

## SF86 CHANGES AND COMMON MISTAKES

### Changes in the QNSP:

If you last used an SF-86 for your reinvestigation, there have been some changes to the format and requirements of the QNSP, including:

- \* You are now required to provide your passport number.
- \* Section 14 of the previous SF-86 required only a minimal amount of information on your relatives. In the new QNSP, if your relative was born outside of the U.S. and possesses any of the following documents, the number(s) must also be included: FS 240 or 545; Citizenship certificate; DS 1350; Naturalization certificate; Alien registration; or U.S. passport, the number(s) and country of citizenship must be provided.
- \* Question 15, the Military Section, will not allow the applicant to answer “No” to questions 15a or 15b and provide a detailed entry for military duty. If the applicant answers 15d “No”, they cannot provide a detailed entry for military charges.
- \* The Supervisor’s information for the Employment Section has a check-box that says “Supervisor’s information is same as employer.” When the applicant checks this box they cannot input the Name, Title, Address, or Phone Number for the Supervisor. This is an “All or Nothing” field.

### A Final Check for Common Mistakes:

- \* If you are married, ensure you have included your In-laws “Section 18, Relatives”, including if they are alive or deceased.
- \* Ensure dates and numbers are legible and not easily confused with other numbers.
- \* Make sure all forms are signed and dated properly and are clearly legible.
- \* Ensure spouse/co-habitant information (section 17), especially the SSN and Place of Birth is correct.
- \* Ensure it is absolutely clear in comments that you are LEGALLY separated (went through the courts) or only PHYSICALLY separated.
- \* If you have returned to your maiden name, ensure that is very clear in the comments.
- \* Ensure all foreign travel is listed, whether business or pleasure, including places and dates.
- \* Once you have certified your package, you must send it into the system so that it can be forwarded to OPM in a timely manner.

### Additional Guidance For Reinvestigations To Avoid Delays

- Upon electronically releasing your e-QIP package to the Service Center at DOE/NNSA Albuquerque you must inform the University Research Security Officer to fax the Clearance/Recertification/ Suitability Form to your Sponsor at the DOE Livermore Site Office for approval and forwarding on to the Service Center.
- You must within 24 hours of electronically releasing your e-QIP package Fed Ex your paper package to the Service Center. Your reinvestigation may be held up or returned if the electronic and paper packages are not received within 2 or 3 days of one another.