

# September 1st, 2000

## Issue 2 of the EPSQ Electronic News service

Once again, we intend to use this as a vehicle for directly communicating EPSQ news, usage tips and information to you, our customer. We hope you'll find these news messages useful. We plan on providing you with a new message about twice a month (or sooner if there is important news). Thank you for participating in the EPSQ Electronic News mailing list.

Please pass this information along to a colleague.

### Current News

**S**till on schedule... EPSQ version 2.2 is still on schedule for an early Fall, 2000 release. Version 2.2 will contain nearly **70** customer requested fixes and enhancements. In our first issue we promised more details on these fixes and enhancements. Here are some selected examples.

**1.** The DD1879 and NAC Security Information Sheet will be modified so that the Security Officer may retain entries in (Return Results To Address) and (Through Address) screens in Module 1 as well as in the last module of these forms (where Certifiers name, address, and telephone number are entered). User will have the option to edit/change this data at any time.

The specific fields in which Security Officers can retain data are:

#### **DD 1879**

##### **Module 1: Addresses**

Organization Code, Organization Code Type, Request Organization, Address Lines 1 & 2, City, State, Country, Zip Code, Forward This Request to, Return Results to Address, Thru Address

##### **Module 13: Investigation Validity Certification**

Certifiers Name, Title, and Telephone Number

#### **NAC Security Information Sheet**

##### **Module 1: Addresses**

Forward This Request to, Return Results to Address, Requestor, Organization Code, Requestor Name, Address Lines 1 & 2, City, State, Country, Zip Code

## **Module 7: Investigation Validity Certification**

Certifiers Name, Title, and Telephone Number

**2.** The user will be allowed to print forms without the Privacy Act information, which precedes the actual form. This option will appear in the box that comes up when the user chooses to Print User Form. User will be faced with a box titled “Output Options”. They are asked to “Please Select an Output Option”. Users choices will consist of:

**Send report to printer** (include instructions/Privacy Act notice text)

**Send report to printer** (do not include instructions/Privacy Act notice text)

**Send report to screen**

**3.** The text and the Help screen in Module 6 of the SF86 will be modified. The question “Were you in the Federal Civil Service prior to the last 10 years?” will be amended to “Were you in the Federal Civil Service prior to the last 10 years? Do not list any Federal Civil Service previously entered in this module.” This instruction will be added to the associated Help screen as well.

**4.** A general Remarks module will be added to the NAC Security Information sheet.

**5.** The EPSQ main screen will substitute “**R**eports” with “**P**rint”, providing user with a logical sequence of events, when read from left to right. “**C**ertify User Form” will move out of the **C**ommunications screen, and become its own menu bar choice. The user will therefore see (from left to right) **C**reate, **M**odify, **V**alidate, **P**rint, **C**ertify, **C**ommunications, **U**tilities, **H**elp, **E**xit.

**A**s we reported earlier... DSS was working very hard to eliminate a backlog of submissions awaiting loading to CCMS. This backlog was eliminated on **August 31st, 2000**. As always, if you receive a Receipt on the EPSQ Web Receipt System there is no need for you to resend a submission.

### **Noteworthy**

Thanks for your support... Our EPSQ Enews reader list has grown to over **2200** names.

### **Tips of the Day**

**1.** EPSQ asks for information that I just do not have at hand. What should be

entered if I do not know a date, or a middle name, or the name of a relative?

**F**irst, we recommend using the EPSQ Help function. When a user has a question about what information to enter in any field, on any form, guidance can be found by placing your cursor within the appropriate field and clicking “**H**elp”.

**S**econdly, while EPSQ asks for many pieces of very specific data, DSS realizes that certain exact dates or pieces of information are difficult to recall, or impossible to document with 100% certainty. We ask that Subjects give their best effort to provide information accurately.

### Trying to remember dates?

Throughout the form, Subjects are asked to provide specific dates. Note that EPSQ will accept question marks (??) in the (day) field in most places throughout the form. For example, in most places, EPSQ will accept a date such as 1995/12/?. Question marks cannot be used for Year or Month. If a Subject is unsure about a required Year or Month, we ask that a “best effort” date be provided. The Subject can, at any time, explain within Remarks that an answer provided is an approximation, or a best effort estimate.

### Trying to remember names?

EPSQ Help provides guidance to users regarding Middle Names. Throughout the forms, in most circumstances, EPSQ will not Validate without something being entered in the Middle Name field. EPSQ Help recommends:

If the person does not have a middle name, enter NMN. If you do not know the middle name, enter UNK. If the middle name consists of an initial only, enter the initial.

Furthermore, in Module 9 (Relatives and Associates) of the SF 86, if a user enters UNK as the First Name for either parent, EPSQ will assume that user knows no information about the parent. User does not have to place UNK in each and every field under mother or father. In this circumstance, EPSQ moves user on to the next relative - and will validate successfully.

If user places the full word (UNKNOWN) in the First Name field (vice UNK), EPSQ assumes user just happens not to know their parent's First Name (I always just called her Mama...) and moves the user on to the Middle Name field.

### Trying to remember a forgotten relative?

The (UNK) feature is available for all relatives and associates listed in Module 9. This feature is not available for spouses. The message you receive when you enter (UNK) for the relative's first name is:

“Since you do not know the name of this family member, no other information is required for this entry. Press (OK) to move to the next screen.”

**2.** I'm tired of hitting Next...Next...Next to move between my eight residences and ten relatives. Can I move around within EPSQ a little more easily?

EPSQ provides a Navigation feature that allows easy movement in the form. At any of the Modules within EPSQ (User Form, Security Information, or Form 562) the word Navigation appears in the upper left of the screen. Clicking on Navigation reveals five navigation functions that can be accessed by using the **F7** through **F11** keys. You can press the function key on your keyboard or select one of the functions from the Navigation pull down list.

**F10** and **F11** Keys (Previous or Next Module): Allows the user to immediately get from one Module to the following or previous one (without hitting Next numerous times).

**F8** and **F9** Keys (Previous or Next Entry): Allows a user to get from one entry within a Module to the next (or previous). This is helpful if a user wishes to get for example, from the entry for the Father to the entry for the Stepsister - without 55 Nexts.

**F7** Key: Allows the user to add a New Entry quickly and easily. If a user had five listed places of employment, and wished to add a sixth, using New Entry is much simpler than cycling through all the many Nexts.

**3.** EPSQ does not allow users to list references who are outside the United States in Module 7 of the SF86 or Module 8 of the SF85P (People Who Knows Me Well). What should I do if my only references are overseas?

First, for many practical reasons, we urge you to make every effort to list references that are presently in the United States (or it's Territories). The Defense Security Service has field agents in every part of the US - but investigative work done outside the US is done for DSS by the military services, or by other government agencies. Quite simply, investigative work done by DSS, within the USA, is likely to be completed much sooner than work done outside the US.

If a user has no choice than to list references outside the US, there is a way to fool the EPSQ into accepting them, if the listed individuals have addresses that include APO numbers.

User should list the Country, and either APO AA, APO AE, or APO AP (as appropriate) in Address Line 2. User should then list the overseas City in the City field, and then enter NY (if APO AE), CA (if APO AP) or FL (if APO AA) as

the State, and the appropriate APO number as the Zip Code. This method will allow users to enter data regarding references that live outside the US, if listing those individuals is unavoidable.

We hope you found this information useful. As always if you have questions or comments you can contact us by email at **epsq\_questions@mail.dss.mil**, complete our Feedback form at <http://www.dss.mil/contactus/feedback.epsq.htm> or call us at **1-800-542-0237**.

**Thank You.**

**EPSQ Project Office  
DSS**