Record Check (ADL – Low)                      | \$174.13                                | \$181.09                                | \$188.34                                | \$195.87                                | \$203.70                                |
| Access National Agency Check with Inquiries – (ANACI)        | \$1,279.82                              | \$1,331.02                              | \$1,384.26                              | \$1,439.63                              | \$1,497.21                              |
| ANACI – Plus Subject Interview (ANACI-P)                     | \$1,694.00                              | \$1,761.76                              | \$1,832.23                              | \$1,905.52                              | \$1,981.75                              |
| Enhanced Subject Interview – (ESI)                           | \$1,427.83                              | \$1,484.94                              | \$1,544.34                              | \$1,606.11                              | \$1,670.35                              |
| Tier 2 Reinvestigation (T2RS) with ESI – Expedited (14-days) | \$1,444.33                              | \$1,513.66                              | \$1,586.32                              | \$1,662.46                              | \$1,742.26                              |
| Tier 2 Reinvestigation (T2RS) with ESI – Standard (35-days)  | \$1,203.62                              | \$1,261.39                              | \$1,321.94                              | \$1,385.39                              | \$1,451.89                              |
| Tier 2 Reinvestigation (T2RS) with ESI – Extended (60-days)  | \$1,023.09                              | \$1,072.20                              | \$1,123.66                              | \$1,177.60                              | \$1,234.12                              |
| Tier 3 Reinvestigation (T3RS) with ESI – Expedited (14-days) | \$1,588.77                              | \$1,665.03                              | \$1,744.95                              | \$1,828.71                              | \$1,916.49                              |
| Tier 3 Reinvestigation (T3RS) with ESI – Standard (35-days)  | \$1,323.99                              | \$1,387.54                              | \$1,454.14                              | \$1,523.94                              | \$1,597.09                              |
| Tier 3 Reinvestigation (T3RS) with ESI – Extended (60-days)  | \$1,125.39                              | \$1,179.41                              | \$1,236.03                              | \$1,295.35                              | \$1,357.53                              |
| <b>Rates for Various Services (T&amp;M)</b>                  |   |   |   |   |   |
| Program Manager  | \$89.58                                 | \$92.71                                 | \$95.96                                 | \$99.32                                 | \$102.79                                |
| Case Review Officer  | \$81.00                                 | \$83.83                                 | \$86.77                                 | \$89.81                                 | \$92.95                                 |
| Field Investigator   | \$57.53                                 | \$59.54                                 | \$61.62                                 | \$63.78                                 | \$66.01                                 |
| Administrator  | \$72.97                                 | \$75.52                                 | \$78.16                                 | \$80.90                                 | \$83.73                                 |
| Pre-Screener   | \$94.04                                 | \$97.33                                 | \$100.74                                | \$104.26                                | \$107.91                                |
| Background Investigative Technician and Record Researcher    | \$52.99                                 | \$54.85                                 | \$56.77                                 | \$58.75                                 | \$60.81                                 |

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When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

- A. The ordering office must establish a maximum performance incentive price for these services and /or total solutions on individual orders or Blanket Purchase Agreements.
- B. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- C. The above procedures do not apply to Time and Material labor hour orders.

**DESCRIPTION  
OF  
SERVICES**

## DESCRIPTION OF SERVICES

### **SIN 595-27: NATIONAL AGENCY CHECK WITH LOCAL AGENCY CHECKS AND CREDIT CHECKS (NACLIC)**

A NACLIC is the required initial minimum investigation for contractors for access at the Confidential, Secret, and DOE "L" levels, and for military service members for Secret and Confidential levels. The NACLIC is also the required reinvestigation for Federal employees, contractors, and military service members for continued access at these same levels.

A NACLIC will consist of a national and local agency check. Search of records of appropriate national agencies will be performed by the requesting federal agency. The Local Agency Check (LAC) will include checks of law enforcement agencies having jurisdiction where the subject has lived, worked, and/or attended school within the last five 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 5 years is included. A national credit history will be provided. A completed Electronic Personnel Security Questionnaire (EPSQ) or 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. Average number of leads expected on this case type is 7. 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 EPSQ or customer specific security questionnaire from the requesting agency.

