



General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Pricelist

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order system are available through GSA Advantage!™, a menu-driven database system.

The INTERNET address for **GSA Advantage!**™ is **www.gsaadvantage.com**

Schedule Title: Professional Services Schedule 00CORP
Contract Number: GS000F296DA
Contract Period: September 22, 2016 – September 21, 2021
Contractor: Forfeiture Support Associates (FSA), LLC
20110 Ashbrook Place, Suite 220
Ashburn, VA 20147
www.FSAFederal.com
Phone: (571) 291-8900 Fax: (571) 291-8957

Contract Administrator: Carla Michaels, CFCM
Contracts Manager
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Business Size: Large

Why FSA?

Recognized for our focused industry experience and superior customer service, we provide flexible, integrative staffing solutions for government agencies across the country. FSA takes great pride in our ability to provide consistent customer satisfaction, unsurpassed service, integrity and excellence in all our staffing support solutions.

FSA's management and administration of personnel placement services in support of the Department of Justice and other federal and state law enforcement agencies has been assessed and approved by National Quality Assurance, USA, against the provisions of ISO 9001:2008.



Table of Contents

SECTION I: CUSTOMER INFORMATION	3
SECTION II: FSA PRICE LIST.....	6
SECTION III: LABOR CATEGORY DESCRIPTIONS	7
SECTION IV: FSA, LLC CORPORATE OVERVIEW	16

SECTION I: CUSTOMER INFORMATION

1a. Special Item Numbers (SINs):

SIN 520-2	Transaction Specialists
SIN 520-6	Professional Legal Services
SIN 520-11	Accounting
SIN 520-18	Independent Risk Analysis
Disaster and Recovery SINs	
SIN 520 2RC	Transaction Specialists
SIN 520 6RC	Professional Legal Services
SIN 520 11RC	Accounting
SIN 520 18RC	Independent Risk Analysis

1b. Hourly Rates: See Section II, FSA Price List. **The prevailing** Industrial Funding Fee (IFF) imposed by GSA (currently .75%) is included in the itemized rates. FSA’s compensation policy as it relates to “time and a half” payment for authorized overtime performed by our non-professional staff is incorporated into this Contract. Overtime is generally defined as hours performed over 40 hours per work week. Any overtime ordered for non-professional staff will be subject to “time and a half” billing rates. Overtime must be approved in advance by government authorized personnel and FSA management.

1c. Labor Category Descriptions and Minimum Qualifications: See Section III, *Labor Category Descriptions and Minimum Qualifications*.

2. Maximum Order Guideline: \$1,000,000. This maximum order is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: 1) Offer a new lower price, 2) Offer the lowest price available under the contract, or 3) Decline the order within five (5) days. Order(s) in excess of the maximum order amount may be placed against the Schedule contract.

3. Minimum Order: \$100.00

4. Geographic Coverage: The 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington DC and U.S. territories

5. Point(s) of Production: None

6. Discount from List Prices: Prices shown are Net-Discount already deducted

7. Quantity Discount(s): None

- 8. Prompt Payment Terms:** .25%-10 days, net 30 days

- 9. a. FSA will accept government purchase cards for task orders placed that are below the micro-purchase threshold.**

- 9. b. FSA will accept government purchase cards for task orders placed that are above the micro-purchase threshold.**

- 10. Foreign Items:** None

- 11. a. Time of Delivery:** 30 days

- 11. b. Expedited Delivery:** Contact Contractor for availability.

- 11. c. Overnight and 2-day Delivery:** N/A

- 11. d. Urgent Requirements:** N/A

- 12. FOB Point:** None

Note: Any travel costs associated with ordering FSA's Professional Labor services will be compliant with the Federal Travel Regulation (FTR) or Joint Travel Regulations (JTR) depending on customer requirement.

- 13. a. Ordering Address:** Same as contractor address

- 13. b. Ordering Procedures:** The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule home page (www.gsaadvantage.com)

- 14. Payment Address:** Same as contractor address

- 15. Warranty Provision:** None

- 16. Export Packing Charges:** N/A

- 17. Terms and Conditions of Government Purchase Card Acceptance:** Any thresholds below the micro-purchase level

- 18. Terms and Conditions of Rental, Maintenance, and Repair:** N/A

- 19. Terms and Conditions of Installation:** N/A

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List

Prices: N/A

20. a. Terms and Conditions for Other Services: N/A

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventative Maintenance: N/A

24. a. Special Attributes such as Environment Attributes: N/A

24. b. Section 508 Compliance for EIT: N/A

25. DUNs Number: 134510648

SECTION II: FSA PRICE LIST

Hourly rates shown are ceiling rates for each labor category at the highest cost location possible.

