Completing the SF86:
A Guide for Employees

LMSecurity

LMSOC-0451
REV: 4/1/13

IMPORTANT: Before continuing to the e-QIP site, make note of the following TWO tips to successfully complete the application process:

1. Golden Questions

You must generate a user account by creating a Username and Password on your initial e-QIP login. You are required to answer a series of "Golden Questions" after you have created your account:

- You must type **unknown** if asked "*In what city were you born?*"
  All responses must be in lower case.
- All subsequent logins will only require your Username and Password.

2. Section 13 of the Questionnaire (Employment): ****The Number 1 reason for Rejection****

- Lockheed Martin must be listed as your current employer, using the following address and phone number:

Employer's Address

Lockheed Martin
100 Global Innovation Circle, MP 801
Orlando, FL 32825
(407) 306-7311

Physical Address

In the "*Physical Work Address*" field enter your actual work location. If you are a new hire and unsure of your work location, please contact your recruiter.

Interactive Outline

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Introduction

The following guide is meant as a tool to assist you in completing, as part of the Security Clearance Application process, the Standard Form 86 (or SF86). The instructions and processes found in this guide are specific to Lockheed Martin and may not apply to other government agencies or defense contractors.

> This is an outline that will help you understand the clearance process. Each section has hyperlinks that will take you to detailed instructions in the document.
>
> The Clearance Application Process may take several hours especially if the applicant has extensive information to submit, i.e. world travelers. Please designate a significant amount of time if this is the case.
>
> If you have previously completed a clearance application for Lockheed Martin you may have given us permission to store it. To make this process easier please, while logged into LM Intranet, go to **LMPeople>Security and Safety>General Security Information> Employee Security Information>Request a Copy of Your Clearance Paperwork**. Visit our FAQ.

In accordance with government regulations, LMSecurity is required to review your Security Clearance Questionnaire to ensure accuracy and completeness. This information will not be used for any other purpose within Lockheed Martin. Information provided by an employee is protected by Section 552a of Title 5 United States Code, "Privacy Act of 1975."

The e-QIP system you will utilize to complete your SF86 is a government system and is not maintained by the LMSecurity Operations Center.

If you have any questions about the Clearance process not answered below or on the Security Clearance Connection Website, please contact LMSecurity at 407-306-7311 or toll-free at 866-330-7311, Monday through Friday, 7:30 a.m. to 6:30 p.m., Eastern Time.

Steps for Completing your Standard Form 86 (SF86)

Step 1. Fingerprinting

Fingerprints

- Refer to your clearance notification email (LMSOC-0002) for information on whether you require fingerprinting
- If it is your first time applying for a security clearance, you will need to get fingerprinted
- Search for fingerprint locations on our Security Clearance Connection Website if you require fingerprinting

Step 2. Prepare Your eOIP Information

SF86 Checklist

- Review the SF86 Required Information by Sections below to:
  - Gather all Necessary Paperwork
  - Make it Easy on Yourself
  - Cut Down on the Time it Takes to Fill Out Your SF86

Validate Browser Requirements

- Validate Browser Settings

Note: At this time, e-QIP works with all major web browsers with the current exception of Google Chrome and Opera.

  - Microsoft Internet Explorer
  - Mozilla Firefox
  - Apple Safari
  - JAWS (Screen Reading Software)

Step 3. Accessing Your e-QIP and Initial Login Instructions

Access e-QIP Home Page

- Go to "Accessing the e-QIP homepage"
  - Or click on http://www.opm.gov/e-Qip/ to go directly to the government e-QIP site
- Accept Browser and Security Settings
- Enter SSN

Create an Account

- Begin creating an e-QIP account by Registering for a Username and Password
- Enter Initial Answers to Golden Questions
- Login using Username and Password
- Review Statement of Understanding

Step 4. Filling Out your SF86 Application and Submission

Questions Navigation

- Before You Begin entering your data, review Common Mistakes that may get your application rejected
- Check our FAQs
- Enter Your Data
- Address Errors and Warnings you may come across
- Display Your Data at Anytime During the Application Process

Last 5 Steps for Submission

1. Validate your data
2. Certify your data
3. Release your Form
   - Review Instructions for Archival Copy, Signature Pages, and Attachments
   - **Note:** LMSecurity is committed to protecting Lockheed Martin employees' personal information. For additional options on transmitting personal information, visit Security Clearance Connection.
4. Identify Expected Attachments
5. Release Request/Transmit to Agency

Step 5. Submitting your Signature Pages and Expected Attachments

Signature Pages

- Sign and date your Signature pages
  - EMAIL completed forms to LMSecurity Operations Center at faxserver.lmsecurity@lmco.com, or
  - FAX completed forms to LMSecurity Operations Center at 720-479-2750

Expected Attachments

- EMAIL Expected Attachments to LMSecurity Operations Center at faxserver.lmsecurity@lmco.com, or
- FAX Expected Attachments to LMSecurity Operations Center at 720-479-2750

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- After your clearance process is complete, you will receive an email from LMSecurity requesting your permission to store an encrypted copy of your SF86 for your convenience.
  Visit our FAQ for more information.

