

Electronic Questionnaire for Investigations Processing (e-QIP) Tip Sheet

*****BE ADVISED*****

- You MUST follow the instructions provided in this document in addition to the instructions provided in the SF 86 e-QIP application.
- Failure to follow the instructions provided in this document may result in your submission being rejected back to you to be redone.
- It is recommended that you review all pages of this document prior to CERTIFYING your SF 86 e-QIP.

Upon receipt of a registration code (emailed to you from 'do-not-reply@e-qip.opm.gov'), log into e-QIP at <https://www.opm.gov/investigations/e-qip-application/> and follow these steps:

- 1) At the e-QIP Application webpage, click on 'Enter e-QIP Applicant Site'.
- 2) The next page should display three green check marks indicating Web Browser compatibility; scroll down and click 'Continue'.
 - a. If you cannot proceed past this webpage:
 - i. Click "Tools", select "Internet Options"
 - ii. Click the "Advance" tab, scroll to the bottom and click on "TLS 1.0"
 - iii. Click "Ok"
 - iv. Attempt to access the e-QIP site again
 - b. If this does not work, try a different web browser (such as Internet Explorer, Mozilla Firefox, Google Chrome, etc.)
- 3) You will be required to create a Username and Password to begin registration
- 4) At the "golden questions" screen, you'll be asked to enter the registration code emailed to you from 'do-not-reply@e-qip.opm.gov.' NOTE: Use the most recent code received as previous registrations from earlier investigation periods are not valid.

e-QIP Tips

General Information:

- ADDRESSES

Complete physical addresses are required. **P.O. Boxes are not acceptable.** All addresses must include address designators (Blvd, St, Dr, Rd..etc) and suffix (NE, SW, SE, NW): *OPM is NOW requiring a COMPLETE street address or it will be rejected. OPM NO longer accepts addresses that are partial, they MUST be 100% complete (include the designator AND suffixes) or it will be rejected.

- SNL NM & CA WORK LOCATIONS

Include the building and room number with the physical address.

- MIDDLE NAMES

If you cannot provide the middle name or initial, then leave the field blank and select "NMN"

from the drop down menu. Do the same for when you put an initial and select “initial only” from the drop down menu.

- Responses such as “I don’t know”, “None”, “N/A”, and “Unknown” are not valid without a comment that explains the inability to provide the requested information.

Sections 1-4: Identifying Information:

- NAME (Last, First, Middle)
The name entered here must match DOE’s records.
- COUNTY (not COUNTRY)
For cities within counties, make sure to also include the county name.
 - For Washington, DC, input “Washington” for the city, leave the county blank, input “DC” for the state.

Section 5: Other Names Used

- If applicable, include maiden names and names from all former marriages.
- Include any/all nicknames or initials that you have used for official purposes or legal signatures.
- Married/Divorce: For any marriage where you did not take your spouse’s last name, add an entry (and a comment) to show that your name was not changed upon marriage.
- Do not leave gaps in dates. Provide entries for all names used from DOB to the date you started using your current name, even if you must provide multiple entries for a name.

Section 7: Your Contact Information

- HOME TELEPHONE NUMBER
This should reflect your primary contact number. It does not have to be a landline.

Section 8: U.S. Passport

- LOST PASSPORTS
Enter “000000000” for the passport number and provide a comment explaining you lost it.

Section 11: Where You Have Lived (No P.O. Boxes)

- PERSON WHO KNEW YOU
You must include their address & phone number. If you do not know your neighbors, you may list someone else who can verify the residence. Do NOT list your spouse, cohabitant, relatives (blood or law), or anyone you list as a reference in Section 16. If the address is a dormitory, provide the school’s physical address and then add the hall name and dorm numbers next to it. (any information that cannot be recalled, provide a comment). Include the street designators (examples: Blvd., Ave., SE, NW)

Section 12: Where You Went To School (NO P.O. Boxes)

- ADDRESSES
Provide a complete physical address (preferably for the Admissions Office. “1 University” is NOT valid). Any address that is not a complete physical may get rejected. If you require assistance with this, please contact the university.

