Sending a Rejection Letter

For Reviewers and Approvers Only

e-**OIP**

Generate a Rejection Letter

1. In the **Rejection Comments** panel complete the **Reject to Applicant Comments** section

Note: Comments should be specific so the applicant knows what to correct.

2. Select the Save Changes button

3. Select the **Rejection Letter [Web Page]** link located above the **Rejection Comments** area

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Agency Comments			2	Applicant Informa Social Security Nun 000-22-1234 Full Name Abbott, Jack (NM	tion nber ()
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Request History Review the history of the current request.				Place of Birth Santa Monica, C	A
Request D Agency Info Applicant Group Contractors	Status Form SF85 (1995-09]	-	Email Address jabbott@jaboe.c	tom



Sending a Rejection Letter

A separate window appears with a prepopulated letter that contains the date, applicant's name, Request ID, and rejection comments. The letter also includes a link to the e-QIP Applicant page.

🖉 Reject	on Letter for e-QIP Request - 73326 - Windows Interne	t Explorer provided by SRA Internatio	onal, Inc.	
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	November 10, 2011			
	Dear Jack Abbott,			
	Subject: Investigative Questionnaire			
	Your investigative questionnaire, request number because of the following.	73326, has been reviewed. As a res	sult of this review, this request has been rejected	
	Please explain the gap in employment histor	у.		
	Your access to the Electronic Questionnaires for that you can modify your data and re-submit it. Yo since you last responded. Please modify your data processing.	Investigations Processing (e-QIP) h u must answer some yes/ho questi a as appropriate, certify and release	as been re-activated at http://www.opm.gov/e-QIP so ons again because the information may have changed is your form as soon as possible to expedite	
	If you have any questions, contact			
				2



Sending a Rejection Letter

Send a Rejection Letter

Once the letter has been generated, you may choose to copy it to a Microsoft Word document, or send it via email through Outlook.

- 1. To send the letter by mail:
 - a. Copy and paste the contents of the letter into a Word document
 - Add any additional instruction if necessary, then print and send the letter by mail
- To send the letter by email (Microsoft Outlook users only):
 - a. Select File > Send > Page by Email...
 - b. The contents of the letter automatically display in an Outlook message
 - c. Add any additional instructions if necessary
 - d. Enter the applicant's email address and send the message
- 3. To return to the **Review Request** screen, close the pop-up window by clicking the **Close** button
- 4. Under the **Review Request** screen, click on **Reject to Applicant**

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