

**U.S. OFFICE OF PERSONNEL MANAGEMENT  
FEDERAL INVESTIGATIVE SERVICES**

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**REOPEN / RSI REQUEST FORM**

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Please Fax Reopen / RSI requests to: 724-738-0178  
Electronic Submission: OPMIS Secure Portal @ RSI and Reopens

REQUEST PRIORITY HANDLING:

REASON FOR PRIORITY HANDLING:

AGENCY SOI:

AGENCY SON:

AGENCY IPAC:

DATE SUBMITTED TO OPM:

AGENCY FAX NUMBER:

TOTAL NO. OF PAGES, INCLUDING COVER:

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**TYPE OF REQUEST: SEE INSTRUCTION ON REVERSE PAGE**

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REOPEN

RSI

SUBJECT'S FULL NAME:

PRIOR INVESTIGATION TYPE, IF APPLICABLE:

OPM CASE# OR SOCIAL SECURITY NUMBER:

SUBJECT'S PHONE #:

SUBJECT'S CURRENT/FULL ADDRESS:

NOTES/WORK TO BE COMPLETED:

SUBMITTER'S NAME:

SUBMITTER'S PHONE NUMBER:

SUBMITTER'S EMAIL ADDRESS:

**PRIVACY ACT INFORMATION:** This investigative request is in full compliance with the Privacy Act of 1974 and other laws protecting the civil rights of the person we are investigating. The information provided will be disclosed to the person being investigated and other federal agencies, at the person's request.

# **INSTRUCTIONS FOR REQUESTING REOPEN OR REIMBURSABLE SUITABILITY INVESTIGATION (RSI)**

## **METHODS FOR SUBMITTING REQUEST:**

- Fax request to 724-738-0178
- Scan request and send through the OPMIS Secure Portal at RSI, and Reopens
- Mail request to:
  - U.S. Office of Personnel Management
  - Federal Investigative Services
  - Customer Interface
  - 1137 Branchton Road
  - Boyers, PA 16018

## **PRIORITY HANDLING:**

Please note that requesting priority handling may result in additional fees. Requests for priority handling should be limited to urgent situations.

## **OFFICE INFORMATION:**

If you need assistance with the Security Office Identifier (SOI), Submitting Office Number (SON), or Intra-Governmental Payment and Collection (IPAC) fields, please call 724-794-5612.

## **TYPE OF REQUEST:**

### **REOPEN REQUESTS:**

Requests to reopen include, but are not limited to the following:

1. Investigations which fail to meet requested coverage requirements must be submitted within one year from the case closing date.
2. Discontinued cases may only be reopened within four months from the date of discontinuance.

Requests for reopen action can be submitted by authorized SOI or SON employees.

Requests for reopen action may be processed as RSIs if a quality review of the investigation does not develop deficiencies in scope. If you would like to be notified of the conversion to RSI in these instances, please notate in the Notes section on the Reopen / RSI Request Form.

### **RSI REQUESTS:**

Requests for RSI include, but are not limited to, the following:

- 1) Any investigative work that is beyond the scope of the requested investigation
- 2) Any request that is received by OPM beyond one year from the closing date
- 3) Any new / developed issues that arise after the previous case closes
- 4) Investigative work when no prior investigation exists

If no previous OPM investigation exists for the subject, or if the most recent investigation completed by OPM is 4 years or older, a new general release will be required.

Requests for RSI may only be submitted by authorized SOI personnel.

### **SUBJECT'S CURRENT / FULL ADDRESS AND PHONE NUMBER:**

Providing the subject's physical location minimizes the need for OPM to contact the submitting agency. If the subject is expected to relocate, on a temporary or permanent basis, please provide detailed information.

### **NOTES / WORK TO BE COMPLETED:**

Please outline the investigative work to be completed. Be as specific as possible with your requests regarding the work required, to ensure that OPM meets your adjudicative requirements.

### **CONTACT INFORMATION:**

U.S. Office of Personnel Management  
Federal Investigative Services  
Customer Interface  
Phone: 724-794-5612  
Fax: 724-738-0178  
OPMIS Secure Portal: RSI, and Reopens

Reopen requests regarding government-wide debarment from covered positions under 5 CFR 731 should be referred to Suitability Adjudications at (724)794-5612 X 7400.