- For the University of New Mexico you may use 1924 Las Lomas Rd. NE Albuquerque, NM 87131.
 - For New Mexico State University you may use 1780 East University Ave., Las Cruces NM 88003
 - For CNM main campus building you may use the following address – E Building, 525 Buena Vista Dr. SE, Albuquerque, NM 87106
- PERSON WHO KNEW YOU
This is required for education in the last 3 years. You may use a professor, using the college address and phone number for their contact information.
 - *Correspondence/Distance/Extension/Online Schools*
A verifier is required. List someone who has knowledge of your receiving this education (friend, family, coworker, etc.) DO NOT put someone you listed in section 16.

Section 13A: Employment activities/Employment & Unemployment Record (No P.O. Boxes)

- SNL EMPLOYMENT
 - EMPLOYMENT ACTIVITY: Sandia National Labs is a Federal Contractor (applicable to all employees, contractors, consultants, and students).
 - EMPLOYER ADDRESS: Use the following.
Sandia/NM: 1515 Eubank Blvd. SE, Albuquerque, NM 87123
Sandia/CA: 7011 East Avenue, Livermore, CA 94550
 - TELEPHONE NUMBER (for both NM & CA): 505 845 9400.
 - SUPERVISOR ADDRESS: Must be a complete physical address, with building and room number.
Sandia/NM: 1515 Eubank Blvd. SE, Building __/Room__, Albuquerque, NM 87123
Sandia/CA: 7011 East Avenue, Building __/Room__, Livermore, CA 94550
- CONTRACTORS/CONSULTANTS
In a comment, provide your Sandia Supervisor's name and contact information (address, building and room number, phone number).
- UNEMPLOYMENT
This requires a person who can verify you were not working, such as a relative or roommate. Do not use the Department of Labor.
 - STUDENTS are considered unemployed unless you had a job.

Section 14: Selective Service Record

- If applicable, include your Selective Service Number. To obtain your Selective Service Number, contact Selective Service at 1-847-688-6888 or find the information online at <https://www.sss.gov/RegVer/wfVerification.aspx>.

Section 16: People Who Know You Well

- Do not list your spouse, former spouse(s), relatives (blood or law), or anyone listed elsewhere on the form.

- The people you list must cover, collectively, 7 years.
- When listing someone who works for SNL, you may use their work addresses:
Sandia/NM: 1515 Eubank Blvd. SE, Building __/Room__, Albuquerque, NM 87123
Sandia/CA: 7011 East Avenue, Building __/Room ____, Livermore, CA 94550

Section 17: Marital Status:

- MARRIED
If your spouse did not take your married name, add a comment stating this. Otherwise list an entry for spouse's maiden name under Other Names Used.
- SEPERATION
If you are not legally separated from your spouse, you must leave the status as married but provide a comment that you are not legally separated but have not been together since "date"
If you are legally separated, be sure to provide the location of the separation records.
- FORMER SPOUSES
All former spouses must be included whether living or deceased, and regardless of timeframe. Provide complete information (such as current address, telephone number, etc.)
Provide the comment "Not in contact" for each former spouse you do not have contact with.
- COHABITANTS
Do NOT list your spouse or relatives. By DOE definition, a Cohabitant is someone with whom you are cohabitating, have a spouse-like relationship with, but are not married to.

Section 18: Relatives

- PLACE OF BIRTH
Now required for each relative.
- CITIZENSHIP DOCUMENTATION (for foreign born relatives)
 - For relatives that were born to military parents on a U.S. Military Base that is overseas, check "Other" and add a comment "U.S. Citizen born in the U.S. or on U.S. Territory."
 - For relatives that were born abroad (e.g., born to U.S. parents, but parents were traveling overseas on vacation) the comment should be "U.S. Citizen born abroad," in which case citizenship document information is required.
 - For relatives that are naturalized citizens, passport information is acceptable.
- ADDRESSES
If your relatives live somewhere without complete physical addresses, you may provide a complete physical address for their work place or directions to their home.
- If you cannot provide information on a relative, see "General Information" on page 2 of these instructions.
- Addresses must include street designators (ex: Rd., Blvd., St., NE, SW...etc.)