### **SIN 595-27: LOCAL AGENCY CHECK (LAC), to include IN-PERSON RECORD CHECK**

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

The Local Agency Check (LAC) will include checks of law enforcement agencies having jurisdiction where the subject has lived, worked, and/or attended school within the last five years, and if applicable, of the appropriate agency for any identified arrests. A completed Electronic Personnel Security Questionnaire (EPSQ) or 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. Average number of leads expected on this case type is 6. 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 EPSQ or customer specific security questionnaire from the requesting agency.

**Includes IN-PERSON RECORD CHECK** at the state or local law enforcement agency to include police department, sheriff office and/or courthouse as necessary to verify information related to arrest and convictions, victims reports, complaints filed, and case disposition. It is the policy of some agencies to request such records by way of mail, telephone or fax.

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**SIN 595-27: SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) – TIER 5**

An SSBI is conducted to meet investigation requirements established by Executive Order 12968 for Critical-Sensitive positions requiring access to Top Secret and Sensitive Compartmented Information and for “Q” access authorization.

An SSBI will consist of:

- **NAC:** National Agency Checks for the Subject of the OPM Security/Suitability Investigation Index (SII); 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, INS, or other record when appropriate; an INS search is required for all foreign-born immediate family members. These checks must be requested through federal government channels (i.e. OPM) by the requesting agency.
- **Credit:** Credit bureau check (may be conducted by the requesting agency and provided to MSM along with the security questionnaire and releases).
- **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 National Agency Check 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 7 years of the scope of the investigation will be verified through employment records. Employment of 6 months or more (consecutive or cumulative) will include the personal interview of two 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. Any listed significant derogatory employment action during the 10 year scope of the investigation will also be investigated and included in the report.
- **Education:** All education during the most recent seven years of the scope of the investigation will be verified by reviewing the transcript. If education is the primary activity, a reference interview will be conducted. A transcript of the highest degree earned will be obtained regardless of when earned.
- **Residence:** Residences of over 60 days in the most recent three years of the scope of the investigation will be verified by interviewing two neighborhood references. If the subject was not the owner of the residence, rental records will also be reviewed and reported.
- **References:** In addition to the employment, education, and neighborhood references identified above, interviews of at least four individuals, at least two of whom are not listed on the subject’s security



questionnaire, who have collective knowledge of the subject during the 10 year scope of the investigation, will be conducted and reported.

- **Local Agency Checks:** Checks 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 months or more, including the current residence regardless of the duration, for the entire 10 year scope of the investigation will be conducted and reported.
- **Medical:** Checks of any relevant drug treatment, alcohol treatment or mental health counseling for the entire 10 year scope of the investigation will be 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 will be verified by reviewing the court record.
- **Former Spouse:** An interview will be 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 will be obtained and included in the report of investigation.
- **Military Service:** Military service and type of discharge occurring outside the 10 year scope of the investigation will be verified through review of the service record.
- **Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements** are not included in the basic case price. Average number of leads expected on this case type is 25. 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 EPSQ or customer specific security questionnaire from the requesting agency.

### **SIN 595-27: SINGLE SCOPE BACKGROUND INVESTIGATION – PERIODIC REINVESTIGATION (SSBI-PR) – TIER 5**

An SSBI-PR is conducted to meet reinvestigation requirements established by Executive Order 12968 for Critical-Sensitive positions requiring access to Top Secret and Sensitive Compartmented Information and for "Q" access authorization.

An SSBI-PR will consist of:

- **NAC:** National Agency Checks for the Subject of the OPM Security/Suitability Investigation Index (SII); 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:** Credit bureau check (may be conducted by the requesting agency and provided to MSM along with the security questionnaire and releases).

