

## e-QIP Alternate Procedures due to OPM Shutdown

The necessary forms can be accessed on line at:

- SF 85: [http://www.opm.gov/forms/pdf\\_fill/SF85.pdf](http://www.opm.gov/forms/pdf_fill/SF85.pdf) or <http://www.gsa.gov/portal/forms/download/116378>
- SF 85P [http://www.opm.gov/Forms/pdf\\_fill/sf85p.pdf](http://www.opm.gov/Forms/pdf_fill/sf85p.pdf) or <http://www.gsa.gov/portal/forms/download/1163822>
- SF 86 [http://www.opm.gov/forms/pdf\\_fill/SF86.pdf](http://www.opm.gov/forms/pdf_fill/SF86.pdf) or <http://www.gsa.gov/portal/forms/download/116390>

### IRS Vendors:

As you may be aware, the Office of Personnel Management has temporarily shut down the Electronic Questionnaires for Investigations Processing system, a web-based platform used to complete and submit background investigation forms. OPM estimated in late June that e-QIP would be down for 4-6 weeks.

If your performance of a contract awarded by the Department of the Treasury, Internal Revenue Service, will be impacted or if you have questions regarding interim procedures to be used while e-QIP is unavailable, please contact your Contracting Officer for further guidance. IRS interim guidance is as follows: Personnel Security, in cooperation with the Contractor Security Management team, has developed an interim work around that will allow us to continue to issue interim staff-like access determinations for your contractors so that they can continue to onboard and provide the services for which they have been contracted.

As part of this process, OPM has mandated that while the e-QIP system is offline, PS is required to collect paper investigative forms (either SF 85, Questionnaire for Non-Sensitive Positions (for low risk positions), or SF 85P, Questionnaire for Public Trust Positions (for moderate or high risk positions) from contractor employees seeking access to IRS data, systems, or facilities. During the interim access approval process, PS will forward an email to contractors that directs them to complete the required paper form and return it to PS by faxing to a designated PS e-Fax number. Additionally, once the e-QIP system is back online, contractors will receive an e-QIP invitation from PS, instructing them to complete the form electronically as well.

Procedures to be used during the downtime may vary among Treasury bureaus and other agencies. If you have contracts with other organizations, please contact the appropriate contracting personnel in those offices for relevant guidance.

You will be notified when e-QIP is available for use. Thank you for your patience.

### DO Vendors:

Same instructions for IRS Vendors above, however, vendors should submit forms directly to the Office of Security Programs via overnight mail to: (Please keep a copy of this form for your records)

Department of the Treasury  
1500 – (Annex 3180-(OSP/PSS))  
JBAB  
Bldg. 410/Door 123  
250 Murray Lane, SW  
Washington, DC 20222

### BEP Vendors:

OPM has provided the following guidance for processing the e-QIP contractors. Effective July 2, 2015, the interim procedures during the Temporary Suspension of e-QIP are as follows:

To proceed during the time that e-QIP is unavailable for electronic initiation of background investigations; BEP will comply with existing policy for initiating a background investigation by having the contractor complete the appropriate OMB-approved SF 85, SF 85P, or SF 86. The standard forms are available online through OPM or GSA. The Personnel Security Division will provide the appropriate form for the contractor to complete as determined by their current position.

The contractor will send their completed SF 85 or SF 85P (electronic questionnaire) to [PSDHRDocuments@bep.gov](mailto:PSDHRDocuments@bep.gov). Please note that PSD will not forward the hard copy form to OPM. BEP (applicable sponsoring agency) and the contractor should retain the completed questionnaire until e-QIP service has been restored. When e-QIP has been restored, the contractor will re-enter his or her personal history information into e-QIP so that the required investigation may be completed through the regular process.

This above process will allow agencies to conform to existing policy during the temporary suspension of e-QIP. There are no interim procedures authorized at this time for access to Top Secret, Top Secret SCI, or "Q" level information.

BEP will maintain a list of all investigations initiated using these interim procedures and the subsequent date the investigations are processed through e-QIP when e-QIP service is restored.

For the Western Currency Facility applicants/contractors, please hand-deliver all completed SF 85/85P/86's to the Personnel Security Branch, Room T-270. If you have any questions, please contact Monique Bridges at 1-817-847-3858.

For the District of Columbia Currency Facility, please direct questions regarding these interim procedures to Sonya Sargent-Oliver at [sonya.sargent-oliver@bep.gov](mailto:sonya.sargent-oliver@bep.gov).