

**HINTS FOR COMPLETING SECURITY PAPERWORK USING THE “ELECTRONIC
QUESTIONNAIRES FOR INVESTIGATIONS PROCESSING”
(E-QIP) SYSTEM**

E-QIP allows applicants the ability to electronically enter, update, and transmit their security questionnaire over a secure internet connection to the U.S. Department of Transportation (DOT), Office of Security for review and approval. You will need access to a computer and printer to complete this process.

The Federal Railroad Administration (FRA), Office of Human Resources will submit a request to the Office of Security for you to access the e-QIP system. Depending on the level of security access required for your position, you will be given access to complete one of the following forms in e-QIP:

- Questionnaire for Non-Sensitive Positions, SF-85
- Questionnaire for Public Trust Positions, SF-85P
- Questionnaire for National Security Positions, SF-86

You will receive an email from the Office of Security when e-QIP access has been granted, but you can periodically check the e-QIP website at www.opm.gov/e-qip/ prior to your receipt of an email message and try to log-in.

You have 10 days from the date of access to log in using your social security number and to complete the forms. If the forms are not completed within the 10-day timeframe, the system will automatically terminate your access to the site and re-access will have to be granted for you by the Office of Security.

When entering the e-QIP site, if you receive the error message “Page cannot be displayed” please do the following:

- Select tools
- Select options
- Select advanced
- Select TLS 1.0
- Then apply

Answer the three default golden questions and then you may create new golden questions and answers.

You must answer all of the questions provided in e-QIP and you cannot leave any empty blanks. **IF YOU DO NOT KNOW THE ANSWER TO A QUESTION OR CANNOT FIND THE ANSWER, you should state “UNKNOWN” or “NOT APPLICABLE” in the space provided for that question.**

When accessing e-QIP, please follow the guidelines provided in the “Quick Reference Guide for the Applicant” brochure. Most of the questions are self-explanatory; however, the following guidance is being provided to help you with completion of your form:

Question 7 (SF-85 form), Question 8 (SF-85P form), or Question 9 (SF-86 form):

Citizenship - Provide complete alien registration information, naturalization information or citizenship information, if you were born outside of the United States.

Question 8 (SF-85), Question 9 (SF-85P), or Question 11 (SF-86): Where you have lived -

Please follow the instructions for the form you are completing and provide where you have lived without **GAPS for the past 5, 7 or 10 years. There must not be any GAPS** in the months and years of your residences. Be sure to include the street address, apartment numbers, zip codes and telephone numbers with area codes. Also list someone (name, address, telephone number) who can verify that you live or lived at the address. If you cannot recall a specific street address where you have lived, please explain the reason why in the “remarks” section given for the entry.

Question 10 (SF-85), Question 11 (SF-85P), or Question 13 (SF-86): Employment Activities

- Provide 5, 7 or 10 years of employment information without GAPS. **It is critical that you respond to Question 10 or 11, item #1 to indicate that you are currently working for the Federal Railroad Administration (FRA) even if you have not yet reported for duty.** Please list the approximate month and year that you anticipate will be your reporting date along with the job title of the position. The fact that you are not yet an employee of FRA should be explained in the “Additional Comments” block in Section 10 or 11 of the e-QIP form.

The following example is provided to assist you in completion of the Employment Activities Section:

Dates of Activity: From (Month/Year) to the Present: Use Month/Year That You Anticipate

Being Hired by FRA -- For example: 10/07 to the Present

Type of Employment: Mark “Other Federal Employment”

Employer Name: Federal Railroad Administration

Your Position Title: Enter the title of the position you have been offered

Employer’s Street Address: Street: 1200 New Jersey Avenue, S.E., West Building

City: Washington **State:** DC **Country:** USA

Zip: 20590

Employer’s Telephone Number: (202) 493-6112 (Human Resources Office)

Job Location Street Address (if different than employer address):

Job Location Telephone Number: _____

Supervisor’s Name: _____

Supervisor’s Street Address (if different than job location)

Street: _____

City: _____ **State:** _____ **Country:** _____ **Zip Code:** _____

Supervisor’s Telephone Number: _____

Previous Periods of Activity (Not Applicable):

Additional Comments: I have been selected for a position with the FRA and have a tentative reporting date of (fill in your tentative starting date, if known).

Question 10 or 11, item #2: Complete this section using information that describes your present employment if you are currently employed.

If FRA is not reflected on your form as your current employer in Number 1, the form will be rejected when it is reviewed, and you will be asked to correct your response and re-complete portions of your form. In addition, there can be no GAPS in your employment. If you have periods of UNEMPLOYMENT during your work history, select Unemployed and list the month and year you were unemployed in the block as Code #7. You must state the name and address of a person and/or an unemployment agency who can verify your period(s) of unemployment.

Question 14 (SF-85P) or Question 17 (SF-86): Your Marital Status – If you are married, your spouse’s Social Security Number (SSN) is required or you must provide an explanation if your spouse’s SSN is not reflected in the block. All information on former spouse(s) for the last 10 years must be entered, when applicable.

Question 22 (SF-85P) or Question 26 (SF-86): Financial Record – If your answer is “yes” to this question, please provide complete information.

Once you have completed the e-QIP questionnaire, you should print a copy of the questionnaire for your own records as well as provide a copy to the FRA’s Office of Human Resources. You must certify that your answers are true in the space provided and print three signature pages from the system and sign and date them in ink. **The three signature pages are entitled “Signature Forms,” “Authorization for Release of Information,” and “Authorization for Release of Medical Information.”**

Important: **BEFORE** mailing your e-QIP signature pages and other forms to the FRA’s Office of Human Resources, please email Marcella Mullins of FRA’s Human Resources Office to let her know you have completed your e-QIP form so that she may review it on-line in the e-QIP system for completeness. Her email address is Marcella.Mullins@dot.gov. Once Ms. Mullins has completed her review, she will email you to let you know that your e-QIP signature pages may be placed in the mail to FRA’s HR Office. If your position requires it, she also will email you a copy of the form **“Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act,” DOT Form 1631 for your completion and return along with the other e-QIP forms.**

The background investigation process can take several months to complete, and the investigation itself is coordinated by the U.S. Office of Personnel Management. Once the investigation is finished, the case will be sent to the DOT Security Office for adjudication. Once it is adjudicated, a Certification of Investigation will be filed in your electronic Official Personnel Folder (e-OPF).