

As you may be aware, OPM has temporarily shut down the e-QIP system, a web-based platform used to complete and submit background investigation forms. While the e-QIP system is shutdown, there are interim procedures for on-boarding individuals and initiating background investigations up to SECRET level clearances. These interim procedures require the applicant to complete the investigation forms (SF85/SF85P/SF86) in hardcopy. Once e-QIP has been restored the required investigation must be completed through the regular process. At that time, affected employees and contractors will be required to complete the investigation forms in the e-QIP system. Please note that USA Jobs and the initial hiring processes have not been affected by this shutdown.

These interim procedures are available but not mandatory. Offices may elect to hold hiring actions until e-QIP is back on line. OPM estimated in late June that e-QIP would be down for 4-6 weeks.

Please see the below chart for information by position designation to help you navigate this interim process.

The necessary forms can be accessed on line at:

- SF 85: http://www.opm.gov/forms/pdf_fill/SF85.pdf or <http://www.gsa.gov/portal/forms/download/116378>
- SF 85P http://www.opm.gov/Forms/pdf_fill/sf85p.pdf or <http://www.gsa.gov/portal/forms/download/1163822>
- SF 86 http://www.opm.gov/forms/pdf_fill/SF86.pdf or <http://www.gsa.gov/portal/forms/download/116390>

DO Position Designation Crosswalk: New Employees and Unclassified Contractors

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	Possibly – Case by case determination by OSP	- BFS/ARC Staffing Specialist sends security form link to new employees with directions on where to mail it - Applicants submit forms to OSP* - OSP will intake document and review information, then notify BFS/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 as determined by OSP	-BFS/ARC Staffing Specialist sends security form link to new employees with directions on where to mail it -Applicant submits SF-86 forms to OSP* - OSP will intake document and review information, then notify BFS/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	
Special Sensitive/ SCI (National Security)	SF-86			

*Candidates should submit forms directly to OSP via overnight mail to:

(Please keep a copy of this form for your records)

Department of the Treasury
1500 – (Annex 3180-(OSP/PSS))
JBAB
Bldg 410/Door 123
250 Murray Lane, SW
Washington, DC 20222

** Guidance for contractor submissions will be provided to contractor
personnel by the IRS Office of Procurement for those customers
supported by IRS and by the Bureau of the Fiscal Service for customers
receiving procurement support from Fiscal.

SCI – Sensitive Compartmented Information
SF – Standard Form
OPM – Office of Personnel Management
Center

OSP – Office of Security Programs
EOD – Entrance on Duty
BFS/ARC – Bureau of the Fiscal Service/Administrative Resource