SF86 Required Information by Sections (Checklist)

Sections 1-8	☐ Full Name ☐ Date of Birth ☐ Place of Birth ☐ Social Security Number ☐ Other Names Used ☐ Height/Weight ☐ Home & Work Email Address ☐ Home/Work/Mobile Phone ☐ U.S. Passport Number
Section 9	☐ Citizenship ☐ Documentation if not U.S. Citizen by birth
Section 10	☐ Multiple Citizenships, if applicable ☐ Foreign Passport information

Section 11	☐ Residence History
	  ☐ 10 years
	  ☐ Physical street address (P.O. Boxes are not acceptable)
	  ☐ Persons who knew you at any address in the past 3 years complete with their physical address and phone number

Section 12	☐ Education History
	  ☐ 10 years
	  ☐ Name and physical address of school(s) attended
	  ☐ Persons who knew you were attending any school in the past 3 years including their physical address and phone number

Section 13	☐ Employment History
	  ☐ 10 years depending on the question
	  ☐ Complete address and phone number for employer/military base
	  ☐ If self-employed or unemployed, complete name, address, and phone number for a verifier
	  ☐ As the sponsoring agency, Lockheed Martin must be listed as your current employer.
	  Use the following address and phone number under the "*Provide the address of employer*" and "*Employer phone number*" fields:
	  ☐ **Employer's Address – Lockheed Martin**
	  100 Global Innovation Circle, MP 801
	  Orlando, FL 32825

	407-306-7311 ☐ **Physical Address** **In the "Physical Work Address" field enter your actual work location. If you are a new hire and unsure of your work location, please contact your recruiter.**
Section 14	☐ Selective Service Record (if male born after December 31, 1959). To verify selective service registration, contact the Selective Service System at http://www.sss.gov/, or at 1-847-688-6888.
Section 15	☐ Military History ☐ Ever ☐ Service number, dates of service, branch, etc. ☐ Court Martial information for the last 7 years (if applicable)
Section 16	☐ Three people who know you well ☐ 7 years ☐ Complete name, physical address, and phone number
Section 17	☐ Marital Status ☐ Current Spouse ☐ Full name, DOB, POB, SSN, citizenship info (if foreign born), previous names used (even maiden name), date and location of marriage records (separation records, if applicable), country of citizenship ☐ Former Spouse ☐ Full name, DOB, POB, date and place married, location of divorce records (if applicable), country of citizenship ☐ Cohabitant ☐ Full name, DOB, POB, SSN, citizenship info (if foreign born), previous names used (maiden name), country of citizenship
Section 18	☐ Relatives (Living or Deceased) ☐ Full name, DOB, POB, other names used, citizenship info (if foreign born), country of citizenship, complete and physical address, current employer (if known)
Section 19	☐ Foreign Contacts ☐ 7 years ☐ Name of Foreign Contact ☐ Dates Known ☐ Citizenship ☐ Number of Contacts Per Year
Section 20	☐ Foreign Activities ☐ Either 7 years or Ever depending on the question ☐ Foreign Financial Interests ☐ Foreign Business/Professional Activities/Foreign Government Contacts ☐ Foreign Countries You Have Visited
Section 21	☐ Mental and Emotional Health ☐ Either 7 years or Ever depending on the question ☐ Counseling
Section 22	☐ Police Record ☐ Either 7 years or Ever depending on the question ☐ Dates, complete address for location of offense, name and address of court, type of offense, result/actions
Section 23	☐ Illegal Use of Drugs or Drug Activity ☐ Either 7 years or Ever depending on the question
	☐ Use of Alcohol

Section 24	☐ Either 7 years or Ever depending on the question
Section 25	☐ Investigations and Clearance History ☐ Ever
Section 26	☐ Financial Record ☐ Either 7 years or Ever depending on the question ☐ Amounts, dates, account numbers (if applicable), names and addresses of court/agencies/people involved
Section 27	☐ Use of Information Technology Systems ☐ 7 years
Section 28	☐ Involvement in Non-Criminal Court Actions ☐ 10 years ☐ Public Record Civil Court Actions
Section 29	☐ Association Record ☐ Terrorist groups – names and dates of activity ☐ Anti-government groups – names and dates of activity

Adobe Set-Up Instructions

Adobe Set-Up Instructions

Prior to entering your data, you must have Adobe Reader 7.0 (or higher). If you do not have Adobe Reader 7.0 or higher, follow one of the two steps listed below:

- Current Lockheed Martin employees can contact the Lockheed Martin Service Desk (LMSD), for LM issued computers at (800) 435-7063.
- Lockheed Martin new-hires may download a free version directly from the Adobe website at http://www.adobe.com/.

