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From: PSIP Center of Excellence  
Sent: Monday, August 26, 2013 8:51:15 AM (UTC-06:00) Central Time (US & Canada)  
To: \_\_\_\_\_  
Cc: Dorrough, Tracy W LRN; \_\_\_\_\_; \_\_\_\_\_  
Subject: [EXTERNAL] Applicant Action Required, Investigation Application Instructions, PSIP Record Number CLR000000\_\_\_\_\_

Mr. \_\_\_\_\_:  
The Personnel Security Investigation Center of Excellence (PSI-CoE) has received a request to begin processing your investigation application. The attachment provides detailed instructions to assist you with completing this process. It is highly recommended that you read these instructions before you begin completing the e-QIP questionnaire.

You must log in and complete your e-QIP questionnaire and required documents within five (5) Calendar days or this investigation request will be terminated for inactivity.

Once you have completed the e-QIP questionnaire, you must release it to the PSI-CoE for review. If the questionnaire contains errors or is missing required information, it will be returned to you via email for correction. Please ensure that you are monitoring your email throughout this process, as that will be our main method of contact.

The following must be received within five (5) calendar days.

- \* e-QIP forms
- \* Signed Signature Release Pages
- \* Fingerprints
- \* 306 and/or Resume (when required)

To get started:

1. Access the e-QIP form at: [www.opm.gov/e-qip/](http://www.opm.gov/e-qip/)

To initially access the e-QIP form you must authenticate your identity by providing your SSN or Request Number. You will then be prompted to answer three default Golden Questions (Last name, city of birth, and year of birth). Your city of birth is spelled Paducah. The system will then ask you to create and confirm a Username and Password. If you have previously accessed an e-QIP questionnaire, your former Username and Password are no longer valid; you must re-create both Username and Password. Once your Username and Password have been confirmed you will be prompted to choose from a dropdown list generated by the system, three Challenge Questions and answers.

2. Contact your local security office or hiring official to make arrangements to be fingerprinted.

AR 380-67 states that "failure to respond within the time limit prescribed by the requesting organization with the required security forms or refusal to provide or permit access to the relevant information required by this regulation shall result in termination of the individual's security investigation or assignment to sensitive duties utilizing the procedures of paragraph 8-201 or further administrative processing of investigative requirement." Failure to meet this suspense will result in notification to your chain of command.

If you no longer require a background investigation or you cannot comply with these instructions, please have your security manager or hiring official contact the PSI-CoE.

If you have any questions, please call 410-278-4194 or DSN 298-4194 or email us at [usarmy.apg.inscom.mbx.psip-questions@mail.mil](mailto:usarmy.apg.inscom.mbx.psip-questions@mail.mil). The PSI-CoE customer support center is open between the hours of 0600 and 2400 Monday through Thursday and 0600-2200 Friday. All times are EST.

Documentation required for this investigation request may be faxed to 410-306-3858/410-306-0413 or DSN 458-3858/0413 or scanned and e-mailed to [usarmy.apg.inscom.mbx.psip-correspondence1@mail.mil](mailto:usarmy.apg.inscom.mbx.psip-correspondence1@mail.mil).

Please do not respond to this email, as responses are not monitored.

PSIP Record Number: CLR000000\_\_\_\_\_  
Email Code: PSIP-0002-FP

Attachment 4