



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

**FEB 26 2013**

Chief Financial  
Officer

MEMORANDUM FOR Federal Investigative Services (FIS) Stakeholders and Customers

FROM:

DENNIS D. COLEMAN  
Chief Financial Officer

MERTON MILLER  
Associate Director  
Federal Investigative Services

SUBJECT: Joint Memorandum on Financial Fields Required for Investigations Processing

The Department of the Treasury announced that effective June 2013, the business rules for processing bulk invoices through the government's Central Accounting and Reporting System (CARS) via Intra-Governmental Payment and Collection (IPAC) must include the Treasury Account Symbol (TAS) and Business Event Type Code (BETC) in the format specified by the Treasury's Financial Management Service (FMS). In support of these requirements, the Office of Personnel Management's Chief Financial Officer and the Federal Investigative Services (FIS) have issued this joint memorandum to inform stakeholders of this mandate and to share long-term and interim solutions for including this information on all investigative invoices.

At this time, the Standard Form (SF) 86 is the only investigative form that includes fields in the Agency Use Block (AUB) for providing the TAS and BETC. FIS will amend the remaining investigation forms to make the TAS and BETC fields available in the future.

Until the investigation forms are updated, FIS has developed an interim solution to display the required information on all investigative invoices. The interim solution uses a table in the Personnel Investigation Processing System (PIPS) to identify the TAS, BETC, and, if provided, the Obligor Document Number based on the combination of the Submitting Office Number (SON), Security Office Identifier (SOI), and Agency Location Code (ALC) already required for each investigative request. The TAS/BETC information provided on the SF 86 will be used in lieu of information in the PIPS table; the PIPS table will only populate this information if the TAS/BETC fields are not provided.

In order to implement the interim solution, FIS must collect appropriate financial data to populate the PIPS table. There are two options to provide this information: 1) Submit the PDF-fillable version of the questionnaire. One questionnaire must be completed for each SON/SOI/ALC combination. 2) Submit the Excel version of the questionnaire. One line must be completed for each SON/SOI/ALC combination, but multiple combinations can be submitted

on a single spreadsheet. (The latter version is not recommended for printing.) Please choose the option that best suits your agency and return the information to FIS no later than Friday, March 29, 2013.

Until the long-term solution is implemented, we recommend that stakeholders maintain a copy of the completed questionnaire(s) to facilitate updates as needed.

If you have questions about this memorandum, please contact the FIS Billing Oversight Team at 724-794-5612, extension 4490, or [FISBillingOversightTeam@opm.gov](mailto:FISBillingOversightTeam@opm.gov).

Attachments:

1. PDF-fillable Financial Questionnaire
2. Excel Financial Questionnaire

**U. S. Office of Personnel Management  
Federal Investigative Services**

**Financial Questionnaire**

The Federal Investigative Services (FIS) requires a completed Financial Questionnaire for each Submitting Office to obtain financial details in support of new mandates for Intra-Governmental Payment and Collection (IPAC) transactions. For Submitting Offices that use multiple Security Office Identifiers (SOI) and/or Agency Location Codes (ALC), one questionnaire must be submitted for each combination of SON/SOI/ALC used. Finance Offices

Agencies may complete the questionnaire in the PDF format, if preferred. This flat file format has been provided in order to facilitate data entry for multiple SON/SOI/ALC combinations. Please enter information in the second tab of this document, "Financial Questionnaire-Flat"; complete one line for each combination. Fields outlined in

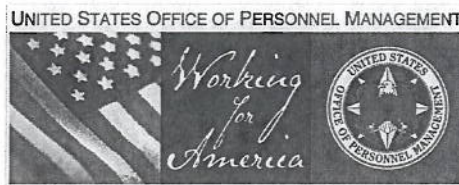
After completing the flat file questionnaire, send responses to FIS by emailing the completed file to the email address shown below. Responses are needed no later than **Friday, March 29, 2013**. This form should be re-submitted as needed to update the financial codes for a given SON/SOI/ALC combination.

Your feedback is very important to us. For questions, please contact the FIS Billing Oversight Team at 724-794-[FISBillingOversightTeam@opm.gov](mailto:FISBillingOversightTeam@opm.gov)

Thank you.

FIS Division Management





## U. S. Office of Personnel Management Federal Investigative Services

### Financial Questionnaire

The Federal Investigative Services (FIS) requires a completed Financial Questionnaire for each Submitting Office to obtain financial details in support of new mandates for Intra-Governmental Payment and Collection (IPAC) transactions. Fields outlined in a red border are required fields. For Submitting Offices that use multiple Security Office Identifiers (SOI) and/or Agency Location Codes (ALC), one questionnaire must be submitted for each combination of SON/SOI/ALC used. Finance Offices should consult with their Submitting Offices to obtain the necessary data.

After completing the questionnaire, send responses to FIS by clicking the "Submit by Email" button at the bottom of the last page. Responses are needed no later than **Friday, March 29, 2013**. This form should be re-submitted as needed to update the financial codes for a given SON/SOI/ALC combination.

Your feedback is very important to us. For questions, please contact the FIS Billing Oversight Team at 724-794-5612, extension 4490, or [FISBillingOversightTeam@opm.gov](mailto:FISBillingOversightTeam@opm.gov). Thank you.

FIS Division Management

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#### AGENCY INFORMATION

Department/Agency

Bureau/Division

Office

Submitting Office Number   
(SON)

SON Contact Name

SON Contact Email

SON Contact Phone

Security Office Identifier   
(SOI)

SOI Contact Name

SOI Contact Email

SOI Contact Phone

Financial Servicing  
Organization (if different)

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## FINANCIAL POINT OF CONTACT

Name

Title

Email

Phone

Office

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## FINANCIAL FIELDS FOR PROCESSING BACKGROUND INVESTIGATIONS

(FOR SON IDENTIFIED ABOVE)

Agency Location Code  
(ALC)

Treasury Account Symbol  
(TAS)\*

Business Event Type Code  
(BETC)\*

Obligating Document  
Number (ODN)

Interagency Agreement  
Number

\*Provide TAS and BETC in Treasury's standardized Central Accounting and Reporting System (CARS) format. A list of valid TAS/BETC for IPAC is available at [http://www.fms.treas.gov/cars/ref\\_guidance.html](http://www.fms.treas.gov/cars/ref_guidance.html).

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Would you be interested in having a representative participate in a periodic meeting of FIS Financial Stakeholders, if convened?

☐ Yes

☐ No

Add Comment Page Below

Submit by Email