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EPSQ

Electronic Personnel Security Questionnaire

INTRODUCTION

The ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ) is a software system developed by the Defense Security Service (DSS) that allows users to complete and validate information on Personnel Security Investigations electronically. EPSQ users access the necessary security information forms within the software, making the completion and processing of security investigations easier and more efficient.

What Is EPSQ?

EPSQ is a software program that includes all the necessary security forms needed to complete an individual's security background investigation. These forms include the following:

- National Security Position—Questionnaire SF86
- Public Trust Position—Questionnaire SF85P
- Selected Position—Questionnaire SF85P-S
- Spouse Single Agency Check (SAC) Shell
- Special Investigative Inquiry (SII) Shell
- DD Form 1879 and NAC Security Information Sheet
- Form 562 (Clearance Change Request Form)

Once the subject of the pending investigation gathers all the required personal information, the required electronic form is selected, the personal data is entered, and then the designated security officer in the Subject's organization transmits the form to DSS.

Our Commitment to You

Using EPSQ promotes success in security business matters because users can do the following:

- Accurately collect information on all initial submissions of data.
- Significantly reduce the rate of rejected requests due to incomplete or inaccurate information.
- Simplify the investigative process for all involved parties or organizations.

Advantages of EPSQ

EPSQ makes the submission of information easier and adds efficiency to the process of requesting Personnel Security Investigations (PSIs). The data that each Subject and Security Officer provides is fully encrypted and secured within EPSQ. The built-in edit and validation features of EPSQ support the Subject's efforts towards submitting a complete, error-free form. The built-in transmission feature enables Security Officers to send the completed forms instantly. In addition, transmitting information via EPSQ reduces the costs for mailing and reproducing security forms.

EPSQ Receipts are accessible from a link on the DSS Web site (www.dss.mil/epsq). These Receipts are available within 1 to 3 business days of transmission and remain available for 365 days.

DSS has received over 2 million successfully transmitted EPSQs!

New Enhancements to EPSQ—Version 2.2

Over six dozen changes and improvements were made in the development of EPSQ, Version 2.2. Many of these changes have been suggested by EPSQ users themselves. While some of these changes are subtle, others will prove immediately useful to the Subject or Security Officer using the software. For example, users now have the option of not printing the many pages of instructions and Privacy Act notices that precede each EPSQ. Security Officers will now be able to complete a template that will retain entries in the first Module of both the DD1879 and the NAC sheet.

A complete list of the changes and enhancements in Version 2.2 is available on the Release Notes page at the DSS Web site (www.dss.mil/epsq).

How EPSQ Works

The Subject of a security investigation and the Security Officer handling a Subject's case may use EPSQ in the following way.

Step	Action
1	The Subject downloads the EPSQ software to her or his computer by accessing the DSS Web site: www.dss.mil/epsq .
2	The Subject completes the personal history form on her or his computer.
3	The Subject uses the validation feature in the EPSQ software to confirm that the form was completed fully.
4	The Security Officer receives the Subject's information and creates an accompanying security information form on her or his computer.
5	The Security Officer then <ul style="list-style-type: none"> • validates the forms, • prints the forms, • certifies that the printed forms have been signed by the Subject, and • forwards the forms electronically to DSS.
6	Job done!

Tools Required for EPSQ

The following information details the minimum hardware and software requirements for EPSQ version 2.x for Windows.

Hardware	Software
<ul style="list-style-type: none"> • IBM-compatible personal computer with 80486 or greater Central Processing Unit (CPU) • 66 megahertz or faster processor • VGA or X VGA monitor • At least 16 MB of RAM • 15 MB of disk space for Security Officer Edition (more space needed if edition exceeds 50 Subject forms) • 15 MB of disk space for Subject (LAN) Edition (minimum of 7 MB for a single user) 	<ul style="list-style-type: none"> • Disk Operating System (DOS) version 3.3 or later (for Windows 3.x users) • Windows 95, Windows 98, Windows NT, and Windows 3.x • Files=100 or greater in your CONFIG.SYS file • Buffers=40 or greater in your CONFIG.SYS file

Organizations Required or Authorized to Use EPSQ

The Department of Defense (DoD) and all DoD activities are required to use EPSQ. The following organizations are authorized to use EPSQ:

- Any federal agency having personnel security investigations conducted by DoD
- Cleared contractor facilities participating in the National Industrial Security Program under DSS's cognizance.

Local security officers can provide advice on who should be using EPSQ. For general inquiries, please use the contact information below.

