



DEPARTMENT OF ENERGY
OFFICE OF INSPECTOR GENERAL

Please be advised that failure to complete these steps in a timely manner may delay your start date.

Security Review Process

STEP ONE	<p><i>Complete and Return <u>Security Acknowledgment Form</u></i></p> <p>The form must be mailed to:</p>	<p>You are responsible for returning the signed original Security Acknowledgement Form (DOE F 5631.18) located at http://www.energy.gov/ig/new-employees . The signed form should be returned to the Office of Inspector General's Headquarters Security Officer, via express mail, within 5 business days of receipt of your Tentative Appointment Letter.</p> <p>Attn: Tiffany Jenifer, IG-12 U.S. Department of Energy Office of Inspector General Rm. 5B-229 1000 Independence Avenue, SW Washington, DC 20585</p>
STEP TWO	<p><i>Complete Enrollment Process</i></p> <p><i>What is enrollment?</i> The process for taking your fingerprints and picture – a critical part of completing your security review.</p>	<p>After your Security Acknowledgement Form has been received by the OIG, within 7 business days you will receive an Enrollment e-mail message from HSPD12Admin@usaccess.gsa.gov. Upon receipt of this e-mail message, schedule your enrollment appointment IMMEDIATELY. When scheduling your appointment, if you have never had an HSPD-12 select "Enroll" as the purpose of the visit. If you already have an HSPD-12 select "Re-Enroll." At the appointment, you will be required to present 2 forms of identification (ID); one of which MUST be a government-issued ID.</p>
STEP THREE	<p><i>Complete the eQIP</i></p> <p><i>What is the eQIP?</i> The eQIP is a web-based system used to collect information needed to complete the security review process.</p>	<p>You will be required to complete either the SF-85 "Questionnaire for Non-Sensitive Positions" or SF-86 "Questionnaire for National Security Positions." You will be notified by the Department's Office of Personnel Security via e-mail regarding how to access and complete the appropriate questionnaire. The e-mail will be entitled "e-QIP." It is important that you pay close attention to the date you are required to complete the e-QIP.</p>



If you have any questions, please contact Tiffany Jenifer, Headquarters Security Officer on 202-586-2729 or at Tiffany.Jenifer@hq.doe.gov