Browser Requirements

e-QIP is compatible with most browsers including Microsoft Internet Explorer, Mozilla Firefox and Apple Safari. *Note: At this time, e-QIP works with all major web browsers with the current exception of Google Chrome and Opera.*

The following settings should serve as a guide for configuring your browser:

Microsoft Internet Explorer (IE): (Requires Version 6.0 or higher)

- Select **Tools** (top of Internet Explorer Tool Bar)
- Select **Internet Options** (Figure 1.1)

Figure 1.1

- Select the **Advanced Tab** (Figure 1.2)
- Scroll down to the **Security** section
- Check the box to enable:
  "Do not save encrypted pages to disk"
- Check the box to enable
  "Empty temporary Internet Files Folder when browser is closed"
- Check the box to enable **TLS 1.0**

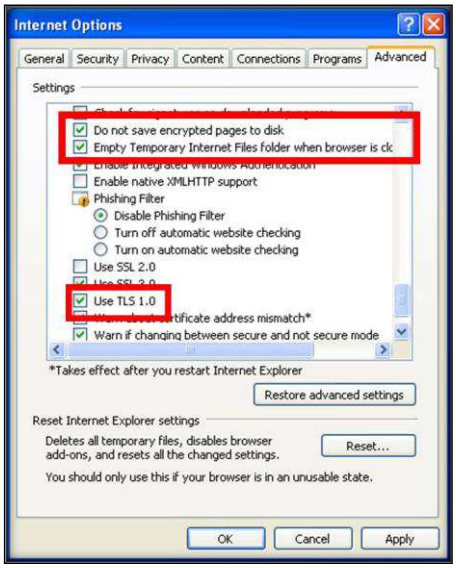


Figure 1.2

- Select **General Tab** (top left)
- Within the Browsing history section click **Delete** (Figure 1.3)

Figure 1.3

- Click **Delete Files** box and **Delete Cookies** box (Figure 1.4) (If you have version 8.0, check the Temporary Internet files and Cookies checkboxes, then click Delete.)

Figure 1.4

- Click **Yes** button when pop up appears asking for confirmation (Figure 1.5)

Figure 1.5

- Click the **OK** button to save

Mozilla Firefox: (Requires Version 0.9.4 or higher)

- Select **Tools (Note:** If you have version 10.0.3, click on the Firefox dropdown menu located on the top left of the screen**.)** (Figure1.7)
- Select **Options**

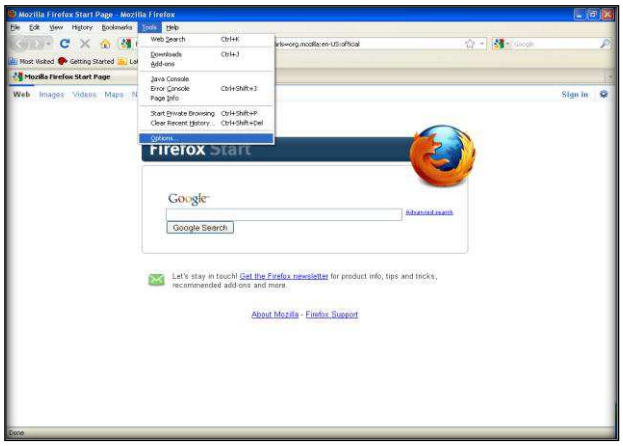


Figure 1.7

- Select **Advanced** (Figure 1.8)
  - Select the **Encryption** tab
  - Under **Protocols**, check the boxes to enable **SSL 3.0** and **TLS 1.0**

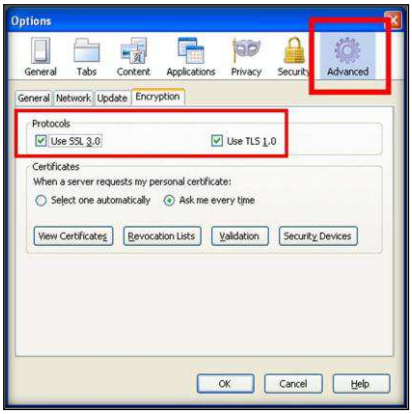
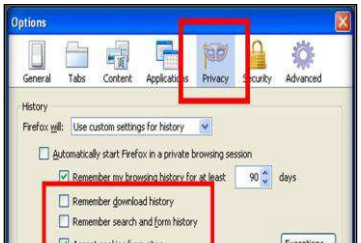


