



Department of Energy  
Washington, DC 20585

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MEMORANDUM FOR DISTRIBUTION

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SUBJECT: Interim Procedures During Temporary Suspension of Electronic  
Questionnaires for Investigations Processing System

The Electronic Questionnaires for Investigations Processing (e-QIP) system is a web-based application that is used to collect information for conducting background investigations for Federal security, suitability, fitness and credentialing purposes. Following the identification of vulnerabilities in the e-QIP system, the U.S. Office of Personnel Management (OPM) has temporarily suspended use of this system. OPM has identified that system operation will be restored as soon as prudent and practicable.

On July 2, 2015, the Director of OPM and the Director of National Intelligence (DNI) jointly issued a memorandum (attached) outlining temporary equivalencies to facilitate hiring, credentialing and eligibility determinations during the period of e-QIP suspension. Where current requirements mandate the initiation of the required background investigation for hiring, credentialing, and interim access at the "L" level, OPM and the DNI have determined that, while the e-QIP system is offline, completion of a hard-copy standard form (SF-85, SF-85P or SF-86, as appropriate) and review of this form by the applicable security, credentialing, or human resource adjudicative office will satisfy the "initiation" requirement. There are no interim procedures authorized at this time for access to Top Secret, Top Secret SCI, or "Q" level information.

Adjudicative offices will review submitted forms and those found to be free of unfavorable information may be used to facilitate hiring, credentialing, and interim "L" level access determinations. Once e-QIP is online, the applicant will re-enter his or her personal information into e-QIP so that the required background information may be completed via the regular process. Hiring, credentialing, and access eligibility adjudicative offices must keep a record of each case processed under this interim procedure to ensure proper submission of the



investigative request once e-QIP suspension has terminated and to be prepared for any eventual requested accounting of its use by the Administration or by Congress.

Department of Energy (DOE) procedures and requirements for hiring, credentialing, and interim "L" security clearance access determinations, which are independent of e-QIP processing, remain in force. Refer to DOE O 206.6 *Identity, Credential and Access Management* and DOE O 472.2 Chg. 1 *Personnel Security*.

Please contact Ms. Tracy Berry at (202) 586-3249 for interim access authorizations questions, Mr. Kenneth Calabrese at (202) 345-2705 for credentialing questions, and Beau Newman at (202) 586-8585 for human resources questions.

Attachments

## **DEPARTMENT OF ENERGY** **INTERIM E-QIP PROCEDURES**

Following the identification of vulnerabilities in the Electronic Questionnaires for Investigations Process (e-QIP) system, the U.S. Office of Personnel Management (OPM) temporarily suspended the e-QIP system. OPM and the Director of National Intelligence (DNI) jointly issued interim procedures for use during the temporary suspension of e-QIP to allow the federal agencies to proceed with existing policy by requiring new hires to complete a paper version of the standard form (SF-85, SF-85P, or SF-86) and submit the completed security questionnaire to the appropriate security or credentialing office. The Department of Energy (DOE) will implement the following process changes to expedite the issuance of DOE Security Badges to newly-hired individuals who will be working across the DOE complex. These changes will apply to all categories of employees, including Federal and Contractor personnel.

### **For DOE Federal employees:**

1. The hiring Human Resources (HR) office will send a tentative offer letter to the new employee with detailed instructions for completing the OF-306, SF-85, SF-85P and/or SF-86, and data collection form for sponsorship in USAccess. The HR specialist will:
  - Sponsor the applicant in USAccess.
  - Complete the top portion of the Personal Identity Verification (PIV) request form and forward it to the Security Office.
  - Review OF-306 and adjudicate for minimum suitability requirements, and verify citizenship.
  - Forward a security investigation package to the applicable security or credentialing office for processing. The security investigation package will include:
    - 1) PIV Request Form;
    - 2) Copy of the tentative Offer Letter;
    - 3) Applicant's resume;
    - 4) OF-306 - Declaration for Federal Employment; and
    - 5) Applicant's full name, social security number, date of birth and place of birth.
  - Retain original OF-306 in the HR office.

