

## EPSQ NEWSLETTER

The Defense Security Service appreciates your interest in EPSQ.

### \*\*\*\*EPSQ 2.2 IS THE WAY TO GO

To ensure that we get accurate Requestor information on each request sent to DSS, we urge all customers to upgrade to EPSQ version 2.2. If you haven't done so, applying the Upgrade Patch to a previous version is a snap! DSS is considering (within the upcoming months) requiring that all requests come in via 2.2, so help us spread the word to any EPSQ users still using an older version.

### \*\*\*\*IMPORTANT - SIGNED RELEASES TO DSS

Legible, signed releases are an extremely important part of every investigative request sent to DSS. Our investigators cannot do their job without them!

DSS recently posted guidance on this subject at <http://www.dss.mil/epsq>. There you will also find blank copies of the print version for each release available for download and printing. These include the SF86 and SF85P Authorization for Release of Information and Authorization for Release of Medical Information.

Attaching a scanned release to the EPSQ is the preferred method for getting the signed release to DSS. If you choose to mail the signed releases and fingerprint cards, the correct address is:

NATIONAL AGENCY RECORDS PROCESSING GROUP (NARP)  
DEFENSE SECURITY SERVICE  
601 10TH STREET SUITE 125  
FORT GEORGE G MEADE MD 20755-5134

### \*\*\*\*TELL US MORE

When completing their EPSQ, Subjects should be encouraged to use the "Remarks" fields associated with each and every module in EPSQ. Subject's provision of additional information on answers submitted can expedite the process. Brief directions, alternate telephone numbers, short explanations of circumstances, etc. - can all be very helpful to the men and women doing the "legwork" and can improve the process overall.

### \*\*\*\*A (NOT SO) FUNNY THING ABOUT MIDDLE NAMES

Some people do not have a middle name. Others choose not to use their middle name routinely. Folks experienced with EPSQ know that the forms will not validate without something in the Middle Name fields throughout the form. Please advise Subjects to use "NMN" (no middle name) or "UNK" (unknown) in the Middle Name field if they are not providing a Middle Name.

What happens if the Subject does not enter data in the Middle Name field? As they begin filling out their EPSQ, no file is created – and their EPSQ is not saved. Subjects should always populate the Middle Name fields, their own and those of their references.

**\*\*\*\* YOU WANT DETAILS?**

DSS is adding a set of detailed instructions to our EPSQ Website ([www.dss.mil/epsq](http://www.dss.mil/epsq)) on completing the Security Information in EPSQ. You'll find a lot of specifics, including a thorough chart that spells out which forms are used under which circumstances. You can get a first look at this information [here](#).

\* Check out our Enews Archives at <http://www.dss.mil/enevs/archive/archive.htm>

Thank You & Happy New Year

DSS EPSQ Project Office