- **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 National Agency Check or issues that occurred beyond the 5 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 5 years of the scope of the investigation will be verified through employment records. Employment of 6 months or more (consecutive or cumulative) will include the personal interview of two 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 5 years of the scope of the investigation will be verified by reviewing the transcript. If education is the primary activity, a reference interview will be conducted.
- **Residence:** The subject's current residence of over 60 days will be verified by interviewing two neighborhood references. If the subject was not the owner of the residence, rental records will also be reviewed and reported. Verification of additional residences within the 5 year scope of the investigation will be collaterally verified during reference interviews.
- **References:** In addition to the employment, education, and neighborhood references identified above, interviews of at least two individuals, at least one of whom are not listed on the subject's security questionnaire, who have collective knowledge of the subject during the 5 year scope of the investigation, will be conducted and reported.
- **Local Agency Checks:** Checks 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 months or more, including the current residence regardless of the duration, for the entire 5 year scope of the investigation will be conducted and reported.
- **Medical:** Checks of any relevant drug treatment, alcohol treatment or mental health counseling for the entire 5 year scope of the investigation will be 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 will be verified by reviewing the court record.
- **Former Spouse:** An interview will be conducted of any listed or developed former spouse when the divorce occurred within the 5 year scope of the investigation.
- **Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements** are not included in the basic case price. Average number of leads expected on

this case type is 16. 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 EPSQ or customer specific security questionnaire from the requesting agency.

### **SIN 595-27: PHASED PERIODIC REINVESTIGATION (PPR)**

The contractor shall conduct Phased Periodic Reinvestigations of SSBIs covering the last five years, or up to 10 years back to the date of previous investigation (seven years for references). If during the investigation any of the following issues develop, the agency will be notified to determine if case should be reissued as a full SSBI-PR:

- Subject is not a U.S. citizen, or has renounced or lost their U.S. citizenship since the last investigation
- Subject is a dual citizen or has obtained dual citizenship since last investigation
- Subject holds a foreign passport
- Subject has been employed by or acted as a consultant for any foreign government, firm or agency
- Subject has engaged in contact with a foreign government or its representatives on other than official U.S. Government business.
- Subject has undergone medical health treatment since the last investigation (that is not family, marital, or grief counseling, not related to violence by the Subject)
- Subject has been charged with any criminal offenses since the last investigation (excluding traffic violations resulting in fines of less than \$300 not related to drugs or alcohol)
- Subject has illegal drug use since the last investigation, or has ever illegally used drugs while in possession of a security clearance or in a position affecting public safety.
- Subject has abused alcohol or has received any alcohol-related treatment or counseling since the last investigation.
- Subject has had a clearance or access denied, suspended, or revoked since the last investigation, or has been debarred from Federal employment.
- Subject has associated with any groups or individuals dedicated to the violent overthrow of the United States government, or that Subject has acted to do so.

The investigator shall conduct a Subject Interview that includes:

- Questioning shall satisfy the investigative elements and procedures prescribed by the OPM Investigator Handbook, applicable Executive Orders, Intelligence Community Policy Guidance, and client requirements.
- All information contained in case papers will be thoroughly reviewed with Subject for corrections,

deletions, updates and questions will be asked to identify derogatory information and/or information relative to the Government security clearance process.

- Follow-up interviews shall be conducted, as required, for developed derogatory information

Employment information shall be verified by records with the Subject's employer for each period of employment within scope. Two references shall also be interviewed for each period of employment of six months or more.

All military service within one branch of the armed forces will be considered as one employment, regardless of assignments and will be verified by record. Two references will be interviewed for most recent duty station of six months or more within scope.

A comprehensive check of police and court records shall be conducted for all areas of residence, education, and employment of six months or more since the last investigation, and current residence regardless of length.

Public records shall be reviewed and copies of records obtained for both civil and criminal activities within the scope period (i.e., bankruptcies, court actions, divorces, etc.).

Marriage and divorce records shall be verified since the last investigation, and all former spouses shall be interviewed if divorce took place during the scope period.

The Subject's date and place of birth shall be corroborated if requested by client.