Figure 1.8

- Select **Privacy** (Figure 1.9)



- Select/enable **Accept Cookies From Sites**
- Uncheck **"Remember search and form history"**
- Uncheck **"Remember download history "**
- Select/enable **"Clear history when Firefox closes "**
- Select **Setting**

Figure 1.9

- In the **"Settings for Clearing History Window"** ensure that **"Download History, Form and Search History, Cache, Cookies, Offline Website Data and Active Logins"** are checked, then click **"OK"** (Figure 1.10)

Figure 1.10

Apple Safari

If using Safari, you must have **Internet Explorer 6.0** or **higher version** or **Firefox 2.0.0.12 - Mac** version web browser at the **"User Agent"** category or higher for Firefox. Use the following instructions to configure your Safari browser to access e-QIP. On the Menu Bar:

- Select **Edit** box (top of screen)
- Select Preferences
- Select Security
- Select Accept Cookies (only from site that you navigate to)
- Select Advanced
- Select the box labeled "Show Develop Menu in Menu Bar"
- Click proxies - Change settings box (Opens to Internet Explorer (IE) Properties Boxes)
- Select Advanced tab
- Security category is located near bottom of page
- Click "Do not save encrypted pages to disk"
- Click "Empty Temporary Internet Files folder when browser is closed"
- Click/enable SSL 2.0
- Click/enable SSL 3.0
- Click/enable TLS.1
- Exit Preferences Window
- On Menu Bar select "Develop User Agent"

JAWS Screen Reading Software: (Requires Version 10.0 or higher)

JAWS (Job Access with Speech) is a vocal screen reading software program that enables visually impaired users of e-QIP to complete their form. JAWS provides text to speech recognition. To use, you must use Internet Explorer 6.0 or later and JAWS 10.0 or later.

- Start your internet browser and enter the following URL website address: https://www.e-qip.opm.gov/eqip/eQIP
- The e-QIP Gateway Page will appear. Scroll down and click the button labeled ENTER e-QIP APPLICANT SITE.
- A "browser checker" utility will automatically run and test your computer for e-QIP compatibility. Be sure that you have three green checkmarks and click the CONTINUE button to proceed to the application. If you receive the error message "Page Cannot Be Displayed" please follow the instructions to enable TLS 1.0 on the "Testing Your Web Browser for Compatibility" page. To enable the TLS 1.0:
    - Select **Tools**
    - Internet Options
    - Advanced Tab (top right)
    - Scroll to the bottom of the page and check
    - Use TLS 1.0
    - Click "OK"
- A Security Alert box may appear asking **"Do you want to proceed?"** Click the **YES** button using the mouse or type **{ALT Y}** on your keyboard to continue.
    - The e-QIP Welcome Screen will appear. **"Enter your Social Security Number"** in the text entry boxes and click the **"SUBMIT"** button to logon to the e-QIP applicant site.

Accessing the eQIP Home Page

IMPORTANT: Before continuing to the e-QIP site, make note of the following TWO tips to successfully complete the application process:

3. Golden Questions

You must generate a user account by creating a Username and Password on your initial e-QIP login. You are required to answer a series of "Golden Questions" after you have created your account:

- You must type unknown if asked "*In what city were you born?*"
  All responses must be in lower case.

- All subsequent logins will only require your Username and Password.

4. Section 13 of the Questionnaire (Employment):

- Lockheed Martin must be listed as your current employer, using the following address and phone number:

Employer's Address

Lockheed Martin
100 Global Innovation Circle, MP 801
Orlando, FL 32825
(407) 306-7311

Physical Address

In the "*Physical Work Address*" field enter your actual work location. If you are a new hire and unsure of your work location, please contact your recruiter.

Accessing the eQIP Home Page

Click on the following link to access the e-QIP homepage: http://www.opm.gov/e-Qip/
Scroll down and click the "***Enter e-QIP Applicant Site***" link (Figure 2.1)