SIN(s)	LABOR CATEGORY	HOURLY BILL RATE
520-2	Transaction Specialist II	\$179.14
520-2	Transaction Specialist I	\$153.55
520-6	Attorney	\$92.34
520-6	Senior Paralegal **	\$73.36
520-11	Accounting Analyst I	\$58.38
520-18	Research Specialist II	\$69.80
520-18	Research Specialist I	\$67.65
520-2 520-6 520-11 520-18	Senior Program Manager	\$179.14
520-2 520-6 520-11 520-18	Program Manager	\$90.05
520-2 520-6 520-11 520-18	Project Manager	\$73.99
520-2 520-6 520-11 520-18	Program Financial Advisor III	\$179.14
520-2 520-6 520-11 520-18	Program Financial Advisor II	\$153.55
520-2 520-6 520-11 520-18	Program Financial Advisor I	\$116.37
520-2 520-6 520-11 520-18	SME II	\$179.14
520-2 520-6 520-11 520-18	SME I	\$153.55
520-2 520-6 520-11 520-18	Cost Analyst II	\$72.22
520-2 520-6 520-11 520-18	Financial Analyst	\$58.37
520-2 520-6 520-11 520-18	Documentation Specialist **	\$52.21

****NOTE:** Denotes Labor Categories covered under the Service Contract Act (SCA).

Service Contract Act (SCA) Applicable Statement The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Labor Category	AWD Occupation Title	AWD Occupation Code
Senior Paralegal	Paralegal/Legal Assistant IV	30364
Documentation Specialist	Technical Writer II	30462

SECTION III: LABOR CATEGORY DESCRIPTIONS

FSA 00CORP Consolidated Schedule

Education Requirement	Education Substitution
2-year degree	High School Diploma or equivalent + 2 years' additional experience
4-year degree	High School Diploma or equivalent + 4 years' additional experience <u>OR</u> 2-year degree + 2 years' additional experience
Master's Degree	4-year degree + 2 years' additional experience <u>OR</u> 2-year degrees and 6 years' additional experience

SIN 520-2 Transaction Specialist

Transaction Specialist II

Education: 4-year degree in Accounting, Business, Economics, Finance, or related field of study.

Basic Experience: Eight years of experience planning, processing, analyzing, tracking and reporting transactions.

Duties: Senior specialist who assists agencies in all asset resolution related areas including valuation/pricing, portfolio stratification, restructuring, and disposition strategies which best meet agency goals. Makes specific recommendations as to the best execution. Conducts sale or other disposition vehicle. Provides marketing expertise, budget and credit reform analyses.

Transaction Specialist I

Education: 4-year degree in Accounting, Business, Economics, Finance, or related field of study.

Basic Experience: Five years of experience planning, processing, analyzing, tracking and reporting transactions.

Duties: Assists agencies in all asset resolution related areas including valuation/pricing, portfolio stratification, restructuring, and disposition strategies which best meet agency goals. Makes specific recommendations as to the best execution. Conducts sale or other disposition vehicle. Provides marketing expertise, budget and credit reform analyses.

SIN 520-6 Professional Legal Services

Attorney

Education: Law Degree (JD).

Basic Experience: Three years of experience in the field of law. Experience in a Federal Government environment preferred.

Specialized Experience: Experience in professional legal support required for resolution, management and/or disposition of assets held by the Federal Government.

Duties: Assesses legal and regulatory frameworks for business. Performs complex legal research. Prepares draft legal documents, such as motions, briefs, memoranda of law, etc. Screens documents for privilege. Assists government attorneys with all phases of litigation.

Senior Paralegal

Education: 2-year degree, or High School Diploma or equivalent and Paralegal Certificate.

Basic Experience: Three years of experience in legal support.

Specialized Experience: Experience in professional legal support required for resolution, management and/or disposition of assets held by the Federal Government.

Duties: The Senior Paralegal assists attorneys, analyzes and evaluates case files against legal standards. He/she notes and corrects case file deficiencies (e.g. missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney, reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys. A Senior Paralegal gathers, sorts, classifies, and interprets data to discover patterns of possible discrimination activity, interviews relevant personnel and potential witnesses to gather information, reviews and analyzes relevant statistics, performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation, consults with statistical experts on reliability evaluations and may testify in court concerning relevant data.

SIN 520-11 Accounting

Accounting Analyst I

Education: 4-year degree in accounting, business, finance, or related field of study.

Basic Experience: Three years of Accounting/Financial Management experience.

Specialized Experience: Experience in Accounting/Financial Management with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess knowledge of Federal financial and accounting policies and system requirements.

Duties: Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Can provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation. Possess the ability to assess operational weaknesses, perform process improvement analysis, and craft corrective solutions. Is able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Understands the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Completes work within the time frame specified by the client, ensuring that all requirements are met. Is familiar with activity based costing, business case analysis and outsourcing requirements.