Credit reports will be provided by client and/or contractor and assigned to the field agent conducting the Subject Interview to resolve any discrepant and/or derogatory credit history information.

Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 11. 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 EPSQ or customer specific security questionnaire provided by the requesting agency.

#### **SIN 595-27: BACKGROUND INVESTIGATION (BI) – TIER 4**

The contractor shall accomplish this investigation compliant with the requirements outlined by client. The investigator shall conduct a Subject Interview that includes:

- Questioning shall satisfy the investigative elements and procedures prescribed by the OPM Investigator Handbook, applicable Executive Orders, Intelligence Community Policy Guidance, and client requirements.
- All information contained in case papers will be thoroughly reviewed with Subject for corrections, deletions, updates and questions will be asked to identify derogatory information and/or information relative to the Government security clearance process.
- Follow-up interviews shall be conducted, as required, for developed derogatory information.

Primary educational activity over four months in duration shall be validated for the most recent five years by verifying educational institution records and one reference interview. If education was not the Subject's primary activity during this timeframe, attendance shall be verified by educational institution record. The highest awarded educational degree shall be verified.

Employment information shall be verified with the Subject's employer for each period of employment of four months or more within the last five years. Two references shall also be checked for each period of employment. All unemployment periods in excess of 60 days shall be corroborated by record or source for the last five years.

Federal Military Service (other than National Guard or Reserves) and will be verified by record if service occurred in the last two years. Two references will be interviewed if active service occurred for four months or more within the last two years.

National Guard or Reserve Military Service will be verified by record if service occurred in the last five years. Two references shall be interviewed if service was a full-time activity within the last five years.

Subject's residency shall be verified by record, as applicable, and two references for all residences of four months or more within the most recent three years.

A comprehensive check of police and court records shall be conducted for all areas of residence, education, and employment of four months or more for the last five years.

Mental health counseling records shall be checked for the last five years, unless marital, family or grief or no medication prescribed.

Public records shall be reviewed and copies of records obtained for both civil and criminal activities within the last five years (i.e., bankruptcies, court actions, etc.). Divorce records shall be obtained from the court if issue-related or if discrepancies are developed.

Marriage and divorce records shall be verified for the last five years.

The Subject's date and place of birth shall be corroborated if requested by client.

Credit reports will be provided by client and/or contractor and assigned to the field agent conducting the Subject Interview to resolve any discrepant and/or derogatory credit history information.

Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 18. 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 EPSQ or customer specific security questionnaire provided by the requesting agency.

### **SIN 595-27: MINIMUM BACKGROUND INVESTIGATION (MBI) – TIER 2**

The contractor shall accomplish this investigation compliant with the requirements outlined by client. The investigator shall conduct a Subject Interview that includes:

- Questioning shall satisfy the investigative elements and procedures prescribed by the OPM Investigator Handbook, applicable Executive Orders, Intelligence Community Policy Guidance, and client requirements.
- All information contained in case papers will be thoroughly reviewed with Subject for corrections, deletions, updates and questions will be asked to identify derogatory information and/or information relative to the Government security clearance process.
- Follow-up interviews shall be conducted, as required, for developed derogatory information.

All educational activity shall be validated for the most recent five years by verifying educational institution records. The highest awarded educational degree shall be verified beyond five years, if no educational activity occurred within the most recent five years.

Employment information shall be verified with the Subject's employer for each period of employment within the last five years.

Subject's residency shall be verified with records for all residences within the most recent three-year period, or a reference if no record is available.

A comprehensive check of police and court records shall be conducted for all areas of residence, education, and employment for the last five years.

Credit reports will be provided by client and/or contractor and assigned to the field agent conducting the Subject Interview to resolve any discrepant and/or derogatory credit history information.

Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 10. 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 EPSQ or customer specific security questionnaire provided by the requesting agency.

### **SIN 595-27: PERIODIC REINVESTIGATION (PRI)**

The contractor shall conduct periodic reinvestigations covering the last five years. The investigator shall conduct a Subject Interview that includes:

Questioning shall satisfy the investigative elements and procedures prescribed by the OPM Investigator Handbook, applicable Executive Orders, Intelligence Community Policy Guidance, and client requirements.

