

# Tips for e-QIP Submissions

## (Transcript)

**Narrator:** This is Mary. A typical security officer going about her normal duties. Yesterday she talked with Susan, a computer programmer going for her first security clearance, and Hank, a program manager who is getting his standard security clearance reinvestigation.

Mary initiated the Investigation Requests using the Joint Personnel Adjudication System, or JPAS, interface with e-QIP. She used the step by step instructions located in the JPAS Desktop Resource on the Defense Security Service, or DSS, website, and found it to be a breeze. At Mary's direction, Susan and Hank logged on to the Office of Personnel Management, or OPM, e-QIP website located at [www.opm.gov/e-QIP](http://www.opm.gov/e-QIP) to fill out their SF86 Personal Security Questionnaire. Mary provided some tips to ensure that their investigations won't be delayed, and stressed many key areas where people in the past have had problems.

Let's take a peak at Susan and Hank and see how they're doing.

**Hank (thinking to himself):** It's that time again... Time to dust off my old security paperwork and update my information.

Let's see... I have the information about the job I was working at in 2000 and I have everything for the last company I worked for, even though the office isn't near my house. I guess I don't need to put anything down for the 6 months I took off to see Europe. I wonder if I have to explain that I physically work 150 miles away from the office and don't commute everyday.

**Mary:** When you are filling out the form make sure that there are no employment or residence gaps. If you were unemployed or had no residence, provide comments in the remarks section. Also, you need

to provide a verifier for any period of self-employment or unemployment. Also make sure you explain any commuting distance discrepancies between employments and residences.

**Hank:** Well, I guess I really should include a remark that I was out of work and traveling for that 6 months. And I should put down Julie's contact information since she was with us during the Europe trip. Also I better explain that commuting distance discrepancy.

**Narrator:** Tip number ten. Ensure there are no employment or residence gaps. If you were unemployed or had no residence, provide comments in the remarks section. Also make sure you explain commuting discrepancies between residences and employments.

**Susan (thinking to herself):** Wow, there sure are a lot of questions on this form.

OK. They're asking for information on where I've lived. Well, I have my current address so that shouldn't be a problem. Going backwards I lived in those apartments over on Hanover and I've got that address. Before that I was sharing a place with Sandra and Sally... now... what was that address?

Well, I'll just put in the street address and city. I'm sure they can figure it out from there.

**Mary's voice:** When you are filling out the form, remember that the city, state, and zip code are required for all residence and employment addresses.

**Susan:** Well, I'd better find and put in that address. I think I've got their phone number around here somewhere.

**Narrator:** Tip number nine. Remember: The city, state, and zip code are required for all residence and employment addresses.

**Mary (talking on the phone):** John. I'm looking through these packages I have for the clearance process for Susan and Hank and I see that Susan is having her initial investigation.

Well, I need to have her scheduled in so your people can do her fingerprint card.

Why? Well, Fingerprint cards are required on initial investigation requests and should be forwarded once the investigation notification status reflects the Personnel Security Investigation is released. I also need to annotate the MNU block in pencil with the same Investigation Request number located on Susan's SF86 and signature pages. That way OPM will be able to retrieve and marry up all of Susan's Investigation documents.

OK. And when that's done make sure that someone hand carries the fingerprint card over to me. The last time we went through this it never got to me and we ended up with problems.

**Narrator:** Tip number eight. Fingerprint cards are required on initial investigation requests The Security Officer will use pencil to annotate the MNU block of the card with the Investigation Request number and then forward the card when the Personnel Security Investigation, or PSI, notification status is listed as "Released PSI."

**Susan (talking on the phone):** John. You are either not at home or you are screening your calls again.

Why am I calling?

**Mary:** If separated from your spouse, provide a separation date and current or last known residence of your spouse.

**Susan:** I'm looking for Wally's address. I don't really want it but it seems that I need it for this paperwork I'm filling out. I have the date we separated but I don't have an address for him. Can you give me

his new address? I know he was living with you for awhile when the separation paperwork was going through. If you don't get back to me by tomorrow I'm going to just give your address as his last known residence.

**Narrator:** Tip number seven. If separated from a spouse, provide a separation date and current or last known residence of the spouse.