For	Contact Us at
Technical Problems	epsq_questions@mail.dss.mil
Customer Service	Toll Free 1-800-542-0237 DSN 283-8079 Commercial (Overseas) 410-865-2731

EPSQ Availability

EPSQ is available as a free download from the DSS Web site:

<http://www.dss.mil/epsq>. Using the DSS Web site is the best way to get information about EPSQ. The Web site provides suggestions on how to use EPSQ and the most up-to-date information on upcoming changes.

DSS also offers the following customer service information via the Web site:

- Opportunity to join the EPSQ Electronic News mailing list..
- EPSQ Instruction Guides.
- Responses to frequently asked questions.
- General information on the DSS.
- Instructions on how to create EPSQ installation diskettes.
- Detailed EPSQ Checklist Worksheets.
- PowerPoint slide presentations providing instructions and guidance.
- Important news and notes, tips, and other valuable documentation.
- The EPSQ Receipt, Electronic Letter of Consent (LOC), and Investigative Request Cancellation Systems..
- And much, much more!

EPSQ is only a click away at the DSS Web site:

www.dss.mil



EPSQ:

• Efficiency • Security • Convenience

USING EPSQ—INSTRUCTIONS FOR THE SUBJECT OF THE INVESTIGATION

The Subject can use EPSQ with ease and efficiency. When entering security-related data, the Subject may use either the Subject Edition or the Security Officer Edition of EPSQ. The simple step-by-step process of how the Subject uses the program is detailed below.

Step	Action
1	Prepare all personal information needed for the security information forms.
2	Enter required data into EPSQ.
3	Use EPSQ to validate the information on the forms.
4	Print copies of completed forms for personal records.
5	Create a file to forward to the Security Officer.
6	Forward completed forms and password to the Security Officer via e-mail, diskette, or LAN. There is also the option of filling out the form directly on the Security Officer's computer.

Reminder: The information saved in EPSQ is password protected and encrypted. Transmission of EPSQ data is fully protected by 56-bit encryption.

Necessary Preparations

Users may find EPSQ an easier task if they are well prepared. Subjects must document personal activity during the last 5 to 10 years depending on the investigative requirements for their positions.

Remember: EPSQ will only speed up the process of security investigations if the Subject's information is complete and accurate.

For a comprehensive account of which questions are posed while using EPSQ, please see the detailed EPSQ Checklist Worksheets available at the DSS web site—www.dss.mil/epsq.

The following is a checklist of all the information that will be required to complete an EPSQ:

- **PERSONAL INFORMATION:** Name, date, place of birth, physical characteristics.

Necessary Preparations, continued

- **OTHER NAMES USED:** Any other names the Subject has used.
- **CITIZENSHIP:** Current citizenship, including naturalization or alien registration if applicable, or Form 240 information if born abroad of U.S. parents.
- **WHERE YOU HAVE LIVED:** All residences for the past 5 to 10 years depending on type of investigation.
- **WHERE YOU WENT TO SCHOOL:** Education in last 5 or 10 years—if none during that period, provide last school attended after high school, if any.
- **EMPLOYMENT ACTIVITIES:** Provide continuous history of employment, unemployment, and self-employment for the past 5 to 10 years, including any federal civil service since your 16th birthday.
- **PEOPLE WHO KNOW YOU WELL:** Names, addresses, and phone numbers of 3 people covering the past 5 years for reinvestigations or NACs or 7 years for SSBI.
- **SPOUSE:** Current and former spouse(s).
- **RELATIVES AND ASSOCIATES:** Names, address, and citizenship.
- **CITIZENSHIP OF RELATIVES AND ASSOCIATES:** Additional citizenship information about certain close relatives born outside the U.S.
- **MILITARY HISTORY:** All service in U.S. and/or foreign military organizations.
- **FOREIGN ACTIVITIES:** Foreign property ownership, contacts, and passports.
- **MILITARY RECORD:** Any less than honorable discharge.
- **SELECTIVE SERVICE RECORD:** Selective service registration number or exemption. The Subject of the investigation may obtain his selective service number by calling the Selective Service Administration at (847) 688-6888.
- **MEDICAL RECORD:** Any consultation/treatment with health professional for mental health related condition during last 7 years, including name, address, phone number of provider.
- **EMPLOYMENT RECORD:** Details on certain employment terminations.
- **POLICE RECORD:** Charged or convicted offenses—include name of law enforcement agency and location of court.
- **ILLEGAL USE OF DRUGS/DRUG ACTIVITIES:** Any use in past 7 years—include use while on job, in sensitive position, etc.
- **ALCOHOL USE:** Treatment and/or counseling in last 7 years.
- **CLEARANCES/INVESTIGATIONS RECORD:** Others held, denied, revoked, suspended.
- **FINANCIAL RECORD:** Bankruptcies, repossessions, wage garnishments, tax liens, unpaid judgments, delinquencies.
- **PUBLIC RECORD CIVIL COURT ACTION:** Any in last 7 years not covered elsewhere in form.
- **ASSOCIATION RECORD:** Association with, and/or participation in, organizations advocating violent overthrow of U.S. Government.

