Sandia National Laboratories

Electronic Application (eApp) SF-86 Tip Sheet

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

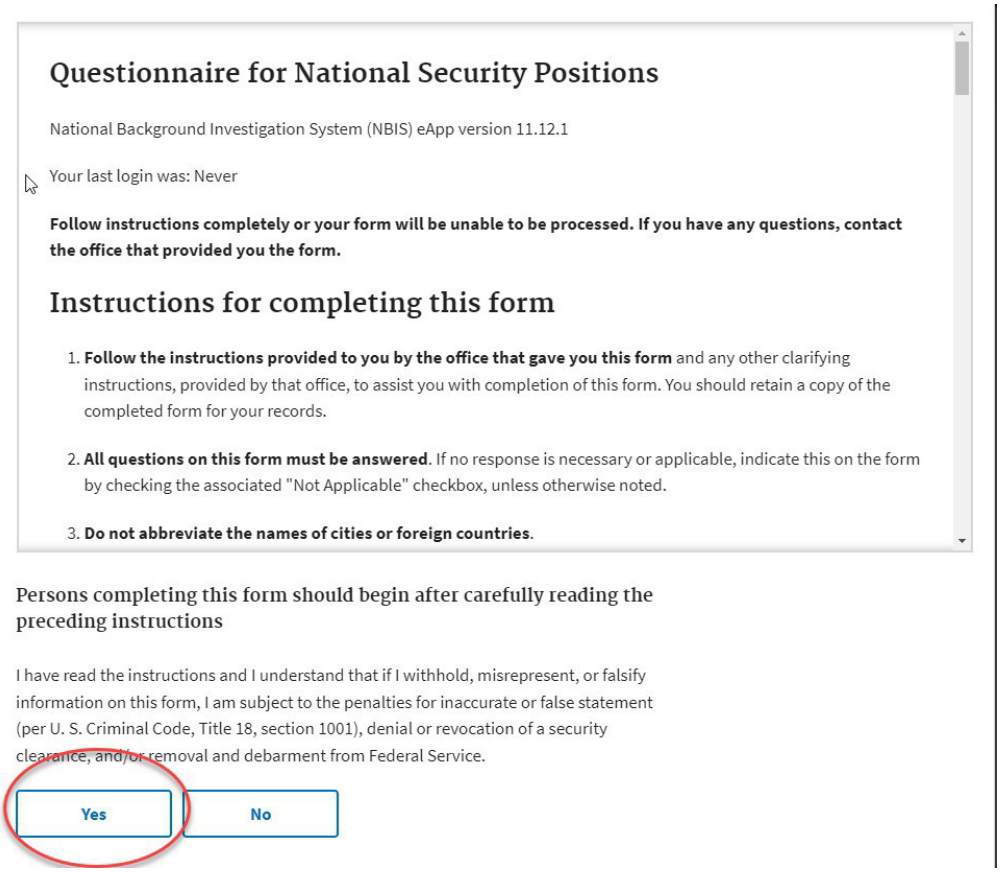
- You MUST follow the instructions provided in this document in addition to the instructions provided in the SF-86 eApp application.
- Failure to follow the instructions provided in this document may result in your submission being rejected back to you for resubmission.
- It is recommended that you review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

Ensure ALL other clearance tasks are completed before submitting the eApp.

Upon receipt of the NBIS and OKTA emails (emailed to you directly from NBIS and OKTA donotreply@nbis.mil and donotreply@okta.mil), access the NBIS website at https://myinvestigation.nbis.mil/subjectportal/ and follow these steps:

1) The first email will provide your username. The second email will provide a temporary password. Enter the temporary password provided from the email and click "Continue."
2) You will then be prompted to create a new password. After you have created a new password, you'll then log in with the user id and new password you created.
3) You will then be sent a onetime passcode to your email (Note, there is a lag when you receive the passcode, be patient and do not click resend code too soon.)
4) You will click the link under My Forms-Form Name

5) You will then be taken to an informational page:



Select Yes after reading the instructions.

6) Complete the eApp as instructed.

*If you have already logged into NBIS eApp previously, please log in with your username and password you created.