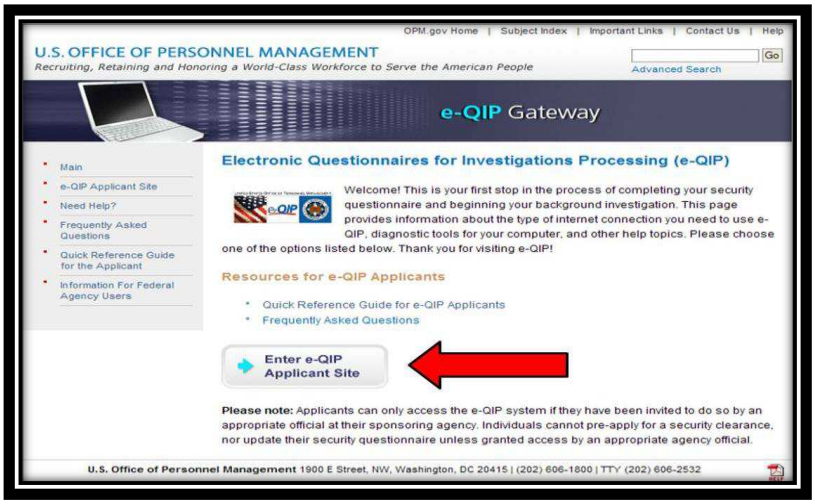


Figure 2.1

A browser checker will launch. After you have verified that your browser is configured properly, scroll down and click on the *"**Continue**"* button. If you receive the error message *"**Page Cannot Be Displayed,**"* ensure that your browser is set up correctly per the "**Internet Browser Set-Up Instructions**" above (Figure 2.2).

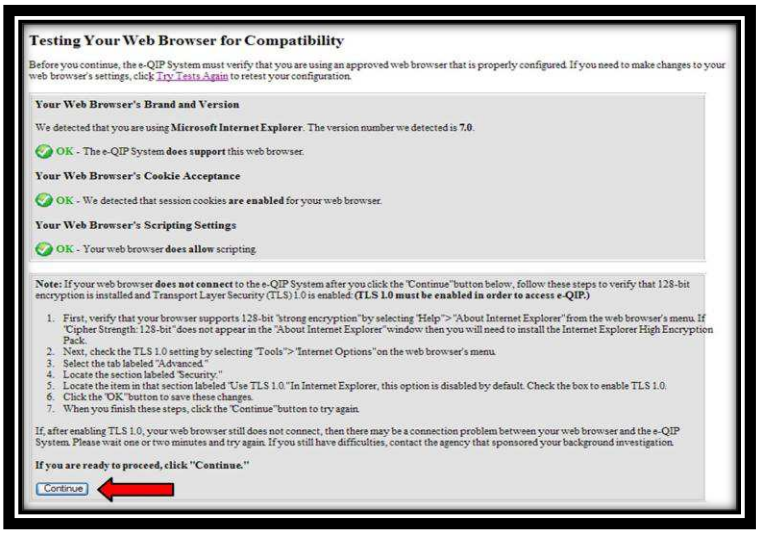


Figure 2.2

A security alert box may appear informing you that you are about to view pages over a secure connection. If it does, click *"**OK**."* (Figure 2.3)

Figure 2.3

Creating an eQIP Account

The e-QIP welcome screen will appear. Select ***"Register for Username and Password"*** to create an e-QIP account. (Figure 3.1)

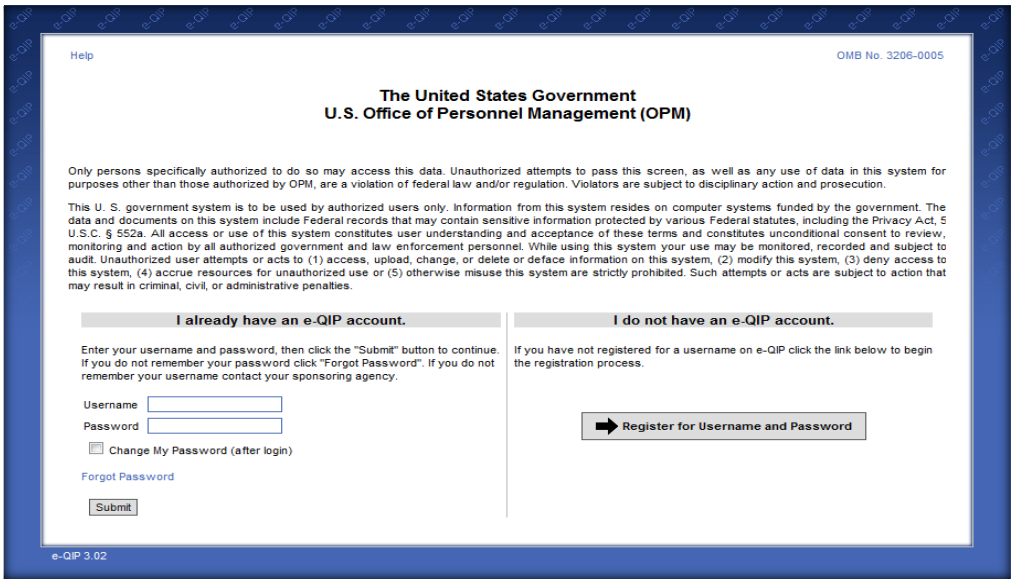


Figure 3.1

Enter your Social Security Number in the text entry boxes and click the *"**Submit**"* button to continue. The Request Number should be left blank. (Figure 3.2)

