



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415



National Background
Investigations
Bureau

Federal Investigations Notice

Notice No. 17-06

Date: June 29, 2017

Subject: Resume Submission with Investigation Requests

Effective March 13, 2017, the National Background Investigations Bureau (NBIB) updated the INV 15, Requesting NBIB Personnel Investigations, deleting the requirement to submit resumes with certain background investigation requests.

Section 5.5 of the INV 15 provides guidance to agencies on the submission of applications or resumes stating:

"An application or resume should only be submitted to NBIB when there is a substantive discrepancy between the application/resume and the Standard Form, and your agency needs that discrepancy addressed during the investigation.

Agencies sending the resume to NBIB for review and scheduling must use FIPC Code "IB" in the Agency Use Block (AUB) of the Standard Form. Additionally, complete information for the residence, employment or education which the agency wishes NBIB to address will be required before NBIB schedules the investigation. To avoid delays in scheduling provide any needed supplemental information for the application or resume on a separate document as an "ATA" attachment within e-QIP.

As agency submitting offices are responsible for comparing the application/resume to the Standard Form, applications/resumes provided with investigation requests without FIPC Code "IB" on the AUB will not be reviewed by NBIB. However the applications/resumes will be provided with the investigation results to the Security Office (SOI) for adjudicative purposes with a comment alerting the SOI that the application/resume was not requested to be reviewed by NBIB."

This notice supersedes all previously issued guidance regarding resume/application submission. Additional information on submitting investigation requests can be found in the INV-15 on: <https://nbib.opm.gov/hr-security-personnel/requesting-opm-personnel-investigations/>.

Questions regarding this change should be directed to your NBIB Agency Liaison.



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Distribution: All Agency SOI and SON Offices
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