**Mary (on the phone):** Valerie, I'm looking at your paperwork and I think there's a problem.

Well, I see that when you signed your Personnel Security Questionnaire, or PSQ, form, you signed it as Lucy Valerie Smith. But when you signed your release form you signed it as Val Smith. I know that most people call you Valerie but you need to sign the form with your full legal name. I need you to come back in and sign the release form again.

Also I need to make sure that the Investigation Request numbers on your SF86 and the signed signature pages match. That is how OPM matches everything when they begin the investigation. Great, we'll see you in an hour.

**Narrator:** Tip number six. Ensure your signature is legible and matches on the Personnel Security Questionnaire and release documents. The Investigation Request numbers on the SF86 must match those on the signed signature pages.

**Susan (thinking to herself):** They sure want to know a lot of stuff about me ... Ok. Now they want to know about the money I owe to people. Let's see. I've got the paperwork for that time when Wally and I had to file for bankruptcy but I wonder if I need to say anything about the money I'm still paying that debt consolidation company?

**Mary:** List financial difficulties and delinquencies. Provide comments

in the remarks section if needed.

**Susan:** I guess I'll include the info for each of these. It might help to get the clearance done faster if they don't have to ask me these questions later.

**Narrator:** Tip number five. List financial difficulties and delinquencies. Provide comments in the remarks section if needed.

**Hank (thinking to himself):** Well, I'm sure I have that number around here somewhere.

... I know that I have that Selective Service number around here somewhere.

... I know I have my card around here somewhere.

... Why do I even have to do this?

**Mary:** Hank, since you were born after 1959, you must enter your Selective Service registration number on the form. If you have any questions or if you can't find your number, just go to the Selective Service System website at [www.sss.gov](http://www.sss.gov).

**Hank:** That's right. I can go to [www.sss.gov](http://www.sss.gov) if I can't find my number!

**Narrator:** Tip number four. If you are a male born after 1959, you must enter a Selective Service registration number. Check with [www.sss.gov](http://www.sss.gov) for more information.

**Susan (thinking to herself):** I've got the information for Mom and Dad, and my siblings Napoleon, Kip, and Trisha. So my brothers and sister are covered. My stepbrother Theodore's information was put in earlier so that's covered.

Hmm! I wonder if I need to list my boyfriend Brian since we are living together now.

**Mary:** Remember to include all relatives as requested on the SF86, to include adults currently living with you.

**Susan:** I guess I better list all of Brian's information since he is an adult that I'm currently living with.

**Narrator:** Tip number three. Remember to include all relatives as requested on the SF86, to include adults currently living with you.

**Mary (talking on the phone):** Susan, this is Mary in Security. I'm trying to get you and Hank back in so we can review your form.

Well, I normally like to review the form with the person before we finish the signatures and put the package together. Do you think you'll have all of your information gathered and your form finished by Tuesday?

Great. How about you bring all of your paperwork over to my office and we'll meet at 8 o'clock? Will that work?

Shouldn't take long. No more than an hour. I have Hank scheduled for 9 o'clock the same day. See you then.

**Narrator:** Tip number two. Have your Security Officer review the form for accuracy.

**Narrator:** Mary had her meetings with both Hank and Susan. And during her review with each of them, she reminded each that they are required to read the entire form thoroughly and answer truthfully.

**Narrator:** Tip number one. Read the entire form thoroughly and answer the questions truthfully.

Ensure there are no employment or residence gaps. If you were unemployed or had no residence, provide comments in the remarks section. Also make sure you explain commuting discrepancies between residences and employments.

Remember: The city, state, and zip code are required for all residence and employment addresses.

Fingerprint cards are required on initial investigation requests. The Security Officer will use pencil to annotate the MNU block of the card with the Investigation Request number and then forward the card when the Personnel Security Investigation, or PSI, notification status is listed as "Released PSI."

If separated from a spouse, provide a separation date and current or last known residence of the spouse.

Ensure your signature is legible and matches on the Personnel Security Questionnaire and release documents. The Investigation Request numbers on the SF86 must match those on the signed signature pages.

List financial difficulties and delinquencies. Provide comments in the remarks section if needed.

If you are a male born after 1959, you must enter your Selective Service registration number. Check with [www.sss.gov](http://www.sss.gov) for more information.

Remember to include all relatives as requested on the SF86, to include adults currently living with you.

Have your Security Officer review the form for accuracy.

Read the entire form thoroughly and answer the questions truthfully.