

September 12th, 2000

Issue 3 of the EPSQ Electronic News service

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 Issue 2 we provided 5 selected examples. Below are several more for your review.

1. At Validation, when a user is presented with the Validation error message:

10. Citizenship of Your Relatives and Associates

You must enter citizenship information about this individual. The relationship of the relative, whose information is lacking, will be specified.

For example, the above message will instead read:

10. Citizenship of Your Relatives and Associates

You must enter citizenship information about your sister. Users who are faced with deleting relatives from Module 9 will be able to do so with more ease and certainty. Message will also indicate if the relative in question is the current spouse.

2. At Module 10 of EPSQ SF86, when user selects Spouse-Like Relationship Individual, user will be presented with the following pop-up screen before they view the screen titles (Citizenship Status Document Spouse-Like Relationship). (Please only enter information onto following screen if you, in fact, have a Spouse-Like relationship with someone who is a US Citizen not by Birth, or who is an Alien residing in the United States. If this is not applicable to your situation, please press Delete at the following screen). The user will click OK once this box is read, and they'll be led to the next screen.

3. In Modules 8 & 9, when a Subject indicates that a relative is currently residing in the US, but was born outside the US, user will be presented with the following pop-up screen:

(You have indicated that your relative (relative's name) is a Naturalized US Citizen, or is an Alien residing in the US.

You will be asked to provide Naturalization and/or Alien Registration information regarding this relative in Module 10 of EPSQ. If this relative is not, in fact, a Naturalized US Citizen, or an Alien residing in the US, please delete and then re-enter the entire entry regarding this relative, so that information regarding him/her will not be required in Module 10). The user will click OK once this box is read, which will lead them to the subsequent screen.

4. Clarifying information will be added, regarding data required from Subjects who have relatives or associates Born Abroad of US Parents. At SF86 - Module 10, Citizenship of Your Relatives and Associates, the Proof of Citizenship document field, if a user chooses 4-Other, clarifying information will appear before the user is presented with a Remarks field. User will be instructed (If Co-Subject is Born Abroad of US Parents, please indicate as such in next screen, and also provide parents full names, dates & places of birth, and citizenship (if not provided elsewhere on the form)). This information is also to be added to the Help screen.

5. The software will be modified so users are no longer required to print User Forms in order to transmit them to DSS. Frequent error of User Form not appearing on the List to Transmit will be avoided.

Noteworthy

Thanks for your support... Our EPSQ Enews reader list has grown to nearly **2500** names

Tips of the Day

1. EPSQ REQUIRES MY SELECTIVE SERVICE NUMBER. HOW DO I FIND MY SELECTIVE SERVICE NUMBER?

Module 18 of the SF 86 and Module 12 of the SF85P asks for the Selective Service Number (or reason(s) for a waiver) from male Subjects born after December 31, 1959.

Finding your Selective Service registration number is easy. The Selective Service System has a very user friendly and informative Website at <http://www.sss.gov/> . An on-line system is available that allows you to look up your Selective Service number, and the date registered.

Selective Service registration information is also available via an automated telephone system at **(847) 688-6888**.

The mailing address to obtain Selective Service System registration information is:

**Registration Information Office
Selective Service System Data Management Center
P.O. Box 94638 Palatine, IL 60094-4638**

2. HOW CAN I LET DSS KNOW THE RANK AND/OR TITLE OF MY REFERENCE OR SUPERVISOR? SHOULD I INCLUDE THE RANK IN THE FIRST NAME FIELD?

It is helpful (and polite) for DSS Agents to know the accurate ranks and titles of the references whom we interview. While knowing the ranks and titles of potential interviewees is beneficial, please do not include Rank or Title information in the First Name Field in EPSQ. Within each of the Modules in EPSQ, Subjects may enter Remarks. As an example, if a Subject wished to tell DSS the ranks or titles of the three people listed in Module 7 - People Who Know You Well, Subject could write in Remarks:

The three references I have listed are:

- a) Sgt. Mary Johnson
- b) Dr. David Cole
- c) Lt. Col. Paul M. Otterbein

3. WHAT SHOULD I DO IF I DO NOT KNOW A PARTICULAR ZIP CODE? IS IT IMPORTANT THAT I LIST ZIP CODES ACCURATELY?

It is very important for Subjects to list the accurate zip codes of residences, places of employment, etc. Accurate address information, including zip codes, helps us conduct better investigations, more quickly.

If you are unsure about a particular zip code, the US Postal Service has a great search feature available at their Website.

The web address for this search feature is:

http://www.usps.gov/ncsc/lookups/lookup_zip+4.html

4. MY SPOUSE DOES NOT HAVE A SOCIAL SECURITY NUMBER (SSN), BUT THE FORM WON'T VALIDATE WITHOUT ONE. WHAT DO I DO?

Do not make one up If you do not know the SSN or your spouse does not have a SSN, type UNK into the first three spaces of the SSN field.

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**