Getting Started

Instructions on how to complete the EPSQ are in the following tables.

There are Remarks sections available in each module of EPSQ. Use Remarks to provide information that is rejected by the system or that does not fit squarely on the form—e.g. vacation residences, acquaintances who live outside of the United States, etc.

Step	Actions
1. Enter EPSQ Software & Create User Form	Select “Create” from the menu toolbar and choose “User Form.”
2. Type of Form	<ul style="list-style-type: none"> • Choose the required security clearance form (e.g., SF86) from the “Type of Form” box. • Click “OK.”
3. Type of Investigation	<ul style="list-style-type: none"> • Select the type of investigation (e.g., Single Scope Background Investigation) you are requesting from the “Type of Investigation” box. • Click “OK.”
4. Privacy Act Statement	Review Privacy Act information and press “Enter” to continue.
5. Create Password	<ul style="list-style-type: none"> • Enter Social Security Number (SSN) in the “User Login” box. • Type in a password. • Retype password to verify it. • Click “OK.”
6. Type of Organization	<ul style="list-style-type: none"> • Select type of organization from the “Organization Type” box that most closely resembles your organization. • Click “Next.”
7. Confirm SSN	<ul style="list-style-type: none"> • Confirm that the SSN entered is correct. • Click “Yes.”
8. Complete Forms	Following the “Necessary Preparations” section on the previous pages, enter all requested personal data into EPSQ.

Modifying and Validating EPSQ

The following table shows how to edit the EPSQ user form.

Step	Actions
1. Enter EPSQ Software	Select “Modify” from the menu toolbar and choose “User Form.” Enter SSN and password in the login box.
2. Select Module	<ul style="list-style-type: none"> • Choose the item of information for editing and click “OK.” • Make all necessary corrections.
3. Validate the Form	<ul style="list-style-type: none"> • Select “Validation” from the menu toolbar and choose “User Form.” • EPSQ displays number of errors that were found on the form. • Either view errors online or print out results. • Correct all errors. • Exit the process by selecting the exit option and click “OK.”

Printing and Sending EPSQ

The following table shows Subjects how to print, save, and send the prepared EPSQ to their Security Officer.

Step	Actions
1. Print the Form	<ul style="list-style-type: none"> • Select “Print” from the menu toolbar and choose “User Form.” • Send report to printer or computer screen and click “OK.”
2. Prepare File for the Security Officer	<ul style="list-style-type: none"> • Select “Communications” from the menu toolbar and choose “Prepare file to Give to Security Officer.” • Select a file name and directory for the work • Click “OK” to export file information. • Click “OK” after the name and location of the prepared file is displayed.
3. Send File to the Security Officer	<p>Send the file and password to the Security Officer via one of the following options:</p> <ul style="list-style-type: none"> • E-mail (as an attachment). • Diskette. • Copy file to a shared LAN drive.

USING EPSQ—INSTRUCTIONS FOR THE SECURITY OFFICER

EPSQ will simplify the job of the Security Officer. EPSQ enables the Security Officer to review and validate a Subject's personal data and submit it directly to the Case Control Management System (CCMS). The simple step-by-step process of how the Security Officer sets up EPSQ is detailed below.

Step	Actions
1	Choose Security Officer (SO) Edition of EPSQ by double clicking on the "SO" icon.
2	Select Type of Organization: <ul style="list-style-type: none"> • "Military/Civilian." • "Contractor."
3	Complete all required fields regarding your organization.
4	Create User ID and password consisting of 8 characters or less. Note: It is recommended that the Security Officer establish at least two system administration user IDs in order to have a backup account. To do this, follow these instructions: <ul style="list-style-type: none"> • Go to "Utilities/System Administration/Security Officer Users" • Select: "Add" button. • Provide required information.
5	Go to "Communications/Change User Site Information" to complete data fields in the Change User Site Information screen.

Getting Started

Instructions on how to complete Security Information (e.g., DD1879 or NAC Security Information Sheet) using EPSQ are provided in the following table.