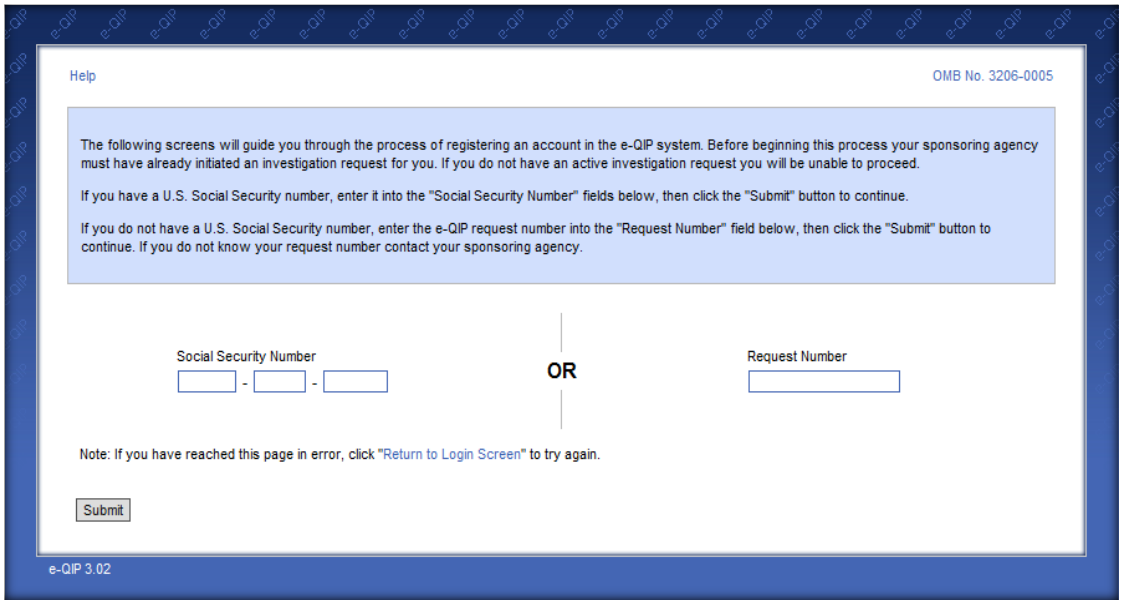


Figure 3.2

Golden Questions

You will be asked three **"Golden Questions"** (Figure 3.3)

Enter the following data:

- *"What is your LAST name?"*
  - Type your last name in all lower case
- *"In what CITY were you born?"*
  - You **must** type **unknown** in all lowercase. This is set up for security purposes and you will **not** be able to access e-QIP unless you do so.
- *"In what four-digit YEAR were you born?"*
  - Type in the year you were born

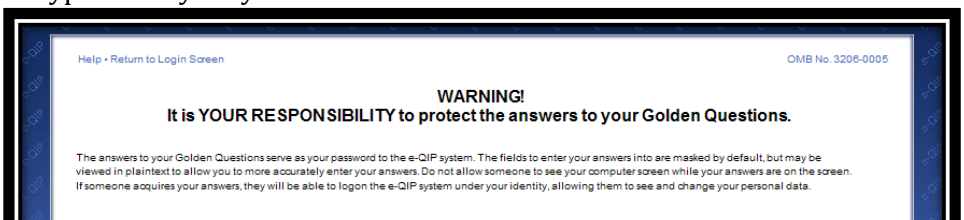


Figure 3.3

Creating a Username and Password

The page will refresh and require you to create a Username and Password (Figure 3.4)

- The Username and Password you provide on this page will be the one you will be required to enter each time you log-in. *Suggestion: Use your Lockheed Martin NT ID as your Username.* (Figure 3.4)

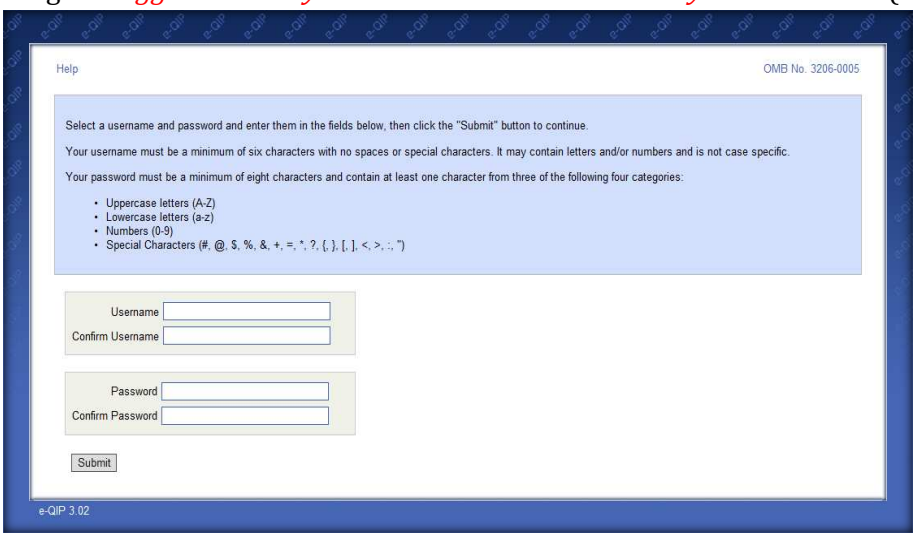


Figure 3.4

Challenge Questions

The page will refresh and require you to create three Challenge Questions (Figure 3.5)

