

**Electronic Questionnaires for Investigations Processing (e-QIP)  
WORKSHEET - DO NOT SUBMIT**

*This is a worksheet intended to aid in the collection of background data to be used in completing the SF 86, Questionnaire for National Security Positions, on the e-QIP system.*

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**Instructions for Completing this Form**

1. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form by checking the associated "Not Applicable" box. If you need to estimate a date, an "estimated" box will be available after each date entry blank.
2. Do not abbreviate the names of cities or foreign countries.
3. The 5-digit postal ZIP codes are needed to speed the processing of your investigation.
4. For telephone numbers in the United States, be sure to include the area code, and use one of the following formats: (123)456-7890 or 1234567890.
6. All dates provided on this form must be in Month/Day/Year or Month/Year format. The year should be entered as all four numbers, i.e., 1978 or 2001. If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by checking the "Est." box.
7. Read each question carefully, many questions are phrased in such a way as to indicate how far you must go back to fully answer the question, i.e., Have you ever, Or, Since Junior High School, or In the last five years. If the question does not provide the scope, then you will need to provide information as follows:

- Initial Secret clearance – 7 years
- Periodic Reinvestigation for a Secret clearance – 7 years or date of last investigation.
- Periodic Reinvestigation for a Top Secret clearance – 5 years or date of last investigation.
- Initial Top Secret clearance – 10 years.

Please Note: Some questions on the current SF86 specify a time frame of seven years, which is not consistent with Executive Order 12968. Until a revised form is in place, interim instructions are needed for some of the items on the current SF86 when an SSBI is required. These questions should be answered with a ten (10) year time frame for the case to meet the new standard:

- Section 9: Where You Have Lived
- Section 10: Where You Went to School
- Section 11: Your Employment Activities
- Section 22: Your Employment Record
- Section 23, questions e and f: Your Police Record
- Section 29: Public Record Civil Court Actions