Note: HR offices are encouraged to provide the applicant with a prepaid FedEx mailer for the return of the necessary paperwork.

2. The applicant will complete the applicable security questionnaire and follow the email instructions received from USAccess, which includes the following:
  - Schedule an appointment online.
  - Appear at the USAccess enrollment center with the required documents to have his/her photo and fingerprints taken.
  - Produce two I-9 documents (see <http://www.fedidcard.gov/viewdoc.aspx?id=109>) to the USAccess enrollment center.
  - Have fingerprints and photo taken.
  - Submit the security questionnaire via secure email or FedEx (in a double envelop with the interior envelope marked "PII/FOUO") to the applicable security or credentialing office for processing.

The applicable security or credentialing office will review the security form questionnaire. If the questionnaire requires correction, the office will reject and return the questionnaire to the applicant. As a courtesy, the hiring HR office will be notified of the rejection. Otherwise, the applicable security or credentialing office will release the fingerprints to OPM. The office will retain the paper copy of the security questionnaire. The applicant will be given authorization to receive a temporary badge.

**For Contractor employees:**

Upon receipt of a DOE F 473.2, Security Badge Request, with necessary signatures in Section N of the form, the applicant will be eligible for issuance of a Local Site-Specific Only (LSSO) badge that will be valid for 30 days. This badge will allow building access only; it will not allow access to classified information and will not allow unescorted access to Limited or Exclusion Areas, nor will it allow the individual to sign other individuals into a DOE facility.

1. The hiring program element must complete the following:
  - Sponsor the individual for a DOE Security Badge through USAccess.
  - Complete the top portion of the Personal Identity Verification (PIV) request form and forward it to the Security Office.
  - Forward a security investigation package to the applicable security or credentialing office for processing. The security investigation package will include:
    - 1) PIV Request Form;
    - 2) Applicant's resume; and
    - 3) Applicant's full name, social security number, date of birth and place of birth.
2. The applicant will complete the applicable security questionnaire and follow the email instructions received from USAccess, which includes the following:
  - Schedule an appointment online.
  - Appear at the USAccess enrollment center with the required documents to have his/her photo and fingerprints taken.
  - Produce two I-9 documents (see <http://www.fedidcard.gov/viewdoc.aspx?id=109>) to the USAccess enrollment center.
  - Have fingerprints and photo taken.
  - Submit the security questionnaire via secure email or FedEx (in a double envelop with the interior envelope marked "PII/FOUO") to the applicable security or credentialing office for processing.

The individual must complete all required paperwork for a background investigation at the level required, whether it be for Building Access Only or for a security clearance ("Q" or "L"). Application forms will be provided by the appropriate security office.

**DEPARTMENT OF ENERGY  
STATEMENT OF UNDERSTANDING  
CONDITIONS OF EMPLOYMENT ACKNOWLEDGEMENT**

<b>Employee Name</b>	
<b>Title/Series/Grade</b>	<b>Program Element/Office</b>

**Condition(s) of Employment Acknowledgement:**

1. I understand the appointment to this position requires acknowledgement and acceptance of the following condition(s) which have been imposed as required by law, regulation, or appropriate management authority:

☐ NACI background investigation  
☐ "L" Security Clearance  
☐ "Q" Security Clearance

2. I will complete a paper version of the SF85, SF85P, or SF86 and submit it to the applicable security or credentialing office for processing. When e-QIP is restored, I will enter my personal history information into e-Qip within 14 calendar days upon notification the system is operational in order for the required investigation to be completed through the regular process.
3. I understand that failure to acknowledge/accept the above condition(s) will be grounds for withdrawal of the appointment offer.
4. I further understand that in the event I do not satisfactorily meet/maintain the above condition(s) related to the performance of this position, action will be taken to remove me from federal service.

**I have read, understand, and accept the above stated terms and conditions applicable to this agreement regarding background investigation at the national agency check with written inquiries (NACI).**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resources Specialist Signature**

**File original signed form on the left side of Official Personnel Folder (OPF)**

**cc:     Employee  
       Administrative Office**

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