- The Challenge questions/answers you provide on this page will be the ones you will be **required** to answer if you forget your Password.

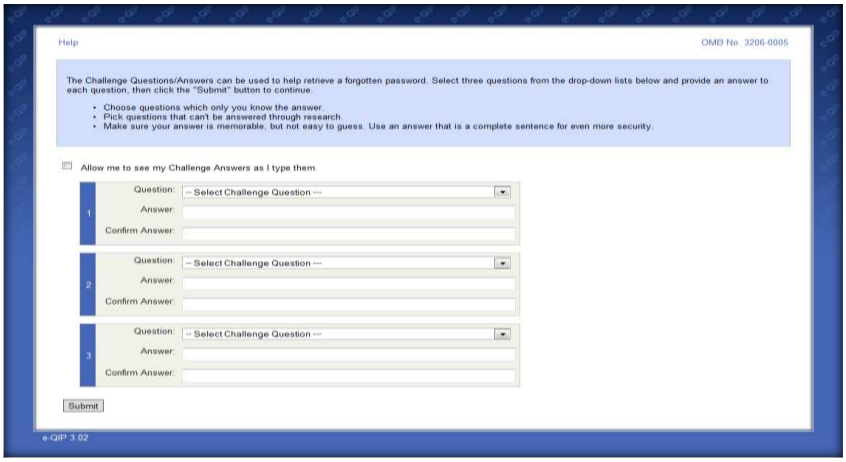


Figure 3.5

- Ensure that you remember the answers exactly as they are entered.
- Create a combination of Challenge Questions that only you will know the correct answers to. The Challenge Questions/Answers are one of several security measures that have been built into e-QIP to help to minimize unauthorized access to your information.
- Remember that it may be several years before you return to the e-QIP system to complete a reinvestigation so it is recommended that you use responses that you will remember in the distant future.
- If you forget the answers, contact the **Government e-QIP Help Desk at (888) 282-7682** to get your questions reset to the default questions.
- Asterisks automatically mask Challenge Answers, but if you choose, you can view your answers while typing them if you click the "Allow me to see my Challenge Answers I as I type them" checkbox. Do not allow someone to see your computer screen while your answers are on the screen. If someone sees your responses, the person can logon as you and they will have access to your personal data.
- The next time you see your name listed on e-QIP, it will appear as follows:
    - Your full name, date of birth and "unknown, state" for place of birth.
- Click the highlighted link that says *"Enter Your Data"* and complete the form with the information you gathered (Figure 3.6).

Figure 3.6

Prior to entering your data, read the instructions on the "Welcome: Instructions for Editing Your Form Data" screen. By clicking the "Continue" button you will have confirmed that you have read and understood the document (Figure 3.7).

