

SF 85 and OF 306 INSTRUCTIONS

(QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS/DECLARATION FOR FEDERAL EMPLOYMENT)

1. On the SF 85 you are required to **go back** at least 5 full years for the residence and employment sections, all periods must be accounted for – **NO GAPS**. (How to figure cutoff date: current month, plus 5 years back or until your 18th birthday).
2. The entire questionnaire must be filled out in **BLACK** ink, printed or typed, and be legible. No two sided copies will be accepted. Bring the originals with you when you in-process. Be sure to have complete information for all addresses, schools, employment, references etc. Incomplete forms WILL NOT be accepted and will cause a delay or rescheduling of your in-processing. No section is optional – the entire form must be completed.
3. Personnel Security will review the application and, if applicable, initiate the electronic submission processing of the application thru the PSIP-COE. You will be given specific instructions if your application is to be submitted thru PSIP.
4. You **MUST** also bring proof of citizenship:

If you were born IN the US or US territories:

- Original Birth Certificate **or**
- Certified Copy of Birth Certificate
- (NOTE: The “heirloom/souvenir” birth certificate with footprints is NOT the real birth certificate and is not acceptable).

If you were born OUTSIDE of the US:

- Original Naturalization Certificate **or**
- Original Certificate of Citizenship **or**
- Original Report of Birth Abroad (Form FS240) **or**
- Original Certificate of Birth (FS 545 or DS 1350)

PLEASE NOTE:

**Personnel Security
student processing
hours are
Mon thru Thurs
0800-1100 only**

**Coordination with
GME first is
mandatory**

5. Fingerprints and additional state release forms (if applicable) may also be required.
6. OF 306, please answer all questions. If you answer “yes” to questions 9-13, you must provide the additional information requested AND bring proof of any final disposition/payments being made etc.

Helpful websites:

www.usps.com (zip codes)
www.sss.gov (selective service number)
www.whitepages.com (address/phone #'s)
www.zabasearch.com (previous addresses)
www.google.com (pretty much everything)

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