

# JPAS Reference Tool for RELEASE 3.2

JPAS Release 3.2 added the Applicant Affiliation, the IPAC, and the Investigation Requirement fields to the already existing **Agency Use Block (AUB)** FIPC and Extra Coverage/Advance Results fields.

This reference tool provides a description and options for completing each field.

## FIPC

A FIPC indicates special processing needs for a particular request. These codes are selected from a drop-down list in the block marked Codes. Up to five FIPC can be entered.

| CODE | DESCRIPTION                    |
|------|--------------------------------|
| 1    | FP completed - FIPC submission |
| 2    | FBI Name Check - FAV           |
| 7    | FP not required                |
| 8    | Advance verbal report          |
| 9    | FP - No arrest FBI submission  |
| A    | FP completed - UNF             |
| B    | FBI name ck - UNF              |
| DS   | DSS investigations             |
| H    | FP completed - No arrest       |
| I    | FP electronically transmitted  |
| J    | FP cards mailed                |
| R    | Advance FP                     |
| X    | SF-87 FP to FBI                |
| Y    | FD-258                         |
| Z    | No FP to FBI                   |

## Applicant Affiliation

These options are selected from a drop-down list in the block marked Applicant Affiliation.

| Affiliation               |
|---------------------------|
| Contractor                |
| Federal Civilian Employee |
| Military                  |
| Other                     |

## IPAC

Intra-Governmental Payment & Collection (IPAC) - Formerly Online Payment & Collection - Agency Locator Code (OPAC-ALC).

The IPAC code identifies the agency and is used for electronic billing and collections in the IPAC billing system. Enter the code you previously entered as the OPAC-ALC. If you do not know the IPAC number, contact FIPC at 724-794-5612.

## EXTRA COVERAGE / ADVANCE RESULTS

Agencies must request extra coverage when additional information is needed to help determine a person's qualifications, suitability, or eligibility for a particular position. Up to eight Extra Coverage / Advance Results codes can be entered. The coverage must be approved by OPM-FISD for general or specific use.

These actions are authorized by special agreement, but are conducted automatically when needed:

| CODE | DESCRIPTION   |
|------|---|
| 1    | Overseas - OCONUS   |
| 3    | Advance NAC   |
| 4    | Mgmt/Suprvr Position  |
| 5    | Public Contact  |
| 6    | Law Enforcement Checks  |
| A    | Investigator Position   |
| B    | Astronaut Position  |
| C    | White House Fellow Position   |
| D    | President's Commission on Executive Exchange Position   |
| F    | Auto Schedule CIAS/CIAO Item  |
| G    | Automated Scheduling of SCIS (Spouse NAC to CIAS) and/or SCIO   |
| H    | Auto Schedule INS Item  |
| I    | Automated Scheduling of SINS (Spouse Immigration and Naturalization Search)                                   |
| K    | Auto Schedule STSC Item   |
| L    | Auto Schedule BVS Item  |
| M    | Auto Schedule PERI Item   |
| N    | Pre-appointment inquiry/investigation   |
| Q    | Bar Association   |
| R    | Reinvestigation exceeds PRI   |
| Z    | Criminal Justice Position - This identifies a Criminal Justice Position that is exempt from the FBI user fees |

## Investigative Requirement

These options are selected from a drop-down list on the Determine Investigation Scope screen.

| Investigative Requirement   |
|---|
| Initial (If the investigation request is an initial investigation)  |
| Reinvestigation (If the investigation request is a reinvestigation) |

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