



DATE: July 2, 2015

MEMORANDUM FOR: Distribution

SUBJECT: Interim Procedures during the Temporary Suspension of e-QIP

The Electronic Questionnaires for Investigations Processing (e-QIP) system is a web-based automated system that was designed to facilitate the processing of standard forms (SF) 85, SF 85P, and SF 86 to collect personal history information used when conducting background investigations for Federal security, suitability, fitness and credentialing purposes. An agency initiates a background investigation through e-QIP by having the applicant electronically enter, update, sign, and transmit his or her personal information and related releases over a secure internet connection to the requesting agency.

The Office of Personnel Management (OPM) is conducting a comprehensive review of the security of its IT systems. During this ongoing review, a vulnerability was identified in the e-QIP system, and OPM has temporarily taken the system offline. We recognize and regret the impact on both users and agencies. OPM is committed to resuming this service as soon as prudent and practicable.

During the temporary suspension of e-QIP, an agency may proceed in accordance with existing policy:

- That any background investigation for the competitive service, or for a career appointment in the Senior Executive Service, must be initiated no later than 14 days after placement.¹
- That a background investigation for a public trust position should be initiated before appointment but no later than 14 days after placement; or no more than 14 days after an upgrade to the position's risk designation.²
- That a waiver of the pre-appointment background investigation required for a noncritical-sensitive position, where the applicant does not require a security clearance, requires favorable evaluation of a completed questionnaire.³
- That temporary eligibility for access to classified information at the Confidential, Secret, or "L" level requires completion of the Standard Form 86, including any applicable supporting documentation and favorable review of the form by the appropriate adjudicating authority.⁴

¹ 5 C.F.R. 736.201(c).

² 5 C.F.R. 731.106(c), (e).

³ 5 C.F.R. 1400.202(a).

UNCLASSIFIED//FOR OFFICIAL USE ONLY

SUBJECT: Interim Procedures during the Temporary Suspension of e-QIP

- That an agency must initiate a background investigation at the NACI or equivalent level (i.e., Tier 1), at a minimum, before making an interim decision to issue a personal identity verification (PIV) card.⁵

To proceed during the time that e-QIP is unavailable for electronic initiation of background investigations, an agency may comply with existing policy for initiating a background investigation by having the applicant complete the appropriate OMB-approved SF 85, SF 85P, or SF 86. The standard forms are available online through OPM or GSA at:

(SF 85) http://www.opm.gov/forms/pdf_fill/SF85.pdf

<http://www.gsa.gov/portal/forms/download/44.0378>

(SF 85P) http://www.opm.gov/forms/pdf_fill/sf85p.pdf

<http://www.gsa.gov/portal/forms/download/44.03822>

(SF 86) http://www.opm.gov/forms/pdf_fill/SF86.pdf

<http://www.gsa.gov/portal/forms/download/44.0390>

The applicant will then provide a hardcopy of the completed questionnaire to the appropriate security or human resource office within the sponsoring agency for the agency's review. The office will not forward the hard copy form to OPM. Both the sponsoring agency and the applicant should retain the completed questionnaire until e-QIP service has been restored. When e-QIP has been restored, the applicant will re-enter his or her personal history information into e-QIP so that the required investigation may be completed through the regular process.

This above process will allow agencies to conform to existing policy during the temporary suspension of e-QIP. There are no interim procedures authorized at this time for access to Top Secret, Top Secret SCI, or "Q" level information.

Agencies shall maintain a list of all investigations initiated using these interim procedures and the subsequent date the investigations are processed through e-QIP when e-QIP service is restored. Reports on the use of these interim procedures may be requested by the Suitability and/or Security Executive Agents.

Please direct to your agency contracting officer or industrial security representative, as appropriate, questions related to the effect of this procedures on contracts.

⁴ Investigative Standards for Temporary Eligibility for Access (1997).

⁵ Final Credentialing Standards for Issuing Personal Identity Verification Cards Under HSPD-12 (2008) For issuance of an interim PIV card, proof of identity must also be presented, and the agency must also complete an FBI fingerprint check, as set forth in OPM's Final Credentialing Standards.

