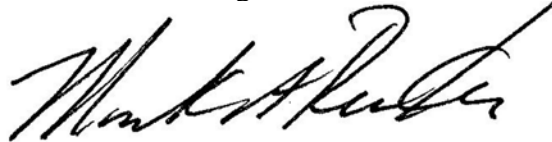


For: Farm and Foreign Agriculture Service (FFAS), Human Resources Division (HRD), and
State Office Human Resource (HR) Employees

**Authentication and Access Guidance for the Office of Personnel Management (OPM)
Electronic Questionnaire Investigations Processing (eQIP) System**

Approved by: Deputy Administrator for Management



1 OPM eQIP Investigation Processing

A eQIP System Investigation Processing

OPM's eQIP automated background investigation processing system is utilized to submit documentation for determining the suitability for employment of applicants, employees, and non-employees for the federal government.

The eQIP system was recently taken offline for security enhancements. Security enhancements and testing of the eQIP application have now been completed. Modifications to the eQIP system enhanced password protections, secured transmission of data within the application, and implemented protections against external threats.

B eQIP Personal Identification Number (PIN) Requirements

Prior to OPM taking the system offline, EPD provided notification to applicants and employees to complete the required background investigation in eQIP. These individuals will now be contacted by EPD to continue with the investigation process.

EPD will resume processing the eQIP applications, but forms may need to be resubmitted if they are considered to be outdated by OPM standards for background investigation submission.

EPD will begin the process of authentication reset for each individual user previously invited by EPD into eQIP. Authentication reset action by EPD will generate a unique PIN that each user will be required to obtain prior to accessing eQIP.

Disposal Date	Distribution
October 1, 2015	FFAS HRD and State Office HR Employees; State Offices relay to and County Offices

1 OPM eQIP Investigation Processing (Continued)

B eQIP Personal Identification Number (PIN) Requirements (Continued)

When contacted by EPD to complete eQIP and obtain the PIN needed to access eQIP, users will be instructed to either:

- contact EPD by telephone at 202-720-7696, or
- request receipt of their PIN through secure .gov or .mil e-mail.

C Invitations to eQIP and Required PIN

During recent weeks when eQIP was not accessible, individuals were instructed to provide EPD all required documents, to include the .pdf version of the proper standard form for investigation processing, in lieu of the electronic eQIP forms.

Applicants and employees who were previously invited into the eQIP system by EPD will be contacted individually with specific guidance to resume the investigation process. For all future invitations to eQIP, instructions will include guidance for accessing the enhanced eQIP system and obtaining the PIN number required to complete the OPM eQIP security questionnaire.

D Contact

For questions regarding this notice contact either of the following:

- Robert Haughton, EPD Director, by either of the following:
 - e-mail to **robert.haughton@wdc.usda.gov**, or
 - telephone at 202-720-0135, or
- EPD customer service help line by either of the following:
 - e-mail to **RA.DCWashing2.FSA.EPD.PerSecDC@wdc.usda.gov**, or
 - telephone at 202-720-7696.