

For: FFAS HRD, State Office Human Resource Employees, and County Offices

**Interim Procedures for Office of Personnel Management (OPM) Electronic Questionnaire
Investigation Processing (eQIP)**

Approved by: Deputy Administrator for Management



1 OPM eQIP Investigation Processing

A eQIP System Investigation Processing

OPM’s eQIP automated background investigation processing system is utilized to submit documentation for determining the suitability for employment for applicants, employees, and non-employees for the federal government.

Currently, OPM has taken the eQIP system offline for security enhancements. OPM has taken this step proactively, as a result of a comprehensive security assessment, to ensure the ongoing security of the network. During the interim, procedures will be adjusted to continue the onboarding of applicants and non-employees.

To execute the security enhancements, OPM expects the system to be down for an extended period of time. OPM recognizes and regrets the impact on both users and agencies and is committed to resuming this service as soon as possible.

B Notification of Investigative Documents Required by the Emergency Preparedness Division (EPD)

When an individual has been identified as requiring a background investigation in eQIP, the current procedure is for EPD to provide a link to the OPM eQIP system for completion of the background investigation questionnaire. EPD will continue to provide instruction for submission of investigative documents with the following adjustments.

Disposal Date	Distribution
October 1, 2015	FFAS HRD and State Office Human Resource employees; State Offices relay to and County Offices

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1 OPM eQIP Investigation Processing (Continued)

B Notification of Investigative Documents Required by EPD (Continued)

In lieu of the OPM eQIP link to the appropriate investigative form, EPD's notification for investigation will contain a link to the standard form (SF) for the designated risk level of the position. The link to the appropriate security questionnaire for each position will be provided as follows:

- Low Risk Positions: SF-85, Questionnaire for Non Sensitive Positions, located at http://www.opm.gov/forms/pdf_fill/sf85.pdf.
- Moderate and High Risk Positions: SF-85P, Questionnaire for Public Trust Positions, located at http://www.opm.gov/forms/pdf_fill/sf85p.pdf.
- National Security Positions: SF-86, Questionnaire for National Security Positions, located at http://www.opm.gov/forms/pdf_fill/sf86.pdf.

Effective immediately, EPD will review all required documents, to include the PDF version of the proper SF-85, SF-85P, or SF-86, as applicable, submitted for approvals to work, in lieu of the electronic eQIP forms.

Post approval to work guidance will be provided to affected new applicants, employees, and non-employees when eQIP submissions resume or hard copy submission instructions of the SF-85, SF-85P, and SF-86 questionnaire become available.

C Current Pending Security Questionnaires in eQIP

Many individuals have recently accessed, but not completed eQIP, and therefore, have security questionnaires in progress at this time. The following is provided for guidance due to the unavailability of eQIP:

- for applicants who are currently undergoing the onboarding process, approvals to work will be provided without the eQIP signature forms, after all remaining required documents have been obtained by EPD, and fingerprint results have been reviewed for approval to work notifications, and
- for current employees and non-employees, investigation instructions will be provided at a later date to complete the appropriate investigation required for the current position.

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1 OPM eQIP Investigation Processing (Continued)

D Contacts

For questions regarding this notice contact either of the following:

- Rob Haughton, EPD Director, by either of the following:
 - e-mail to **robert.haughton@wdc.usda.gov**, or
 - telephone at 202-720-0135, **or**
- EPD customer service help line by either of the following:
 - e-mail to **RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov**, or
 - at telephone at 202-720-7696.