

Security Information & the Electronic Personnel Security Questionnaire - EPSQ

Introduction

The Defense Security Service (DSS) receives many inquiries about the proper way to complete the security forms contained in the Electronic Personnel Security Questionnaire (EPSQ) software. Many questions center on how to best complete the required Security Information forms. The guidance below addresses many of the questions DSS receives, concentrating on specific Modules within the Security Information. This information should help EPSQ users minimize processing delays, and avoid rejection of submissions.

Included is a matrix outlining the most commonly used combinations of Standard Forms (SF86 & SF85P) and Security Forms (DD1879 & NAC Security Information Sheet).

The EPSQ software contains several Forms, Shells, and Information Sheets. Each form is used for a specific type of request:

SF86 – Questionnaire for National Security Positions – Generally used for positions requiring access to classified information, Special Access Programs, and Critical Sensitive Duties.

SF85P – Questionnaire for Public Trust Positions – Generally used for personnel performing sensitive duties that do not require access to classified information.

SF85P-S – Supplemental Questionnaire for Selected Positions – A supplemental form to the SF85P used for “Designated” positions.

SII Shell – Used in combination with the DD Form 1879 to transmit minimal information about the subject of the investigation (vice a complete SF86) to initiate a Special Investigative Inquiry.

Spouse SAC Shell – Used in combination with the DD Form 1879 to transmit minimal information about a “Co-Subject” (Spouse or Cohabitant) (vice complete SF86) to initiate a Single Agency Check.

DD Form 1879 – DoD Request for Personnel Security Investigation – A security form required when making requests for SSBIs, TS-PRs, SIIs, and spouse SACs.

NAC Security Information Sheet – A Security Sheet required when making requests for NACLs, SAP Secret PRs, Secret PRs, Confidential PRs and trustworthiness determinations.

Defense Industrial Security Clearance Office (DISCO) Form 562 - Used only by Industrial contractor requesters.

DD1879 – Military, Civilian, and Industrial Contractor Requests

“Request Organization Address” – This address should reflect the office submitting the request to DSS. If there is a problem with the submission, this is the address DSS will use to contact the requesting official.

“Forward This Request to Address” – This address should reflect the organization that will conduct the requested investigation. The correct address for military and civilian requests is Defense Security Service, Personnel Investigations Center, 601 10th Street, Ft. Meade, MD

20755-5134. The correct address for industrial contractor requests is Defense Industrial Security Clearance Office, 2780 Airport Drive, Suite 400, Columbus, OH 43219-2268.

“Return Results To Address” – This address should reflect the office where DSS will mail the results of the completed investigation. For military and civilian requests requiring a clearance, requests are generally returned to a Central Adjudicative Facility (CAF). The CAFs are responsible for determining whether the person is eligible to have access to classified information based upon the results of the completed investigation. For military and civilian requests not requiring a clearance, results are generally returned to the office that determines whether the person, based upon their duties, will be provided access (Reason for Request). Industrial contractor requests requiring a clearance are always returned to the Defense Industrial Security Clearance Office, 2780 Airport Drive, Suite 400, Columbus, OH 43219-2268. When completing requests that require access to Sensitive Compartmented Information (SCI), the requester will remain DISCO. The CAF name and address should be reflected in the “Return Results To” field. Industrial contractor requests not requiring a clearance are generally returned to the office that will provide the access determination based upon the person’s duties (Reason for Request).

“Thru Address” – This address is optional. When SCI is required, however, the CAF name and address may be input in this field.

Tips from DSS:

Module 1 - “Return Results To Address” should not contain Subject’s or the Security Officer’s name and/or address. Please ensure that the “Request Organization” address is correct.

Module 2 – “Investigation Request Type” – Choices in EPSQ include Single Scope Background Investigation (SSBI); Periodic Reinvestigation (PR); Special Investigative Inquiry (SII); Expanded National Agency Check (ENAC); and “Other.”

Module 3 – “Level of Access” – EPSQ choices are Top Secret, Secret, Confidential, and None.