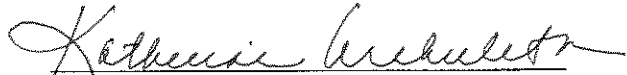
UNCLASSIFIED//FOR OFFICIAL USE ONLY

SUBJECT: Interim Procedures during the Temporary Suspension of e-QIP

These procedures will remain in effect until the restoration of e-QIP service.
Please direct questions regarding these interim procedures to FISPolicy@opm.gov and
SecEA@dni.gov.



James R. Clapper
Security Executive Agent



Katherine Archuleta
Suitability Executive Agent

Distribution:

Secretary of Agriculture, Department of Agriculture
Secretary of Commerce, Department of Commerce
Secretary of Defense, Department of Defense
Secretary of Education, Department of Education
Secretary of Energy, Department of Energy
Secretary of Health and Human Services, Department of Health and Human Services
Secretary of Homeland Security, Department of Homeland Security
Secretary of Housing and Urban Development, Department of Housing and Urban Development
Secretary of the Interior, Department of the Interior
Attorney General, Department of Justice
Secretary of Labor, Department of Labor
Secretary of State, Department of State
Secretary of Transportation, Department of Transportation
Secretary of the Treasury, Department of the Treasury
Secretary of Veterans Affairs, Department of Veterans Affairs
Director, Central Intelligence Agency
Director, Defense Intelligence Agency
Director, Office of Intelligence and Counterintelligence, Department of Energy
Under Secretary, Intelligence and Analysis, Department of Homeland Security
Assistant Secretary, Bureau of Intelligence and Research, Department of State
Assistant Secretary, Intelligence and Analysis, Department of Treasury
Chief of Intelligence/Senior Officer (SOIC), Drug Enforcement Administration
Executive Assistant Director, National Security Branch, Federal Bureau of Investigation
Director, National Geospatial-Intelligence Agency
Director, National Reconnaissance Office
Director, National Security Agency
Deputy Chief of Staff -G2, Headquarters, United States Army
Director of Naval Intelligence, United States Navy
Deputy Chief of Staff for Intelligence, Surveillance and Reconnaissance, United States Air Force
Director of Intelligence, Headquarters, United States Marine Corps

Distribution (cont.)

Assistant Commandant for Intelligence and Criminal Investigations, United States Coast Guard

UNCLASSIFIED//FOR OFFICIAL USE ONLY

SUBJECT: Interim Procedures during the Temporary Suspension of e-QIP

Director, United States Secret Service
Undersecretary of Defense for Intelligence, Department of Defense
Chairman, Joint Chiefs of Staff
Secretary of the Air Force, United States Air Force
Secretary of the Army, United States Army
Secretary of the Navy, United States Navy
Commandant of the Marine Corps, United States Marine Corps
Chief, National Guard Bureau
Director, Defense Information Systems Agency
Director, Defense Logistics Agency
Director, Missile Defense Agency
Director, Defense Threat Reduction Agency
Inspector General, Department of Defense
Director, Defense Security Service
Director, Defense Advanced Research Projects Activity
Director, Defense Contract Audit Agency
Director, Defense Finance and Accounting Services
Director, Bureau of Alcohol, Tobacco, Firearms and Explosives
Director, Broadcasting Board of Governors
Administrator, Drug Enforcement Agency
Administrator, Environmental Protection Agency
Administrator, Equal Employment Opportunity Commission
Chairman, Federal Reserve Board, Federal Reserve System
Chairman, Federal Communications Commission
Chairman, Federal Maritime Commission
Chairman, Federal Trade Commission
Administrator, General Services Administration
Director, Information Security Oversight Office
Chairman, International Trade Commission
Director, Office of Management and Budget
Administrator, National Aeronautics and Space Administration,
Archivist, National Archives and Records Administration
Director, National Science Foundation
Commissioner, Nuclear Regulatory Commission
Director, Office of Government Ethics
Director, United States Peace Corps
Director, Office of Personnel Management
Chief Postal Inspector, United States Postal Inspection Service
Chairman, Security and Exchange Commission
Director, Office of Science and Technology Policy
Director, Selective Service System
Administrator, Small Business Administration
Commissioner, Social Security Administration
Distribution (cont.)
Administrator, United States Agency for International Development

UNCLASSIFIED//FOR OFFICIAL USE ONLY

SUBJECT: Interim Procedures during the Temporary Suspension of e-QIP

Commissioner, United States Customs and Border Protection
United States Trade Representative
Director, White House Office of the National Drug Control Policy
Office of Board of Governors, United States Postal Service