*If you get locked out of your eApp, contact the clearance office at clearance-nm@sandia.gov.

*For all other eApp issues, contact the NBIS helpdesk at dcsaakc@mail.mil or 878-274-5091.

eApp Tips

General Information:

- REINVESTIGATIONS
  Ensure you remove all pre-existing information that is outside of the timeframe indicated in each section of the eAPP. Remove any residence or employment that is outside of 10 years and any foreign travel outside of 7 years.
- ADDRESSES
  Complete physical addresses are required. P.O. Boxes are not acceptable All addresses must include street designators (Blvd, St, Dr, Rd..etc) and suffix (NE, SW, SE, NW): *DCSA requires a COMPLETE street number and street address, or it will be rejected.
- 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 when you put in an initial and select "I.O." 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: Information about you

- FULL LEGAL NAME (Last, First, Middle)- please include any suffixes (e.g., Jr., II, IV, Sr.) The name entered here must match DOE's records.
- For cities within counties, make sure to also include the COUNTY (NOT COUNTRY) name.
  - For Washington, DC, input "Washington" for the city, leave the county blank, input "DC" for the state.

Other names used

- If your passport lists another name than what is provided in Section 1, you must add it in this section.
- If applicable, include maiden names and names from all former marriages.
- Include an entry for any/all nicknames or initials that you have used for official purposes or legal signatures.
- 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.

Your Contact Information

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

Section 2: Your History

Where You Have Lived (No P.O. Boxes)

- A linear timeline is necessary. If there are overlapping dates, you must provide an explanation as to why there is an overlap in residences.
- PERSON WHO KNEW YOU

You must include the complete first and last name, their physical street 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, or anyone listed in the "People who know you well" section. If the address is a dormitory, provide the school's physical address (any information that cannot be recalled, provide a comment). Include the street designators (examples: Blvd., Ave., SE, NW)

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 (HR Records for both NM & CA): 505-845-9400.
  - SUPERVISOR ADDRESS: Must be a complete physical address: Sandia/NM: 1515 Eubank Blvd. SE, Albuquerque, NM 87123 Sandia/CA: 7011 East Avenue, Livermore, CA 94550

- UNEMPLOYMENT You cannot have overlapping dates of employment and unemployment. Entries require a person who can verify you were not working, such as a relative or roommate. Do not use the Department of Labor and do not add anyone that is already listed under "People who know you well".
- If you work(ed) for the same employer but have had different physical locations, you will need to provide separate entries for employment activities with the same employer but having different physical addresses". i.e., you worked with your employer but then worked remotely due to COVID, those would be separate entries.
- Do NOT select yes to having a different physical location then your employer if you worked onsite.
- If you are a high school or college student who is not employed- add an unemployment entry

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. Provide the complete name of the school (no acronyms).
- If you require assistance with this, please contact the university or click here: https://ope.ed.gov/dapip/#/home
  - 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 87106If you did not attend school in person, then select

"Correspondence/Distance/Extension/Online Schools".

- PERSON WHO KNEW YOU
  A verifier is required for education in the last 3 years. A verifier is required. List someone who has knowledge of your receiving this education (Professor, friend, family, coworker, etc.) DO NOT put someone you listed in the "People who know you well section. You must provide your verifiers complete physical street address and phone number, you CANNOT select "I don't know" for their address and phone number. If you use a professor, you can use the college address and phone number for their contact information.

Section 3: Relationships

Marital & Relationship 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.
- COUNTY- you must list the County of birth for your spouse.
- SEPARATION
- 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.
- If you are not legally separated do not select "Yes" where it asks "Are you separated?" This is referring to legal separation.
- FORMER SPOUSES
- All former spouses must be included, living or decease, 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, children, 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.