Step	Actions
1. Import Subject's Data (if applicable)	<ul style="list-style-type: none"> • Click "Receive User Form From Subject/Security Officer." • Select the drive and directory where the .zdb file is located. • Select file name you wish to import. • Highlight Subject's name from the list of user forms.

Getting Started, continued

Step	Actions
1. Import Subject's Data, (continued)	<ul style="list-style-type: none"> • Enter password for the form being imported. • Click "OK" to import the form.
2. Create Security Information	<ul style="list-style-type: none"> • Enter Social Security Number (SSN). • Click "YES" to confirm SSN was entered correctly. • Begin entering data.
3. Modify Security Information	<ul style="list-style-type: none"> • Enter SSN or click "List of User Forms" bar. • Highlight name and click "OK" button. • Click "OK" to begin editing form on Module List. • Revalidate work each time you modify a form.
4. Validate Security Information	<ul style="list-style-type: none"> • Enter SSN or click "List of User Forms" bar. • Software displays number and nature of errors. • Either view errors online or print out results. • Use the Modify option to correct all errors and revalidate.
5. Print Security Information	<ul style="list-style-type: none"> • Select "Print" from the menu toolbar and choose "Security Information." • Enter SSN or click "List of User Forms" bar. • Highlight name and click "OK." • Access report via printer or screen.

Reminders

Be sure to complete the following steps:

- Validate and print both the User Form and Security Information BEFORE completing the certification process.
- Certify the form BEFORE attempting to transmit the User Form and the Security Information to DSS.



• Validate • Print • Certify

Certifying User Form

The following table provides instructions for certifying the User Form.

Step	Actions
1	Go to “Certify/Certify User Form.”
2	Enter SSN or click “List of User Forms” bar.
3	If User Form and Security Information have both validated successfully, highlight name and click “OK.”
4	Complete date fields and click “OK.”
5	If a DD 1879 was used for Security Information, identify yourself from the list of Requester organizations. You must tell us who you are.
6	If a Special Project Code is applicable to this request, enter this code.
7	Click “Yes” to acknowledge certification.
8	Click “Exit” button and proceed to transmitting the information.

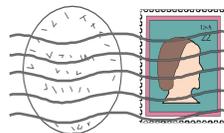
Note: You must certify the following before you complete the certification process:

- Security Officer signed the Form.
- Subject signed the Form.
- Subject signed the Authorization for Release.

Signed Releases & Fingerprint Cards

When transmitting EPSQ requests, attach a scanned image of the signed Authorization for Release form(s) directly to the EPSQ! Simply go to “Communications, Change User Site Information”—then place an X in the appropriate box. As an alternative, mail the signed releases to DSS. When the Subject of the investigation is required to provide fingerprints, the fingerprint cards may be sent with the release statement.

*(U.S. Mail & Overnight Delivery
Service (i.e., FedEx)*



National Agency Records Processing Group (NARP)
Defense Security Service
601 10th Street, Suite 125
Ft. Meade, MD 20755-5134

The following tables provide information on how to transmit the User Form and Security Information to DSS by using e-mail, an internet service provider, or a diskette.

Transmitting the Information—E-mail

Step	Actions
1	Go to “Communications/Transmit User Form to DSS/Create E-mail Attachment.”
2	Create a file name (e.g., filename.z20) and click “OK.”
3	Select no more than 5 files to be sent. (Use Shift key and Mouse to select multiple files.)
4	Click “OK” to export.
5	User is informed of where the prepared file is located.
6	Create an e-mail and attach prepared file (e.g., filename.z20). Attach up to two (2) .z20 files per e-mail.
7	Send e-mail with prepared file to DSS at epsq20@epsq.dss.mil.

Note: Any message in the e-mail will not be reviewed by DSS.

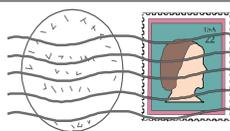
Transmitting the Information—Internet Service Provider

Step	Actions
1	Go to “Communications/Transmit User Form to DSS/Directly to DSS Via ISP.”
2	Select no more than 5 files to be sent. (Use Shift key and Mouse to select multiple files.)
3	Click “Yes” to send specified files.
4	Click “OK” to confirm connection to the Internet.
5	Click “OK” to acknowledge successful transmission to DSS.