Module 4 – “Reason for Request” – Choices in EPSQ are included in a drop down menu within this Module and should accurately reflect the reason for the request (i.e. request for a clearance, a trustworthiness determination, etc.)

Also remember:

1. It is imperative that the correct combinations be chosen in Modules 2, 3, and 4. When access to classified information is required, the appropriate form, “Request for Security Clearance (SF86)” should be selected.
2. Do not submit SSBI requests for Secret or Confidential access without specifying the “Reason for Request.”

3. “Level of Access” and “Reason for Request” MUST justify the “Investigation Type” requested. Before selecting “Other” make sure your request type isn’t listed. If “Other” is selected, be sure to explain why.
4. Special note for Module 14 of the DD1879 – “Certifier of the Request” should not be the same as “Subject of the Request.” Usually the “Certifier of the Request” is the requesting organization’s Security Officer, Security Manager, or FSO.
5. DSS highly recommends that you check the Defense Clearance and Investigations Index (DCII) before submitting your requests to ensure that the request is necessary. If you do not have access to DCII, please visit the DSS web site at <http://www.dss.mil> for information on DCII access. Some information in DCII that may affect your submission includes:
 - A prior investigation that satisfies the current requirement.
 - A current pending (open) investigation.
 - A prior investigation completed recently that may preclude the need to submit a new request for a Periodic Reinvestigation (PR).
 - PR requests for positions not requiring access to classified information.
 - An incomplete (or non-existent) prior investigation.

NAC Security Information Sheet – Military, Civilian, and Industrial/Contractor Requests

“Forward This Request to Address” - This should reflect the organization that is going to conduct the requested investigation. The correct address for military and civilian requests is Defense Security Service, Personnel Investigations Center, 601 10th Street, Ft. Meade, MD 20755-5134. The correct address for industrial contractor requests is Defense Industrial Security Clearance Office, 2780 Airport Drive, Suite 400, Columbus, OH 43219-2268.

“Return Results To Address” - This address should reflect the office where DSS will mail the results of the completed investigation. For military and civilian requests requiring a clearance, this is generally the CAF. The CAFs are responsible for determining whether the person is eligible to have access to classified information based upon the results of the completed investigation. For military and civilian requests not requiring a clearance, results are generally returned to the office that determines whether the person, based upon their duties, will be provided access (Reason for Request). For industrial contractor requests requiring a clearance, results are always returned to the Defense Industrial Security Clearance Office, 2780 Airport Drive, Suite 400, Columbus, OH 43219-2268. Industrial contractor requests not requiring a clearance are generally returned to the office that will provide the access determination based upon the person’s duties (Reason for Request).

“Requester” – Choose the appropriate selection from the drop down list. Industrial contractor requesters should always choose “DISCO”.

“Request Organization Address” - This address should reflect the office submitting the request to DSS. If a problem exists with the submission, this is the address DSS will use to contact the requesting official.

Tips from DSS

Module 1 - “Return Results To Address” should not contain the Subject’s or Security Officer’s name and/or address and be sure that “Request Organization Address” is correct.

Module 2 – “Investigation Request Type” - Choices in EPSQ include SSBI, PR, SII, Expanded National Agency Check (ENAC), and “Other.”

Module 4 – “Subject’s Current Status” – Choices in EPSQ include “Contractor Employee,” “Consultant,” “Key Management Personnel,” “U.S. Government Employee,” and “Military.”

Module 6 – “Reason for Request” - Choices in EPSQ are included in a drop down menu within this Module.

