



ISOO Notice 2015-03: **Update for Security Clearance Holders**

July 7, 2015

This ISOO Notice provides an update of current actions being taken regarding the recent OPM security breaches:

- The U.S. Office of Personnel Management (OPM) and the Office of the Director of National Intelligence (ODNI) issued a joint memo of July 2, 2015, “Interim Procedures during the Temporary Suspension of e-QIP”. The Electronic Questionnaires for Investigations Processing (e-QIP) is a web-based platform used to complete and submit background investigation forms. OPM previously announced that it had temporarily taken the e-QIP system offline for security enhancements. OPM took this step proactively and expects the e-QIP system could be offline for four to six weeks while these security enhancements are implemented.
- The joint memo provides interim procedures that will allow agencies to proceed with the initiation of background investigations including those for SECRET level clearances, competitive service employment, and the issuance of interim identity credentials during the temporary suspension of the e-QIP system. Only those investigation requests that had not yet been released to OPM by the requesting agency as of Friday night, June 26th are affected. Background investigations in process at OPM’s Federal Investigative Services as of June 26th are being conducted and are not affected.
- The following procedures will allow applicants to complete the appropriate standard forms (SF) to collect the information required to initiate background investigations.
 - Hardcopies of the completed questionnaires will be provided to the appropriate security or human resource office within the sponsoring agency for the agency’s review. This will allow the agency to proceed with existing interim policies that requires initiation of background investigations. Once the e-QIP system has been restored required investigations will be completed through the regular process.
 - Agencies should not forward the hard copy form to OPM. Both the sponsoring agency and the applicant should retain the completed questionnaire until e-QIP service has been restored.
 - When e-QIP has been restored, the applicant will re-enter his or her personal history information into e-QIP so that the required investigation may be completed through the regular process.

- A department or agency that opts to utilize the interim procedures is responsible for informing its contractors about the interim procedures in place until e-QIP has been restored.

Please direct any questions regarding this ISOO notice to: isoo@nara.gov