

INTERIM PROCEDURES DURING SUSPENSION OF E-QIP

EXECUTIVE SUMMARY

These interim procedures provide guidance and outline the personnel security process during the temporary suspension of e-QIP for background investigations.

Purpose

The purpose of these interim procedures is to ensure background investigations of Fiscal Service employees and applicants are consistent with federal regulations and interim guidelines issued jointly by the Office of Personnel Management and the Office of Director of National Intelligence.

Scope

These interim procedures apply to all applicants, employees, contractors, volunteers, and any other designation requiring a background investigation for Fiscal Service employment or access.

References

- OPM/DNI Memorandum, "Interim Procedures during the Temporary Suspension of e-QIP", dated July 2, 2015.

Duration

The process and procedures outlined in this guidance are cancelled upon official notification from the Office of Personnel Management that e-QIP is back on line and operational.

Process

- During the temporary shutdown of e-QIP, Fiscal Service has been directed to utilize paper versions of the background investigations forms, the SF-85, SF-85P, and the SF-86.
- The hiring and screening of applicants will continue as prior to the shutdown of e-QIP with minor modifications to the process.
- Based on the OPM's interim guidance, the personnel security office instructs a candidate/contractor to fill out the paper version of the investigative form (SF85/85P/86), once it is completed and returned to the requesting security office for review, the investigation is considered **initiated**. The applicant/contractor will still be required to input their information in e-QIP when it becomes operational.
- As in the past, once Human Resources makes a tentative offer to an applicant and sends Personnel Security the information, Personnel Security will send the applicant an email with instructions about fingerprinting and the required forms to be completed. **Instead of a link to e-QIP, the applicant will be sent the appropriate background investigation form in pdf form.**
- The applicant must be fingerprinted and return the completed forms to Personnel Security. Forms can be returned by facsimile or the US mail. They are advised to keep a copy in order to complete e-QIP at a later date.
- Personnel Security must retain a copy of the subject's hard copy SF 85/85P/86 until the investigation is eventually initiated and submitted in e-QIP.

- o OPM and ODNI are aware that the temporary suspension of e-QIP will impact Periodic Re-investigations (PR). Currently there is no solution for the impact of overdue PRs. Periodic Re-investigations can be initiated after e-QIP becomes operational again.
- o As Fiscal Service is a Delegated Investigative Agency, investigators at agencies with delegated investigative authority can utilize the hardcopy forms to begin investigation. At this moment, there is no decision on whether the information on the hard copy forms will still need to be put into e-QIP, once the system it is operational. There might be more guidance for those with Delegated Investigative Authority.
- o The on-boarding of contractors will follow the same procedures.

Position Designation/ Information Access (Security Level)	Form Required	Government wide Reciprocity	Next Steps - Federal Employee Selectees and Transfers from other Federal Agencies	Next Steps – Contractors
Nonsensitive/ Public Trust	High/Moderate Risk – SF-85P Low Risk - SF-85	Case by case determination	- FS/ARC Staffing Specialist sends security forms to new employees with directions on where to mail it -PerSec will intake document and review information and, after a favorable fingerprint check, then notify FS/ARC that the EOD may be set	Contractor personnel should direct questions to the assigned Contracting Officer or Contracting Officer’s Representative (COR). **
Noncritical Sensitive/ Secret, “L” or Confidential (National Security)	SF-86	Yes – If clearance is active	-FS/ARC Staffing Specialist sends security forms to new employees with directions on where to mail it - PerSec will intake document and review information and, after a favorable fingerprint check, then notify FS/ARC that the EOD may be set	
Critical Sensitive/ Top Secret or “Q” Classified (National Security)	SF-86		There is no interim procedure authorized for access to Top Secret, Top Secret SCI or “Q” level information	