Relatives

- You need to add an entry for Mother and Father and if you are married, Mother and
- Father-in-Law. If you do not know the information, you need to answer "YES" to "Do you have an additional relative to enter", click next, and then add an entry for the appropriate relative. Do not check the box that says "I don't know" as this does not create the actual entry. You will then need to enter all information that is known, or type "UNKNOWN" for what you don't know and put in a best guess for DOB and POB and then provide a comment/explanation as to why you don't have the information. This is the only way DOE will accept the entry.
- You must provide an entry for all applicable relatives regardless of their living status or your relationship to them.
- PLACE OF BIRTH
- Now required for each relative. For anything that is unknown, they need to type in "Unknown" and provide a comment/explanation as to why you don't have the information.
- DATE OF BIRTH

- Actual DOB must be provided or a comment as to why this is an estimated date. If you do not know, you need to provide a best guess for a DOB, then provide a comment/explanation as to why you don't have the information.
- 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. It is ok to select
  - "Other", list their current US Passport number and provide a comment/explanation that simply states "US Passport".
  - For relatives that are naturalized citizens, passport information is acceptable.
  - For Naturalization information, list the U.S. District Court for the City/State of where the form was issued. As necessary, search the court name in Google Maps to locate the address.
  - ADDRESSES
  - If your relatives live somewhere without complete physical addresses, you may provide a complete physical address for their workplace or directions to their home.
  - If relative is estranged, deceased or information is unknown, add an entry with comments. Do NOT select "I don't know" for your relatives address as any comment provided will disappear. Rather put "Unknown" in the street line and provide a comment as to why you do not have the information.
  - Addresses must include street designators (ex: Rd., Blvd., St., NE, SW...etc.)

People Who Know You Well

- Your references cannot be your spouse, former spouse, other relatives, or anyone listed elsewhere on this form. The references listed must collectively cover 7 years.
- You must provide the individuals complete name, phone number, and physical street address.
- When listing someone who works for SNL, you may use their work addresses: Sandia/NM: 1515 Eubank Blvd. SE, Albuquerque, NM 87123 Sandia/CA: 7011 East Avenue, Livermore, CA 94550

Section 4: U.S. Passport

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

Section 5: Military History 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/verify/. If your record cannot be found then provide an explanation as to why you did not register for the selective service. You can gather more information for this by calling Selective Service at 1-888-655-1825.

Section 6: Foreign Associations

Foreign Travel

- List all Foreign Countries you have visited in the last 7 years.
- International official travel conducted for Sandia National Laboratories (i.e., contractor travel funded by the U.S. Government to a foreign country) is not required to be listed provided no personal side trips occurred, to include tours or other excursions outside of official business that would be considered "tourism."
- Travel that involves multiples countries must be listed (i.e., cruise). You must provide individual entries for each country.
- If you select "other" as the reason for travel, you must provide a comment.
- If you traveled to a foreign country to attend school, then you will need to add that schooling to section 12. If you went to the foreign country for schooling purposes like a field trip, then provide a comment to state that.
- If you have a continuous period of travel to a single country over a period of time more than a few months, you can mark "many short trips" and give a chunk of time. For example, if you have family in Mexico and go visit several times over the course of 5 plus years.

Section 7: Financial Record

- If you answer "Yes" to any questions in this section, you must provide all information requested (Company Name, Account Number (s), Address, Amounts, etc.).
- You may pull a free credit report from this site, that won't affect your credit score - http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre34.shtm

Section 8: Substance Abuse

- For any unknown information, be sure to provide explanations.

Section 9: Investigative and Criminal History Investigations and Clearance Record

- "Has the U.S. Government ever investigated your background?" If yes:
  - INVESTIGATING AGENCY
  - U.S. Office of Personnel Management is the investigating agency for DOE "Q" and "L" clearances.
  - You may check the "I don't know" box as necessary

Section 10: Psychological and Emotional Health

- If you answer, yes to any of these questions you are required to sign the medical release form.
- Ensure you provide street addresses for any addresses given.

Submit Your eApp

WARNING: Once you certify your eApp submission, you will no longer be able to alter the information you've provided. Make sure you have followed all previous instructions before certifying.

Complete eApp Signature Pages

All forms will be digitally signed and automatically attached to your eApp

- Certification that answers are true (after you sign this form, a date stamp is created, and we are required to send it within 6 calendar 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

After about 45 sections, you can download a copy:

Archival Copy

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

You may now submit your eApp. It is highly recommended that you retain an archival copy for your personal records!

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