



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, September 21, 2009

MEMORANDUM FOR: Human Resources Directors

FROM: Nancy H. Kichak, Associate Director, SHRP

Subject: Change in Policy for Filing the Investigation Schedule Notice (ISN) in the Official Personnel Folder (OPF)

The U. S. Office of Personnel Management (OPM) has issued a policy change regarding the filing of the Investigation Schedule Notice (ISN). The policy change eliminates the requirement in the OPM Guide to Personnel Recordkeeping (GPR) Manual that the ISN be filed in an OPF when there is a background investigation in progress on an individual. This policy change is effective immediately and will appear in the next update to the GPR The GPR Operating Manual is located on the OPM website at www.opm.gov/feddata/recguide2008.pdf.

If you have questions please contact Tanya Bennett, Manager for Personnel System Group, by telephone (202) 606-4054 or by email Tanya.Bennett@opm.gov.