



Fingerprint Processing for HSPD-12 Shared Services

Working for America

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

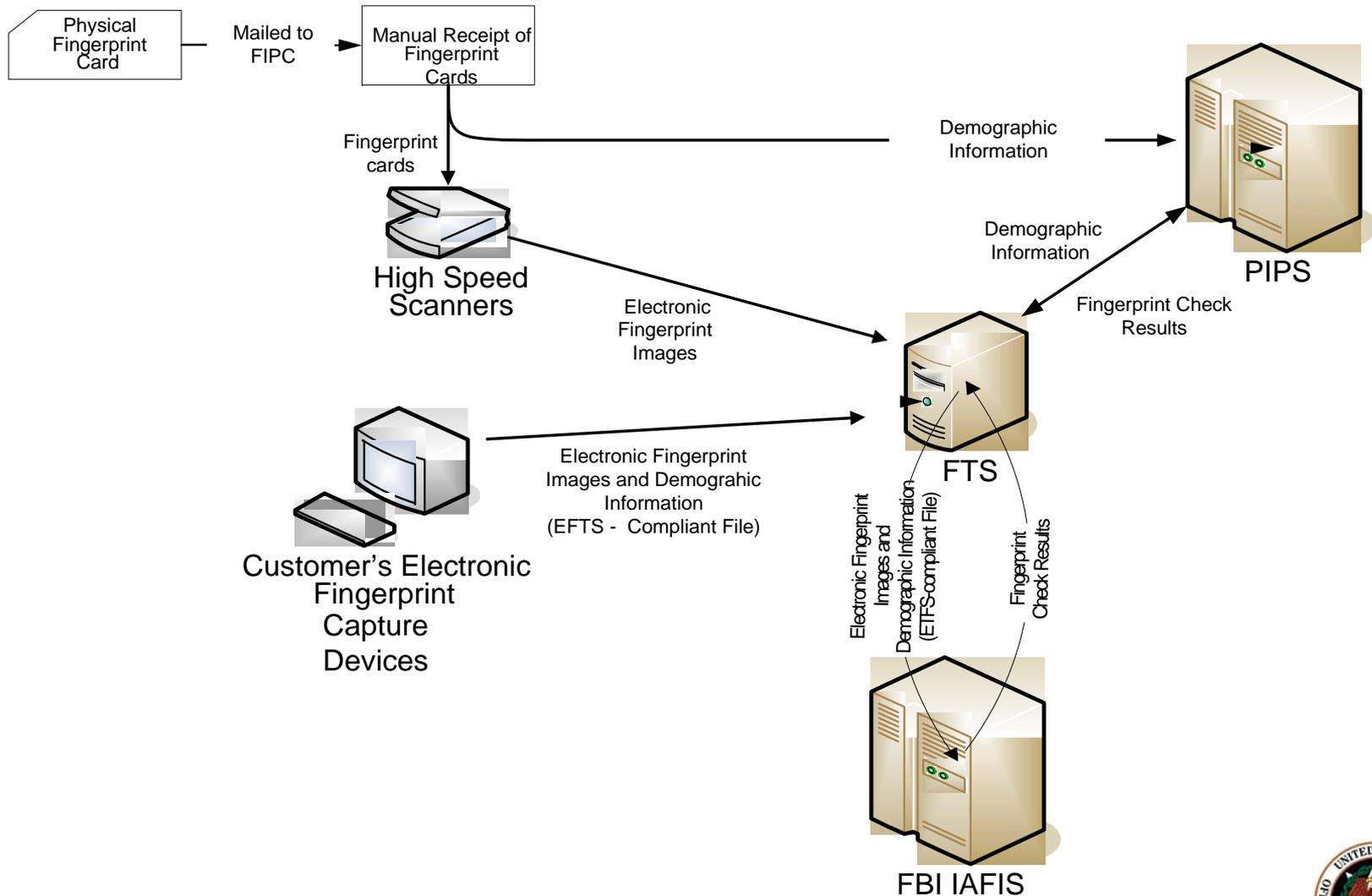


Electronic Fingerprint Processing

- Processed as fingerprint-only Special Agreement Checks (SACs – Case Type 92)
- Fingerprint results provided to the Agency's Security Office (SOI) via Case Closing Transmittal (CCT)
 - Generated the day after responses are received from CJIS
- Results link into investigation
 - Mark "I" on codes block of hardcopy Standard Forms
 - Select "FTS" option for Method of Submission in e-QIP requests
- Costs:
 - \$2 price reduction from standard SAC prices
 - Adjustment for price of SAC
 - Investigation properly marked to indicate an electronic print
 - Case is scheduled within 120 days of fingerprint results



Fingerprint Processing Workflow



OPM Code Validation

- Submitting Office Number (SON)
 - Used to identify the office submitting the investigative request
- Security Office Identifier (SOI)
 - Used to identify the office who adjudicates the results of investigation and receives the investigative results
- Online Payment and Accounting/Collection Code (OPAC)
 - Assigned by Department of Treasury for the electronic exchange of funds between government agencies



OPM Code Validation

- All codes will be validated and tested with OPM prior to testing
 - SON must be valid
 - SOI must correspond with the SON
 - OPAC must correspond with SON
 - Points of Contact must be authorized contacts on SON and/or SOI list.
- Forms PIPS-11 and PIPS-12 will be used to update any missing or incorrect office information
- OPM will email or call the primary POC for each agency to discuss any discrepancies in the codes provided
- List of validated codes will be provided back to the GSA MSO for testing



Spreadsheet Validation Format

| SOI - Security Office Identifier <i>Length = 4 Characters Alphanumeric</i> | SON - Submitting Office Number <i>Length = 4 Characters Alphanumeric</i> | OPAC - ALC <i>Length = 8 Characters Alphanumeric</i> | ORGANIZATIONAL DESCRIPTION <i>Note: Length up to 50 Characters Alphanumeric. If used, this is the common description for the SOI/SON/OPAC-ALC combination as known to the agency and will appear (with the codes) in the popup box.</i> | PRIMARY CONTACT Name, Phone, e-mail address | SECONDARY CONTACT Name, phone, e-mail address |
|--|--|--|---|--|---|
| AB00 | 123A | 87654321 | | Elizabeth Moreton, ext 4600, elizabeth.moreton@opm.gov | Deborah Hoffman, ext 4600, deborah.hoffman@opm.gov |
| AB00 | 567B | 87654321 | | same as above | same as above |
| AB01 | 567B | 87654321 | | Shannon Morrison-Walters, shannon.morrison@opm.gov | Mike Barkett, ext 4600, michael.barkett@opm.gov |
| AB01 | 567C | 98765432 | | same as above | same as above |



Testing with OPM

- Testing will be coordinated with OPM through the GSA MSO
 - Codes must be validated prior to testing
- One file will be transmitted for each set of codes
- OPM will notify the MSO of successful testing of all codes
- OPM will authorize movement to production once testing and MOU has been completed



Points of Contact

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