



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services

Federal Investigations Notice

Notice No. 11-07

Date: August 29, 2011

Subject: Discontinuing the 2008 Standard Form (SF) 86; Implementing the Fully Electronic 2010 SF 86

Discontinuance of the 2008 SF 86

The U. S. Office of Personnel Management (OPM), Federal Investigative Services (FIS), announced the revised SF 86 (2010 version) in Federal Investigations Notice (FIN) 11-03. This FIN established that the 2008 version of the SF 86 would not be accepted after September 30, 2011.

Accordingly, effective October 1, 2011, OPM will be removing the ability to initiate new Electronic Questionnaires for Investigations Processing (e-QIP) requests on the 2008 SF 86, and paper or hardcopy submissions of the 2008 version will no longer be accepted (unless previously submitted and returned as Unacceptable). This action will allow any applicants currently initiated in e-QIP on the 2008 version to continue to be processed out of the system with all new initiations occurring on the 2010 SF 86.

Implementation of the revised SF 86 (2010 version)

The 2010 SF 86 includes branching questions that expand based on the applicant's responses, asking for more detailed information. Aligning with reform goals by utilizing automation and validation to ensure the information collected from applicants is more complete and accurate during the upfront processing phase, the new form was designed and intended to be used electronically.

OPM recognizes, however, there are applicant instances or agency circumstances when applicants may not be able to enter directly into e-QIP themselves. To fulfill this need, OPM has developed a new e-QIP role and functionality for Third Party Data Entry (3PDE) to utilize the validation capabilities of e-QIP even when an applicant cannot access the e-QIP online system. The 3PDE process will permit requesting agencies to enter the applicant data directly into e-QIP and to utilize e-QIP validation. Upon completion of data entry, this process requires the agency user to present the archival copy and e-QIP generated signature pages to the applicant for review and signatures. Signature pages must match the Request ID of the request for investigation submitted to OPM. Once the data is complete and validated, the request will follow the current e-QIP process for review and approval for submission to the investigative service provider (ISP). The 3PDE process accommodates applicants who do not have Social Security numbers (non-U.S. citizens). OPM will not accept a hardcopy submission of the 2010 SF 86 form.

The 3PDE is an access controlled process in e-QIP, with controls at multiple levels in the application, beginning with the ISP. Starting September 26, 2011, the functionality will be made available in e-QIP. If you are interested in obtaining 3PDE access for users within your agency contact your OPM agency liaison. Once activated, your agency administrator will then be able to enable individual agency users to the 3PDE functionality.

For additional information/details regarding e-QIP Third Party Data Entry or other functionality included with the 3PDE release in e-QIP, users can reference the new job aid available on the OPM web site; the updated e-QIP Users Manual on the OPMIS Secure Portal; or the Help function in the e-QIP application itself.

PDF Fillable/Printable SF 86

Effective October 1, 2011, the PDF Fillable/Printable SF 86 (2010 version) will be available on the OPM web page at www.opm.gov/forms. Agencies may use this form to assist applicants in preparing for their e-QIP initiation or the 3PDE process. Note, however, that OPM will not accept any hardcopy submissions of the 2010 SF 86.

Other Forms Processing

Please note 3PDE functionality is only available for the SF 86 (2010 version). Existing hard copy processes on forms other than the SF 86 will remain the same; however, this functionality will be applied to future forms development (SF 85 and SF 85P).

Other e-QIP Enhancements

In addition to 3PDE functionality, there are other enhancements to e-QIP being implemented. These include:

- Effective September 25, 2011, if an agency user has been inactive in e-QIP for 35 days, the account will be locked out. This has been added to the system in order to meet information technology security requirements. Any user who is locked out of e-QIP must contact the User Administrator at their agency for renewal.
- New data fields on the request menus to include the number of days until termination and case type. These fields will be available September 25 and were added at the request of OPM customers.
- Modifications to all forms in e-QIP to support OPM's continuous efforts to align reciprocity goals and timeliness standards. Agencies that have templates stored in e-QIP must modify those templates in accordance with the alignment standards or they will receive an error message if they attempt to make a request that is not consistent with the standards.

If you have questions about the 3PDE process or other changes outlined in this document, please contact your Agency Liaison at 724-794-5612.



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