

July 13, 2015: Manual submission of SF86s from industry (based on mission critical need only)

In accordance with the memo issued by the Director of National Intelligence, "Interim Procedures during the Temporary Suspension of e-QIP" dated July 2, 2015, and Department of Defense memo, same topic, dated July 10, 2015, the Personnel Security Management Office – Industry is accepting the manual submission of the SF86 from applicants **(based on mission critical need)** for Initial Secret investigations only. The manual submission of the SF86 will allow PSMO-I to make an interim eligibility determination. Once the e-QIP system is fully operational, the Facility Security Officer /Designee will be required to complete the investigation request via the e-QIP system within 14 days or notify PSMO-I if subject no longer requires interim eligibility. The FSO/Designee must follow the procedure listed below to be considered under the interim process.

Industry Steps for Processing (Initial Secret Only):

1. FSO/Designee submit JPAS Research request to DoD CAF IND with the following information:
 - a. Level of Clearance requested
 - b. Reason for Request: KMP or specific contract requirement (e.g., deploy, engineer, critical support)
 - c. What agency does the contract support? Example: NGA, Navy, Army, or Classified.
 - d. FSO/Designee email address and phone number
2. PSMO-I approves and provides instruction through JPAS message on how to submit SF86
3. Subject provides completed SF86 and certification page to FSO/Designee
4. FSO/Designee submit (encrypted) completed SF86 package to include signed certification and release pages using instructions provided in JPAS message
5. FSO/Designee submit fingerprints electronically to SWFT
6. PSMO-I review for Interim Secret eligibility and post determination in JPAS
7. PSMO-I store SF86 package in CATS for retention and reporting
8. When OPM restores the use of e-QIP, the FSO/Designee must submit an investigation request within 14 days or notify PSMO-I subject no longer requires interim eligibility.