Transmitting the Information—Diskette

Step	Actions
1	Go to “Communication/Transmit User Form to DSS/Create E-mail Attachment.”
2	Label the diskette with the following information: <ul style="list-style-type: none"> • Return address. • Security Officer’s name or other designated point of contact. • Telephone number. • The last name(s) of the Subject(s) whose EPSQ(s) is (are) contained on the diskette.
3	Create a file name (e.g., a:\filename.z20) and click “OK.”
4	Select no more than 5 files to be sent. (Use Shift key and Mouse to select multiple files.)
5	Click “OK” to export.
6	The location of the prepared file is displayed on the screen.
7	Transfer the file to a formatted diskette. (Send up to 5 .z20 files per diskette.)
8	<ul style="list-style-type: none"> • Place the signed copy of the Authorization for Release of information (and fingerprint cards, if applicable) in the same envelope as the diskette. • Mail these items, with a self-addressed envelope, to the following address:

*(U.S. Mail & Overnight Delivery
Service i.e., FedEx)*



EPSQ Diskette Processing
 Defense Security Service
 601 10th Street, Suite 113
 Ft. Meade, MD 20755-5134

Using the DISCO Form 562 (Security Officer Edition Only)

The following table provides information on how to create, modify, validate, print, and transmit a DISCO Form 562.

Step	Actions
1. Create DISCO Form 562	<ul style="list-style-type: none"> • Enter SSN. • Click “Yes” to confirm correct entry of SSN. • Begin entering data.
2. Modify the Form	<ul style="list-style-type: none"> • Highlight the 562 Form to be modified. • Edit form from “Module List.” • Revalidate form every time you make a change.
3. Validate the Form	<ul style="list-style-type: none"> • Highlight the 562 Form to be validated. • Click “OK” (number and nature of errors will be displayed). • Use “Modify” option to correct all errors and revalidate form. • Print validation report to printer or Print Screen.
4. Print the Form	<ul style="list-style-type: none"> • Highlight the 562 Form to be printed. • Click “OK.” • Save the report.

Information on how to transmit a DISCO Form 562 to DSS by using e-mail, an internet service provider, or a diskette is provided in the following tables.

Transmitting the DISCO Form 562—E-mail

Step	Actions
1	Go to “Communications/Transmit DISCO 562 to DSS/Create E-mail Attachment.”
2	Type a file name (e.g., filename.z20) and create a directory for the file.
3	Select files (up to 5 at one time) to be transmitted. Use Shift key and Mouse to select multiple files.
4	Click “OK” to export.
5	User is informed of where the prepared file is located.
6	Create an e-mail and attach prepared file.
7	Send e-mail with attached file to DSS at epsq20@epsq.dss.mil.

Note: Any message in the e-mail will not be reviewed by DSS.

Transmitting the DISCO Form 562—Internet Service Provider

Step	Actions
1	Go to “Communications/Transmit DISCO 562 to DSS/Directly to DSS Via ISP.”
2	Select files (up to 5 at one time) to be transmitted. (Use Shift key and Mouse to select multiple files.)
3	Click “Yes” to send specified files.
4	Click “OK” to confirm connection to the Internet.
5	Click “OK” to acknowledge successful transmission to DSS.

Transmitting the DISCO Form 562—Diskette

Step	Actions
1	Go to “Communications/Transmit DISCO 562 to DSS/Create E-mail Attachment.”
2	Label the diskette with the following information: <ul style="list-style-type: none"> • Return address. • Security Officer’s name or other designated point of contact. • Telephone number. • The last name(s) of the Subject(s) whose EPSQ(s) is (are) contained on the diskette.
3	Type a file name (e.g., a:\filename.z20) and create a directory for the file.
4	Select files (unlimited number) to be transmitted. (Use Shift key and Mouse to select multiple files.)
5	Click “OK” to export.
6	User is informed of where the prepared file is located.
7	Transfer the file to a formatted diskette.

Reminder: No diskettes will be returned to the sender. Please ensure that the original data is stored at the sender’s security office in the event a resubmission becomes necessary.

Using the Security Officer Template

In EPSQ version 2.2, Security Officer users have the option of saving information from Module 1 and Module 13 of the DD 1879 and/or Module 1 and Module 7 of the NAC Form onto a template. If this template is used, Security Officers can retain address information to avoid re-typing this information.

Step	Actions
1	Go to "Communication/Change User Site Information."
2	Place X in box "Create and Use Security Information template."
3	The next time that Security Information is created, the question "Do you wish to retain this information in the Security Information template?" will be generated. Select "Yes." This question will also appear after Module 7 of the NAC form and Module 13 of the DD 1879.
4	To change information, permanently or temporarily, type the new information in any of the fields.