

LISTING EXPECTED ATTACHMENTS

To create your list of expected attachments, go to the pull-down menu and select "Expected Attachments" and then "Go." This will appear automatically if you complete the SF-86 questions in sequence. This screen allows you to create, delete, and edit a list of expected attachments that you will send with your request. You MUST write your Social Security Number on every attachment.

CERTIFYING YOUR DATA

When you have completed the SF-86 and you are ready to submit, select the "Certify That My Answers Are True" command from the Navigation Bar. Follow the instructions on the 'Certify' screen. After certification, your answers to the questionnaire will be locked and unavailable for editing. Select "Display" to generate a printable PDF copy of your SF-86, release forms, and certification statement. **If an error occurs due to a compatibility problem with Adobe, take your cursor and right click on the "Display" command. Choose "SAVE AS" to save it to your hard drive or a floppy disk. Reopen the file from that location to PRINT a copy. YOU ARE REQUIRED TO PRINT THE RELEASE FORMS AND THE CERTIFICATION STATEMENT.** Sign the Release Forms and Certification Statement and return the originals to your agency. The next time you need to access E-QIP, most of your data will re-populate into the questionnaire. This will eliminate the need to start over from the beginning.



WEB BROWSER REQUIREMENTS

If you are using Microsoft Internet Explorer (IE), you must have version 5.5 or later, with Service Pack 2 installed. The Internet options must be set to enable JavaScript, Cookies, TLS 1.0, and Scripting. Go to *Tools, Options*, and the 'Advanced' tab to verify. E-QIP is also compatible with Netscape Navigator 6.1 and higher.

QUESTIONS? CONTACT:

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Electronic Questionnaires for Investigations Processing (e-QIP)



Version 1.06
Developed by the U.S.
Office of Personnel
Management,
Investigations Service



APPLICANT REFERENCE GUIDE

GETTING STARTED

1. Read this entire brochure.
2. Turn on your computer and allow Windows to load.
3. Open your internet browser and enter the following URL:
www.opm.gov/e-qip/
4. The e-QIP Gateway Page will appear. Click the **e-QIP Applicant Site** link.
5. A 'browser checker' utility will appear and test your computer for e-QIP compatibility. Click the 'continue' button to proceed to the application.
6. A 'Security Alert' box will appear. Click "Yes" to proceed.
7. The e-QIP Welcome Screen will appear. Enter your Social Security Number and click "Submit" to logon.
8. Answer the three default Golden Questions and then create new Golden Questions & Answers according to the instructions in this brochure.

9. Click the "Enter Your Data" link.
10. Complete and save the SF-86.
11. Validation of your data will occur after every screen save.
12. Certify/Submit your form when complete; Print out your release/certification forms.
13. If your form is rejected by the reviewing agency, you will have a menu option to 'Display Previous Rejection Comments'.

CHOOSING YOUR GOLDEN QUESTIONS / ANSWERS

It is YOUR RESPONSIBILITY to provide Golden Questions to uniquely identify you.

Golden Questions help the e-QIP system verify your identity. We suggest creating questions concerning different periods in your life. **PLEASE REMEMBER THAT IT MAYBE YEARS BEFORE YOU RETURN TO THE E-QIP SYSTEM!** Make sure you create questions you can still answer in the distant future. You must provide three Golden Questions. Enter each Question and Answer accordingly, providing non-blank answers for each question. You can view your answers by checking the "Allow me to see my Golden Answers" box.

ENTERING YOUR DATA

You must read the instructions on the "Form Completion Instructions" screen and the Executive Order 12968 disclaimer prior to entering your data. Indicate that you have read them by clicking the corresponding buttons. You may use the 'Navigation pull-down menu' to go to any question, in any order.

If you have not answered the questions appropriately, a "Validation Results" screen will appear after you try to SAVE. You must correct this data to proceed by scrolling to the appropriate field and editing. Click SAVE at the bottom of the page to save your changes. For validation "Warning" messages, you may either provide the requested information or click the EXPLAIN button to explain why the information cannot be supplied. Click the SAVE button to save your changes. If you want to start over on a screen, click the RESET THIS SCREEN button prior to clicking the SAVE button.

DISPLAYING YOUR DATA

When you are ready to display/print your SF-86 in e-QIP, select the "Display" command from the top banner. A new browser will appear using Adobe Acrobat Reader where you can select "File" and then "Print." You can also "Save" your SF-86 to a floppy disk. **If an error occurs due to a compatibility problem with Adobe, take your cursor and right click on the "Display" command. Choose "SAVE AS" to save it to your hard drive or a floppy disk. Reopen the file from that location to PRINT a copy.**

