

September 6th, 2002

EPSQ NEWSLETTER

The Defense Security Service appreciates your interest in EPSQ.

******Electronic Letters of Consent Now Available for 60 Days!**

For our Industrial customers, Electronic Letters of Consent, which had been made available for a 30-day period, will now remain accessible for 60 days. Some customers may notice, however, that the time required for the system to search has increased – as the data base that is being searched has effectively doubled. You may also notice that the LOC system will react more slowly during peak business hours. DSS is looking at ways to decrease this inconvenience.

******Please Don't Send A File Too Large**

DSS is discovering the ill effects of receiving files that are too large for our system to handle. Many customers send us .tif files that contain releases signed by Subjects, which is a good thing. A small percentage of .tif files that we receive, however, are of such high resolution that DSS cannot use the image, and the file size is causing processing delays on other requests for Personnel Security Investigations. DSS is recommending that the attached .tif files have a resolution of between 200 and 600 Dots Per Inch. There is no need to send us scanned releases with ultra-high resolution. Please do not send files to the epsq mailbox that are larger than 6MB. It gums up the works!

Finally, note that DSS is not equipped to handle .tif files that are emailed to the EPSQ mailbox (epsq20@epsq.dss.mil) separately. All .tif files should be included with the EPSQ form. Any .tif file sent without an EPSQ will not be processed.

The EPSQ FAQ page, specifically FAQ #7, will be edited to reflect this advice.

******There is An Easier Way**

Completing an EPSQ can be a time-consuming endeavor – to say the least. There is a way for Subjects to shave off a few seconds, however. Surprisingly few people notice the word “Navigation” as they complete each of the Modules in EPSQ. By clicking the word “Navigation,” this brings up a list of shortcuts, that are especially useful when a Subject has a list of items to enter – such as residences, or employments, or relatives. For example, a person can go to the next entry on a list with just one-click (F9) or to the next Module in EPSQ by hitting F11. Security Officers, Security Managers, and FSOs – please consider passing this along to the next person you ask to use EPSQ.

******Attention Military Security Officers and Security Managers**

As many of you are aware, DSS provides an easy way of informing us that an open Personnel Security Investigation needs to be cancelled. At our web page (www.dss.mil/epsq) there is a link to our on-line Cancellation System. Click on the link Investigative Request Cancellation System. DSS is fed the cancellation information immediately. Prompt, appropriate, cancellations of

unneded investigations are good for our tax dollars, and good for national security. Industrial FSOs, please continue to promptly send over the DISCO 562s when an employee's clearance is terminated.

******A Tip for Completing the DD1879 Using EPSQ**

There is a seldom-used screen in the EPSQ DD 1879 that does feed information well into our Case Control Management System (CCMS). When completing Module 4 of the DD1879 – Investigation Status – one of the options is letter J – Special Access Program (SAP). Once this option is selected, a subsequent screen comes up in which the Security Officer is asked to “Enter the name {if unclassified} of the program requiring special access”. Note that the information provided on this screen, in this field, does not read well into our CCMS. It is advisable to also put this program information in General Remarks – Item 12 of the DD1879. This will make certain that our Analysts and Investigators get an accurate view of this info.

******Requester Information**

As we have mentioned in the past, DSS has put a filter in place so those requests that should have gone to OPM do not get processed. This enables our Analysts and Investigators to concentrate on the legitimate requests. The EPSQ filter cannot recognize that a request is legitimate unless there is an entry in the Requester field. Note that when a request is accompanied by a DD1879, the Requester field appears on the Certify screen. While EPSQ will allow a user to leave this field empty, a request without an entry in the Requester field will not pass through the EPSQ filter, and will not be processed.

******EPSQ 2.2 - Is Everybody On Board?**

We know that most of those who are reading this message are using EPSQ 2.2, and have been for months. DSS has begun filtering out requests that come in via any previous version of EPSQ. If you know of any colleagues continuing to use EPSQ 2.1.1 (or earlier), please tell them to upgrade. Using a version of EPSQ prior to 2.2 may be wasted time!

Thanks for your support!

DSS EPSQ Project Office