All information contained in case papers will be thoroughly reviewed with Subject for corrections, deletions, updates and questions will be asked to identify derogatory information and/or information relative to the Government security clearance process.

Follow-up interviews shall be conducted, as required, for developed derogatory information.

One reference shall be interviewed which has knowledge of the Subject since the last investigation.

A comprehensive check of police and court records shall be conducted for all areas of residence, education, and employment of four months or more for the last five years. Police and court records will be conducted to cover listed arrests regardless of when they occurred.

Credit reports will be provided by client and/or contractor and assigned to the field agent conducting the Subject Interview to resolve any discrepant and/or derogatory credit history information.

Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 6. 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 EPSQ or customer specific security questionnaire provided by the requesting agency.

#### **SIN 595-27: LIMITED BACKGROUND INVESTIGATION TO A BACKGROUND INVESTIGATION (BGI)**

The contractor shall accomplish this investigation compliant with the requirements outlined by client. Case will have the same coverage as a BI, but will exclude any information that would have been entirely covered by the previous LBI.

Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 11. 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 EPSQ or customer specific security questionnaire provided by the requesting agency.

#### **SIN 595-27: BACKGROUND INVESTIGATION TO A SINGLE SCOPE BACKGROUND INVESTIGATION (SGI)**

The contractor shall accomplish this investigation compliant with the requirements outlined by client. Case will have the same coverage as an SSBI, but will exclude any information that would have been entirely covered by the previous BI.

Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 15. 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 EPSQ or customer specific security questionnaire provided by the requesting agency.

#### **SIN 595-27: UPDATE INVESTIGATION (BDI, SDI)**

The contractor will conduct update investigations on BI or SSBI level cases that will cover the time period subsequent to the previous investigation's closing date, and have the same coverage as the previous investigation.

Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique



requirements are not included in the basic case price. Average number of leads expected on this case type is 15. 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 EPSQ or customer specific security questionnaire provided by the requesting agency.

#### **SIN 595-27: UPGRADE INVESTIGATION (UGI)**

The contractor shall accomplish this investigation compliant with the requirements outlined by the client. The investigator shall conduct a Subject Interview that includes questioning that satisfies the investigative elements and procedures prescribed by OPM, applicable Executive Orders, and client requirements. All information contained in case papers will be thoroughly reviewed with Subject for corrections, deletions, updates and questions will be asked to identify derogatory information and/or information relative to the Government security clearance process. Follow-up interviews shall be conducted, as required, for developed derogatory information.

Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 15. 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 EPSQ or customer specific security questionnaire provided by the requesting agency.

#### **SIN 595-27: ADD LEAD – HIGH SUBJECT INTERVIEW (ADL – High)**

In-person and in-private interview conducted by Investigator with properly identified applicant/subject for both positions of trust (SF-85P) and national security (SF-86). Includes an in depth review and thorough exploration of all pertinent forms and information disclosed for accuracy and completeness. May also include expansion of developed items, derogatory information, and issue resolution in accordance with case scope.

#### **SIN 595-27: ADD LEAD – MEDIUM SOURCE INTERVIEW (ADL – Medium)**

In-person interview with best listed or developed person who can speak directly to subject's life activities and best comment on subject's overall character, reputation, and conduct as a result of such knowledge.

#### **SIN 595-27: ADD LEAD – LOW RECORD CHECK (ADL – Low)**

Documents obtained in-person by investigator to confirm or corroborate subject activity. Occasionally, record providers request records or record information be transferred by way of mail, telephone or fax. Records can include, but are not limited to, residential, employment, military, education, law enforcement, courts, financial, civil, medical, or miscellaneous items relevant to subject's case.

#### **SIN 595-27: ACCESS NATIONAL AGENCY CHECK WITH INQUIRIES AND PERSONAL SUBJECT INTERVIEW (ANACI)**

For non-critical, sensitive positions designated as moderate risk public trust or eligibility for confidential or secret security clearance utilized to determine civilian suitability and contractor employees fitness determination. Report of Investigation includes a credit check, law enforcement and court inquiries, residential, education, and employment coverage inquiries and listed references.