SIN 520-18 Independent Risk Analysis

Research Specialist II

Education: 4-year degree.

Basic Experience: Five years of directly related experience in a business or government environment.

Duties: The research specialist supports the mission-oriented process improvement effort of an organization by providing specific technical expertise in the area of research and/or statistics as required by the process owner or project manager. Monitors multiple data elements and sources, and performs metadata analysis, pattern analysis, risk analysis, privacy impact analysis, statistical analysis, notification services and probability analysis. Assists in investigation of circumstances surrounding data breaches or other risks related to intelligence gathering, including digital forensic analysis, collection of evidence regarding data breaches and development of mitigation plan. Conducts research and evaluation projects.

Research Specialist I

Education: 4-year degree.

Basic Experience: Three years of related experience in a business or government environment.

Duties: The research specialist supports the mission-oriented process improvement effort of an organization by providing specific technical expertise in the area of research and/or statistics as required by the process owner or project manager. Monitors multiple data elements and sources, and performs metadata analysis, pattern analysis, risk analysis, privacy impact analysis, statistical analysis, notification services and probability analysis. Assists in investigation of circumstances surrounding data breaches or other risks related to intelligence gathering, including digital forensic analysis, collection of evidence regarding data breaches and development of mitigation plan. Conducts research and evaluation projects.

All SINS (520-2, 520-6, 520-11, and 520-18)

Senior Program Manager

Education: 4-year degree is required. Master's degree and/or PMP certification preferred.

Basic Experience: 10 years of program management experience, including five years of increasing responsibility to include supervisory duties.

Specialized Experience: Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

Duties: Serves as the customer's point of contact and provides program management supervision and guidance for all personnel. Responsibilities include providing advice, organizing, planning, directing, and managing staff to ensure that goals and objectives of complex or high-risk programs, as well as problem resolution and customer satisfaction, are accomplished within prescribed time frames and funding parameters, identifying program requirements; translating the requirements into project plans and milestones; directing and implementing plans; and presenting formal project status/plan briefings to the customer.

Program Manager

Education: 4-year degree is required. Master's degree and/or PMP certification preferred.

Basic Experience: Eight years of program management experience, including three years of increasing responsibility to include supervisory duties.

Specialized Experience: Must be capable of leading projects that involve the successful

management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Project Manager

Education: 4-year degree is required. PMP certification preferred.

Basic Experience: Five years of Accounting/Financial Management experience, including two years of increasing responsibility to include supervisory duties.

Specialized Experience: Experience in the direct supervision of Cost Estimating, Procurement Strategic Planning and Execution, or IT or Business Management.

Duties: Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and insuring that the technical/financial solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

Program Financial Advisor III

Education: 4-year degree is required. One or more related professional certifications preferred.

Basic Experience: Eight years of Accounting/Financial Management experience.

Specialized Experience: Experience in Accounting/Financial Management in a Federal Government environment with a demonstrated ability in areas such as Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Possess a thorough knowledge of Federal financial and accounting policies and system requirements.

Duties: Serves as a lead member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into

executable budgets. Possesses thorough knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensure that tasks are completed in the time frame specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives. Should be familiar with activity based costing, business case analysis and outsourcing requirements.

Program Financial Advisor II

Education: 4-year degree is required. One or more related professional certifications preferred.

Basic Experience: Five years of Accounting/Financial Management experience.

Specialized Experience: Experience in Accounting/Financial Management in a Federal Government environment with a demonstrated ability in areas such as Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Possess a thorough knowledge of Federal financial and accounting policies and system requirements.

Duties: Serves as a member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses thorough knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensure that tasks are completed in the time frame specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives. Should be familiar with activity based costing, business case analysis and outsourcing requirements.

Program Financial Advisor I

Education: 4-year degree.

Basic Experience: Three years of Accounting/Financial Management experience.

Specialized Experience: Experience in Accounting/Financial Management in a Federal Government environment with a demonstrated ability in areas such as Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Possess a thorough knowledge of Federal financial and accounting policies and system requirements. **Duties:** Serves as a member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses thorough knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensure that tasks are completed in the time frame specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives. Should be familiar with activity based costing, business case analysis and outsourcing requirements.

Subject Matter Expert (SME) II

Education: 4-year degree is required. Master's Degree and/or one or more related professional certifications preferred.

Basic Experience: Eight years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

Specialized Experience: Experience in new and related legacy technology directly related to financial systems.

Duties: Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development

methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

Subject Matter Expert I

Education: 4-year degree is required. One or more related professional certifications preferred

Basic Experience: Five years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications.

Specialized Experience: Experience in new and related legacy technology directly related to financial systems.

Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex financial systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, life-cycle management, software development methodologies, and modeling and simulation.

Cost Analyst II

Education: 4-year degree in accounting, business, economics, engineering, finance, or related field of study.

