

E-Qip Steps

(change 7 as of 31 March 2008)

1. E-Qip (Electronic Questionnaires for Investigations Processing) starts with the JPAS (Joint Personnel Adjudication System) account holder emailing SFC DeVaul (john.devaul@ng.army.mil) to see if the soldier / civilian have permission to start E-Qip. The JPAS holders need to email the following information:

- a. Name of person asking permission for
- b. SSN
- c. Security Type

2. Once E-Qip is initiated someone from MNP will email back the requestor that it is ok to tell the soldier / civilian to go to the following website: <http://www.opm.gov/e-qip> and start there clearance. **Before they start there Security Clearance they MUST read the attached booklet and this sheet before starting.....**

3. Once E-Qip is initiated and they have ANY questions they must call the following number 1-888-282-7682. The hours of operations are 0600-2100 Hrs M-F no weekends. We can not help them because of the Privacy Act. The booklet will explain everything to them.....

4. If you are an MALE (ONLY) born after 1959 you must answer the questions in section Yes/Yes with your Selective Service Number... You can find your Selective Service number from the following website: <http://www.sss.gov/default.htm>.....

5. Once they get to the end of there clearances they MUST print there ONLY copy out. Do not send a copy to MNP

6. MNP must receive back the (3) Signature Forms and (2) finger print cards before we can review and approve E-Qip. **The only type of fingerprint cards that will be accepted are SF 87's or FD 258's.** Once MNP reviews and approves the request we have a 15 day window to get everything up to OPM or the request for E-Qip will be terminated. The address that you send the 3 filled out signature forms and the 2 correct type completed fingerprint cards to is:

**JFHQ NYARNG ATTN: MNP-MR
1 Buffington Street Bldg. 25
Watervliet, New York 12189-4000**

7. A completed SF 312 must also be turned in with the signature forms and the completed fingerprint cards. Fill out last name, first name middle initial on top of the first page and signature, social security number and date on the second page. Also, fill out organization block below that...no other part of the form has to be filled out. **Here is the link for a blank SF 312.**

[http://contacts.gsa.gov/webforms.nsf/0/03A78F16A522716785256A69004E23F6/\\$file/SF312.pdf](http://contacts.gsa.gov/webforms.nsf/0/03A78F16A522716785256A69004E23F6/$file/SF312.pdf).

8. EPSQ 2.2 is only being use if they do not show up on JPASE-Qip is a lot faster.....Hope this explains how E-Qip works.

Any question call me at 518-272-6434, SGT Vanness @ 518-272-6436 or SGT Goggin @ 518-272-6439