#### **SIN 595-27: ACCESS NATIONAL AGENCY CHECK WITH INQUIRIES AND PERSONAL SUBJECT**



**INTERVIEW (ANACI – P)**

For non-critical sensitive positions designated as moderate risk public trust or eligibility for confidential or secret security clearance utilized to determine civilian suitability and contractor employees fitness determination. Report of Investigation includes a credit check, law enforcement and court inquiries, residential, education, and employment coverage inquiries and listed references. The subject interview is included to resolve any item or issues triggered, to full resolution.

**SIN 595-27: ENHANCED SUBJECT INTERVIEW (ESI)**

Subject Interview requiring expansion to allow for the complete collection and full development of all favorable, unfavorable, and explanatory information. Interview may have specific focus on discrepant, derogatory, and issue based information having a potential for security or suitability concerns.

**SIN 595-27: TIER 2 REINVESTIGATION WITH ESI**

- Local Law Enforcement checks covering all locations where a Subject lived worked or attended school for 6 months or more since most recent investigation.
- Credit Report and Tax compliance verification
- Optional Enhanced Subject Interview if anything developed from the above
- Expanded Focused Investigation for flagged issues

**SIN 595-27: TIER 3 REINVESTIGATION WITH ESI**

- Local Law Enforcement checks covering all locations where a Subject lived worked or attended school for 6 months or more since most recent investigation.
- Credit Report and Tax compliance verification
- Foreign Activity queries of databases
- Foreign born immediate family – verify documentation of non U.S. citizen family members through obtaining original or copies of original documents
- Expanded Focused Investigation for flagged issues which will require a ESI to give Subject an opportunity to clarify or refute issues

**SIN 595-27: IN-PERSON RECORD CHECK**

Personal contact of a record custodian by an investigator or investigator technician to confirm or corroborate subject activity. Occasionally, record providers request records or record information be transferred by way of mail, telephone or fax. Records can include, but are not limited to, residential, employment, military, education, law enforcement, courts, financial, civil, medical, or miscellaneous items relevant to subject's case. The results of the record check are detailed in a Report of Investigation.

**SIN 595-27: ON-LINE RECORD CHECK**

Written inquiry or on-line of a record custodian or database by investigator or investigator technician to confirm or corroborate subject activity. Occasionally, record providers request records or record information be transferred by way of mail, telephone or fax. Records can include, but are not limited to, residential, employment, military, education, law enforcement, courts, financial, civil, medical, or miscellaneous items relevant to subject's case. The results of the record check are detailed in a Report of Investigation.

**SIN 595-27: IN-PERSON SOURCE INTERVIEW (IPSI)**

A knowledgeable source interview of either a listed or developed reference having pertinent knowledge of the subject's employment, residence, education or life activities and conducted in person. A detailed description of the interview and issues covered are summarized in a Report of Investigation.

**SIN 595-27: TELEPHONE SOURCE INTERVIEW (TSI)**

A knowledgeable source interview of either a listed or developed reference having pertinent knowledge of the subject's employment, residence, education or life activities, and conducted by telephone at the request of the source and with approval from requesting agency. In addition to a detailed description of the interview and issues covered summarized in a Report of Investigation, TSIs require an explanation as to why the interview was not conducted in person.

**SIN 595-27: VARIOUS SERVICES**

MSM offers the expertise of the following categories of employee for either short-term or long-term support as required.

**PROGRAM MANAGER**

Responsible for planning, organizing, and managing a non-technical project, or series of smaller non-technical projects, or a definable piece of a larger program for successful completion and performance consistent with contractual agreements. Also, responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by managing or assisting with proposals. Projects managed are typically of moderate technical complexity. Requires Bachelor's Degree or equivalent, and 12 to 15 years of related (technical environment) experience.