Basic Experience: Five years of cost analysis experience.

Specialized Experience: Experience in cost analysis with a demonstrated ability to supervise and lead a team of analysts.

Duties: Must satisfy all cost analysis activities. Capable of leading a team of cost/junior cost analysts. Ensures that all task requirements have been satisfied. Responsible for reporting status of cost analysis/estimating activities to the Program Manager. Must be knowledgeable of common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Must have understanding of the Office of Management and Budget and Department of Defense cost estimating circulars. May also have knowledge of cost estimating tools such as SEER, ACE-IT or their methodologies.

Financial Analyst

Education: 4-year degree in accounting, business, economics, finance, or related field of study.

General Experience: Three years of Accounting/Financial Management experience.

Specialized Experience: Experience in Accounting/Financial Management in a Federal Government environment preferred.

Duties: Serves as a member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses an understanding of the budget allocation, execution, and administration process. Has the ability to monitor and track obligation and expenditure of funds, detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to decision makers. Must be able to assess products and procedures for compliance with government standards, accounting principles and multi-tiered system application standards. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity based costing, business case analysis and outsourcing requirements.

Documentation Specialist

Education: 4-year degree.

Basic Experience: Three years of experience in technical writing and documentation.

Specialized Experience: Experience in preparing technical documentation, which is to include researching for applicable standards.

Duties: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

SECTION IV: FSA, LLC CORPORATE OVERVIEW

Quality People

Passionate. Professional. Experienced.

FSA employs a diverse range of seasoned and experienced professionals who take great pride and enthusiasm in their work. From administrative and data analysis services to operations management and legal support, FSA recruits, hires and manages a broad range of professionals in numerous skill sets.

Quality Service

Specialized. Supportive. Client-driven.

FSA's core business is deeply rooted in our long-term relationship with the Federal Government. Responsible for more than 1,900 billable positions in nearly 700 government worksites located throughout the United States, Puerto Rico and Guam, our team of professionals possess the insight, experience, and expertise to support the federal, state and local law enforcement agencies in their efforts to serve and protect our nation.

Proven Results

Accountable. Reliable. Efficient.

FSA understands the unique challenges of Federal law enforcement agencies. By pairing innovative thinking with proven industry insight, we collaborate with our clients and partners to produce flexible support solutions that are practical, sustainable, and economical.

Ethics

Principled. Honest. Lawful.

FSA maintains an uncompromising commitment to providing the highest quality people who produce the highest quality programs within the highest ethical framework.

Qualified Candidates with Security Clearances

Accomplished. Skilled. Examined.

FSA understands that good hiring decisions are critical to our success. We take the recruiting process seriously and select only those individuals who meet rigorous security requirements and are motivated to learn, grow, and take pride in a job well done. Our recruitment staff is highly trained and committed to teaming with our customer to provide the most talented resources available. All FSA recruiting and hiring practices are in compliance with EEO (Equal Employment Opportunity) standards and within OFCCP (Office of Federal Contract Compliance) guidelines.

Prompt Candidate Placement

Efficient. Effective. Flexible

FSA understands that customers are often faced with needing immediate candidate placement. To meet those needs, FSA maintains a recruitment database of qualified, pre-screened candidates. FSA confidently provides candidates that are eligible to obtain government waivers to start work pending completion of the full security background investigation. FSA also maintains a database of candidates

with active Secret and Top Secret Security Clearances, all of whom have been verified by our in-house security department.

Employee Benefits

Empowering. Comprehensive. Encompassing.

At FSA we recognize the diverse needs of our employees and we provide an excellent benefits package to ensure those needs are met. These benefits are in addition to the legally required programs, such as Social Security, workers' compensation and unemployment insurance that cover all employees in the manner required by the law.

U.S. Government

Security Requirements

Positions through FSA require a U.S. Citizenship and a 7 to 10 year U.S. Government background investigation for successful placement at any Federal Agency. Applicants are alerted that this investigation will require them to truthfully answer questions related to past illegal drug use, credit worthiness as well as other questions of a personal nature. Irresolvable credit issues and/or any history of illegal drug use are normal disqualifying events. Additionally, FSA participates in E-Verify and will confirm work authorization with the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS).

FSA

Pre-Screening Process

FSA requires all potential employees to meet these U.S. Government rigorous security requirements so they match up to the high standards of our customers. Once a candidate is selected for consideration, they are pre-screened through the FSA Security department to ensure criminal history, drug usage history, and credit history requirements are met. If passed, our selected candidates are then required to obtain fingerprints and submit to a drug test within 48 hours. The selected candidate will also be required to start the full security background investigation processing by completing a U.S. Government security packet through the Electronic Questionnaires for Investigations Processing (e-QIP) tool via the U.S. Office of Personnel Management website.