

## 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 for resubmission.
- It is recommended that you review all pages of this document prior to CERTIFYING your SF 86 e-QIP.

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**Ensure/confirm with your SNL manager or office administrative staff that an access request has been submitted for you in the [Sandia Total Access Request Tool \(START\)](#). Failure to do so will cause delay in the processing.**

**Upon receipt of a registration code (emailed to you from 'do-not-reply@e-qip.opm.gov'), log into e-QIP at <https://nbib.opm.gov/e-qip-background-investigations/> 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:

- REINVESTIGATIONS  
Ensure you remove all pre-existing information that is outside of the timeframe indicated in each section of the eQip.
- ADDRESSES

Complete physical addresses are required. **P.O. Boxes are not acceptable (except in Section 18)** All addresses must include street designators (Blvd, St, Dr, Rd..etc) and suffix (NE, SW, SE, NW): \*OPM requires a COMPLETE 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 1-4: Identifying Information:**

- NAME (Last, First, Middle)- please include any suffixes (e.g., Jr., II, IV, Sr.)  
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 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 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)**

- A linear timeline is necessary. If there are overlapping dates, you must provide an explanation as to the overlap in residence.
- 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, 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 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 87106
- For Correspondence/Distance/Extension/Online Schools, select the appropriate option.
- 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 (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.
  - If you are a high school or college student who is not employed- add an unemployment entry

#### 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/Home/Verification>

#### Section 16: People Who Know You Well

- **Your references cannot be listed elsewhere.** The references listed must collectively cover 7 years.
- 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 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.
  - COUNTY- you must list the County of birth and marriage for your spouse
- 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, living, deceased or I don't know; 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.
- DATE OF BIRTH  
Actual DOB must be provided or a comment as to why this is an estimated date.
- 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.
  - 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 work place or directions to their home.
- If relative is estranged or information is unknown, add an entry with comments.
- 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.
- All Sandia foreign travel must be listed. *Note: Sandia travel is not considered Official U.S. Government business as referenced in the eQip.*
- Travel that involves multiples countries must be listed (i.e., cruise). You must provide individual entries for each country.
- If you list conferences or seminars you attended in section 20B, you are required to put those visits in 20C.
- If you select “other” as the reason for travel, you must provide a comment.

### Section 25: 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 26: 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.).

**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.*

- **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.”