**CASE REVIEW OFFICER**

Processes personnel security background investigation information for completeness and accuracy before sending to the customer for determination of security clearances. May work in a variety of functional areas including Administration, Scoping, Local Agency Checks (LAC), Assignments, Review, and Quality Assurance. Reviews personal documents, Personnel Security Questionnaires (SF86), and other records to ensure they are accurate, complete, and in compliance with 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 Access or other database. Assigns, coordinates, organizes and/or facilitates follow-up with investigators to ensure accuracy and integrity of investigation. May conduct quality assurance reviews by soliciting feedback from individuals interviewed during the background investigation, and by assisting callers with questions or complaints about the investigation or the unprofessional behavior of an investigator or an employee. Reviews and evaluates investigator reports to ensure they are

complete, accurate and timely. Prepares final Reports of Investigation (ROI) 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. High school diploma or equivalent required. Some college education would be helpful. Requires a combination of education and experience (6-8 years total). Must be able to obtain security clearance for access to classified information. Courses or certification in government security or PSI preferred.

**Specific duties include:** Case Reviewers are responsible for overall management of cases upon receipt from the Assignment Department through final ROI submission to the customer. Responsibilities include ensuring that fax call-in and ROI due dates are met via frequent contact with field investigators to monitor status of assigned work, timely review of cases for assignment and scooping errors, timely assignment of additional leads when required, proof/edit, preparation of final Reports of Investigation, communication with customer representatives, e-Voucher approval, and inputting information in CMS.

### FIELD INVESTIGATOR

Assists with all facets of background investigations on individuals requesting a security clearance. Conducts interviews, documents and submits interview summarization through an on-line system. Requires a High School diploma and 5 to 6 years of related experience.

### ADMINISTRATOR

High school diploma or equivalent required. Some college education would be helpful. Requires a combination of education and experience (6 to 8 years total). Must be able to obtain security clearance for access to classified information. Courses or certification in Government security or PSI preferred.

**Specific duties include:** Administrative staff are responsible for processing all incoming and outgoing work, including customer taskings, investigator ROI submissions, e-Voucher assistance, CMS administration, scanning documents, creating file folders, copying, coordinating home typing assignments, obtaining credit reports, proof/edit activities, generating correspondence, preparing local agency check requests, and assisting the Program Manager.

### PRE-SCREENER

Reviews personal documents, Personnel Security Questionnaires (SF86) 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 Access or other database. May function as lead or supervisor to lower-level employees on an interim basis. May perform duties on multiple contracts. High school diploma or equivalent required. Some college education would be helpful. Requires a combination of education and experience (6 to 8 years total). 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.

**Specific duties include:** The on-site Pre-screener is primarily responsible for receiving and thoroughly reviewing case papers prior to assignment to MSM for background investigation (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. Additional duties include: Preparation of cover sheets noting all actions and deficiencies; Packaging

and forwarding case papers to MSM; Preparing daily productivity reports; Coordinating special request assignments; Communicating necessary information to MSM scoping staff; Reporting case status to the customer on cases of interest and coordinating expedite case taskings; Receiving completed MSM Reports of Investigation for delivery to the customer; Scheduling meetings between MSM and customer personnel; Assisting with Visitor Request processing; Performing additional duties as required by the customer regarding case processing, status reports and Statement of Work compliance.

### **BACKGROUND INVESTIGATIVE TECHNICIAN AND RECORD RESEARCHER (BITRR)**

Associate's Degree, successful completion of an authorized Investigative Technician training course and 1 year of general, related experience; **or** 3 years general related experience within the previous 5 years and successful completion of an authorized Investigative Technician training course; **or** a Bachelor's Degree and completion of an authorized Investigative Technician training course. Ability to obtain and maintain a current, completed, favorably adjudicated SSBI and federal investigator credentials.

Conducts record and database review and investigation. Conducts interviews of record custodians as required to obtain information. Produces clear, concise, technically and factually accurate ROIs noting all information relevant to reporting requirements, documents and submits interview summarization through an online system.