



PARTNERSHIP FOR PUBLIC SERVICE

*Call to Serve: Background  
Investigations and  
Security Clearances*

September 23, 2008

2-3 p.m. (EST)

# Agenda

- ★ Introductions
- ★ About Background Investigations and Security Clearances
- ★ Investigation Process
- ★ Tips from the Experts
- ★ Impediments
- ★ Question & Answer



# Introductions

- ★ Partnership for Public Service
- ★ Office of Personnel Management (OPM)
  - Lisa Loss & Leo Booser, Federal Investigative Services Division
- ★ U.S. Department of State
  - Jim Onusko, Director of Personnel Security
- ★ Transportation Security Administration (TSA)
  - Norma Jo Greenlee, Associate Director for Personnel Security



# Background Investigations

- ★ All government agencies require applicants who receive a job offer to undergo a background investigation
- ★ The depth of the investigation depends on the requirements for the position
  - Non Sensitive
  - Public Trust
  - National Security
- ★ Examples of Public Trust Jobs



# Security Clearances

## ★ The investigations for jobs dealing with national security are the most in depth

*These investigations help determine that a person is able and willing to safeguard classified national security information, based on his or her loyalty, character, trustworthiness, and reliability*

## ★ Clearance Levels

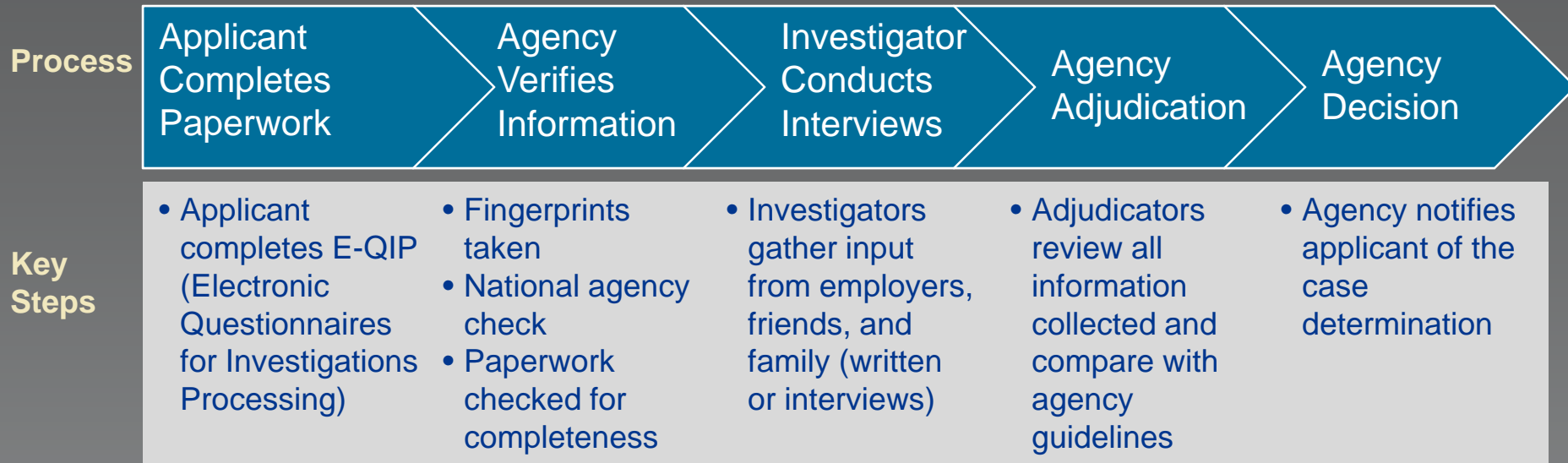
- Confidential
- Secret
- Top Secret

## ★ Examples of National Security jobs



# Investigation Process

Average Timeline is 120 days



## Tips and Reminders for Students:

- Always answer all questions on the form. If you forget something, just contact your security official.
- All information is confidential.
- Your current employer may be contacted during the investigation.
- The employer requests the investigation or clearance level based on the job. You can't choose your clearance level.



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# Electronic Questionnaires for Investigations Processing (e-QIP)

U.S. OFFICE OF PERSONNEL MANAGEMENT  
Ensuring the Federal Government has an effective civilian workforce

Advanced Search

e-QIP Gateway

- Main
- e-QIP Applicant Site
- Need Help?
- Frequently Asked Questions
- Quick Reference Guide for the Applicant
- Information For Federal Agency Users

## Electronic Questionnaires for Investigations Processing (e-QIP)

Welcome! This is your first step in the process of completing your security questionnaire and beginning your background investigation. This page provides information about the type of internet connection you need to use e-QIP, diagnostic tools for your computer, and other help topics. Please choose one of the options listed below. Thank you for visiting e-QIP!

### Resources for e-QIP Applicants

- Quick Reference Guide for e-QIP Applicants
- Frequently Asked Questions
- e-QIP Brochure for Applicants (Version 2.0) [81 KB]

[Enter e-QIP Applicant Site](#)

**Please note:** Applicants can only access the e-QIP system if they have been invited to do so by an appropriate official at their sponsoring agency. Individuals cannot pre-apply for a security clearance nor update their security questionnaire unless granted access by an appropriate agency official.

E-QIP is a secure system that complies with the Privacy Act



# Tips From the Experts

## ★ Start Early

- Document life/work history
- Investigate addresses and contact information



## ★ Document all Foreign Travel and Foreign Contacts

## ★ Be Honest!

## ★ Submit Paperwork in a Timely Manner

## ★ Provide References in the US



# Impediments

- ★ Dual Citizenship or Foreign Born
- ★ Providing Incomplete or Inaccurate Information
- ★ Family Members Who Are From Other Countries
- ★ Drug Use or Criminal Record
- ★ Withholding Relevant Information



# Question and Answer



## ★ Questions?

## ★ Resources

- OPM link to E-QIP: <https://opm.gov/e-qip>  
*(for information ONLY)*
- Standard Form (SF) 85: Questionnaire for Non Sensitive positions
- Standard Form (SF) 85p: Questionnaire for Public Trust positions
- Standard Form (SF) 86: Questionnaire for National Security positions





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