Also remember:

1. It is imperative that the correct combinations be chosen in Modules 2, 3, and 6. All requests involving access to classified information should ONLY be sent via the SF86.
2. “Level of Access” and “Reason for Request” MUST justify the Investigation Type requested. Before selecting “Other” make sure your request type isn’t listed. If “Other” is selected, be sure to explain why. Special note for Module 7 of the NAC Security Information Sheet – “Certifier of the Request” should not be the same as “Subject of the Request.”
3. DSS highly recommends that you check the Defense Clearance and Investigations Index (DCII) before submitting your requests, to help ensure that the request is necessary. If you do not have access to DCII, please visit the DSS web site at <http://www.dss.mil> for information on DCII access. Information in DCII that may affect your submission include:
 - A prior investigation that satisfies the current requirement.
 - A current pending (Open) investigation.
 - A prior investigation completed recently that may preclude the need to submit a new request for a Secret Periodic Reinvestigation (SPR).
 - SPR requests for positions not requiring access to classified information.
 - An incomplete (or non-existent) prior investigation.

When to Use the Standard Forms 86 & 85P and Security Information (DD1879 & NAC Security Information Sheet)							
Duties	Military*	Civilian	Contractor	DD1879	NAC Sheet	SF86	SF85P
Secret & Confidential Clearance	NACLC	NACLC or ANACI**	NACLC		X (NACLC only)	X	
Top Secret Clearance	SSBI	SSBI	SSBI	X		X	

Critical-Sensitive without Access	SSBI	SSBI		X			X
Non-critical-Sensitive without Access	NAC or ENTNAC	NACI			X (NAC or ENTNAC only)		X
Enlistment – First Term	ENTNAC or NACL				X	X	
Commissioning	NACL				X	X	
SCI	SSBI	SSBI	SSBI	X		X	
SIOP-ESI	SSBI	SSBI	SSBI	X		X	
Special Access Programs-Non-critical-Secret	NACL	NACL or ANACI**	NACL		X (NACL only)	X	
Special Access Programs-Critical-Top Secret	SSBI	SSBI	SSBI	X		X	
Secret Periodic Reinvestigation	SPR	SPR	SPR		X	X	
Periodic Reinvestigation Critical-Sensitive with Access	PR	PR	PR	X		X	
Periodic Reinvestigation Critical-Sensitive without Access	PR	PR	PR	X			X
Limited Access Authorization (LAA)	SSBI	SSBI	SSBI	X		X	
ADP-1 – No Access	SSBI	SSBI	SSBI	X		X	
ADP-2 or ADP-3 – No Access	NAC	NACI	NAC		X (NAC only)		X
KMP (Top Secret)			SSBI	X		X	
KMP (Secret/Conf.)			NACL		X	X	
CRYPTO/COMSEC	SSBI	SSBI	SSBI	X		X	
Critical Nuclear PRP	SSBI	SSBI	SSBI	X		X	
Controlled Nuclear PRP	NACL	NACL or ANACI	NACL		X (NACL only)	X	
Chemical PRP	NACL	NACL or ANACI	NACL		X (NACL only)	X	
Presidential Support 1 & 2	SSBI	SSBI	SSBI	X		X	
Presidential Support 3	NACL				X	X	
Investigative & Support	SSBI	SSBI	SSBI	X		X	
NATO Cosmic & Atomal	SSBI	SSBI	SSBI	X		X	
NATO Secret	NACL	ANACI	NACL		X	X	
NAFI Position of Trust		NAC			X		X
Building Pass (DOD or Press Personnel)	NAC	NAC	NAC		X		X
Unescorted Entry/Area Access/		NAC or NACI	NAC		X (NAC only)		X
Red Cross/USO (No Access)		NAC	NAC		X		X
Munitions Carrier	NAC	NAC	NAC		X		X
Education/Orientation	NAC	NAC	NAC		X		X

* Use only SF86 for all Military investigations. ** Summer hire civilian employees use the NAC. All NACI and ANACI investigations should be sent to OPM. For more guidance on which types of investigations should be sent to OPM please visit <http://www.dss.mil/epsq/>. Investigation Types are SSBI= Single Scope Background Investigation, PR= Periodic Reinvestigation, SPR= Secret Periodic Reinvestigation, NAC= National Agency Check, ENTNAC= Entrance NAC, NACL= NAC with Local Agency Check & Credit Check, NACI= NAC with Written Inquiries, ANACI= Access NAC with Written Inquiries.