Section 20C: Foreign Travel

- List all Foreign Countries you have visited in the last 7 years.
- Foreign travel solely for U.S. Government business with no associated personal trips may be omitted. *Note: For Federal government employees and contractors, foreign travel is considered*

'official U.S. Government business' only if specific U.S. Government agency orders have been issued and can be produced (this is not common). All Sandia business foreign travel must be listed. When in doubt, list the travel.

- TRAVEL THAT INVOLVES MULTIPLE COUNTRIES (such as cruises)
You must provide individual entries for each country.
- *DO NOT select "Many short trips" as OPM/DOE does not allow this, you must list each visit separately*
- If you list conferences or seminars you attended in section 20B, you are required to put those visits in 20C.

Section 25: Investigations and Clearance Record

- "HAS THE U.S. GOVERNMENT EVER INVESTIGATED YOUR BACKGROUND?"

Answer "Yes" if the U.S. Government has previously investigated your background for a security clearance; also see additional points below. If this is not applicable, answer "No" and proceed to the next step.

- INVESTIGATING AGENCY
U.S. Office of Personnel Management is the investigating agency for DOE "Q" and "L" clearances.
- DATE INVESTIGATION WAS COMPLETED
Provide/approximate your last investigation date
- NAME OF AGENCY THAT ISSUED THE CLEARANCE
This information is not required.
- DATE GRANTED
This information is not required. You may check the "I don't know" box.

Section 26: Financial Record

Credit checks are a required part of the clearance investigation process. Failure to allow the necessary credit checks will result in DOE terminating further clearance processing. If you have "frozen" or otherwise blocked access to your credit information, you must temporarily remove that restriction for a period of 40 calendar days upon receipt of this message. Before reinstating the restriction, you are advised to contact the NNSA Office of Personnel and Facility Clearances and Classification helpdesk at 505-845-4636 to inquire if the necessary credit checks have been completed.

- If you answer "Yes" to any questions in this section, you must provide all information requested (Company Name, Account Number (s), Address, Amounts, etc.).
- P.O. Box addresses are allowed in this section only.

Certify/Validate Your e-QIP

WARNING

Once you certify your e-QIP submission, you will no longer be able to alter the information you've provided. Make sure you have followed all previous instructions before Certifying.

Archival Copy (Step 2 of 4 of the e-QIP Release Process)

You may print a copy of your e-QIP by clicking on the 'Display the Archival Copy of this Investigation Request for Printing' link.

It is highly recommended that you retain an archival copy for your personal records.

Complete e-QIP Signature Pages (Step 3 of 4 of the e-QIP Release Process)

All forms will be digitally signed in e-QIP. However, if you are briefed into a DOE SAP, then you must print and sign all signature pages and deliver them to the SNL clearance office located in IPOC next to the Badge Office. For questions please email clearance-nm@sandia.gov

- **Certification That Answers Are True (after you sign this form, a date stamp is created and we are required to send it within 6 days, to DOE)**
- **Authorization for Release of Information**
- **Medical Release of Information (only required if you answered "Yes" to section 21)**
- **Fair Credit Reporting Disclosure and Authorization**

Release Request to Agency (Step 4 of 4 of the e-QIP Release Process)

Click "Release Request/Transmit to Agency." Then click "OK." Your packet is not "released" until you see the "Your Investigation Request has been released" confirmation message.

- If you have not done so already, meet with your manager and submit the [PERSEC F 5633.33 NNSA Clearance Action Request](#) form, immediately to the clearance office at clearance-nm@sandia.gov. Failure to do so will cause delay in the processing.