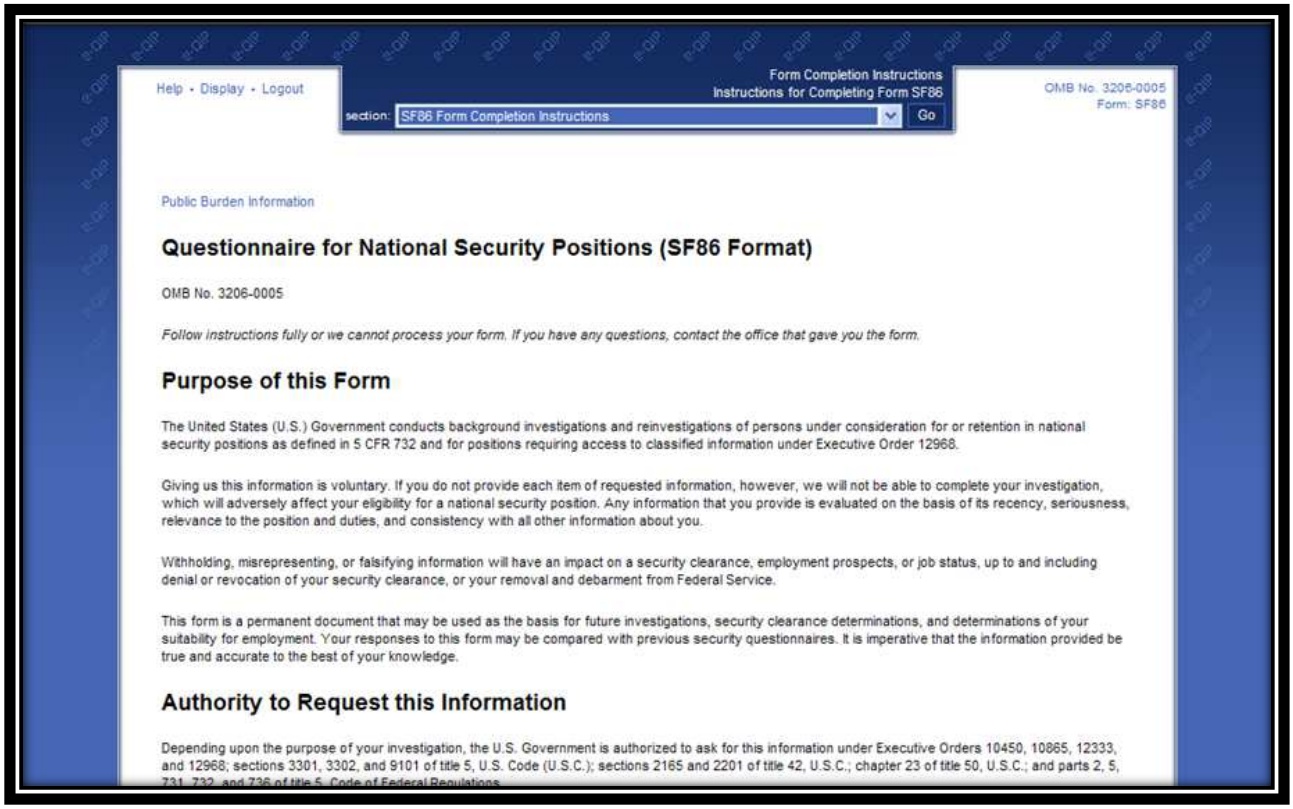


Figure 3.7

The "Statement of Understanding" screen provides instructions necessary to fill out your SF86 form. Completion of this form is required per Executive Order 12968. By selecting the "Yes" checkbox and clicking the "Save" button you will have confirmed that you have read and understood the document (Figure 3.5). (**Note:** The SF86 was updated on August 28, 2011. If your last submission was on or before August 28, 2011, you will need to pay close attention to the information, if any, that carried over from your previous submission to ensure accuracy.)

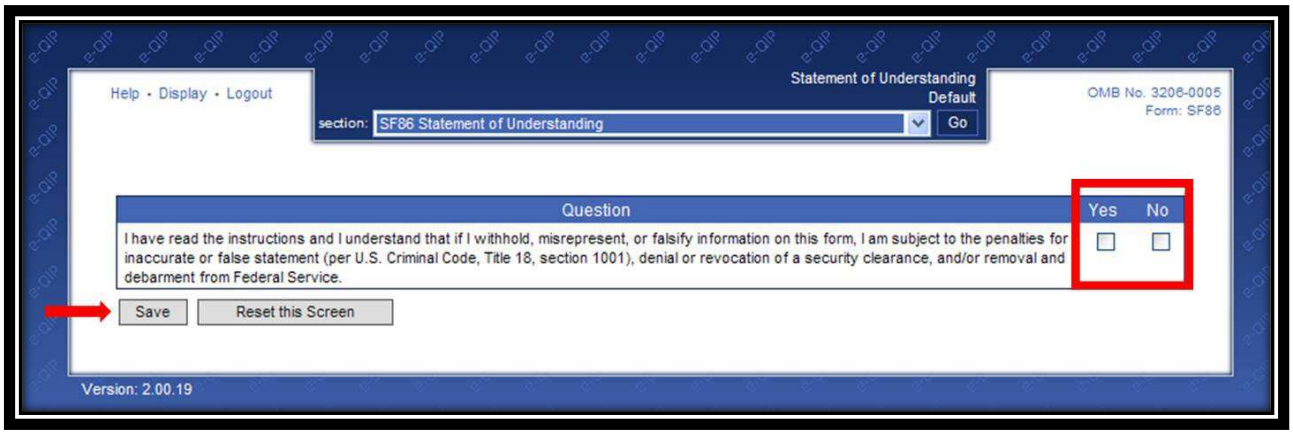


Figure 3.8

Question Navigation

You may use the navigation pull-down menu to go to any section, in any order, by selecting the section, then clicking "Go". The navigation menu is located at the top of the screen (Figure 4.1).

Figure 4.1

You will also have the option to navigate to specific fields within the details of an entry without having to go through each question asked.

Figure 4.2

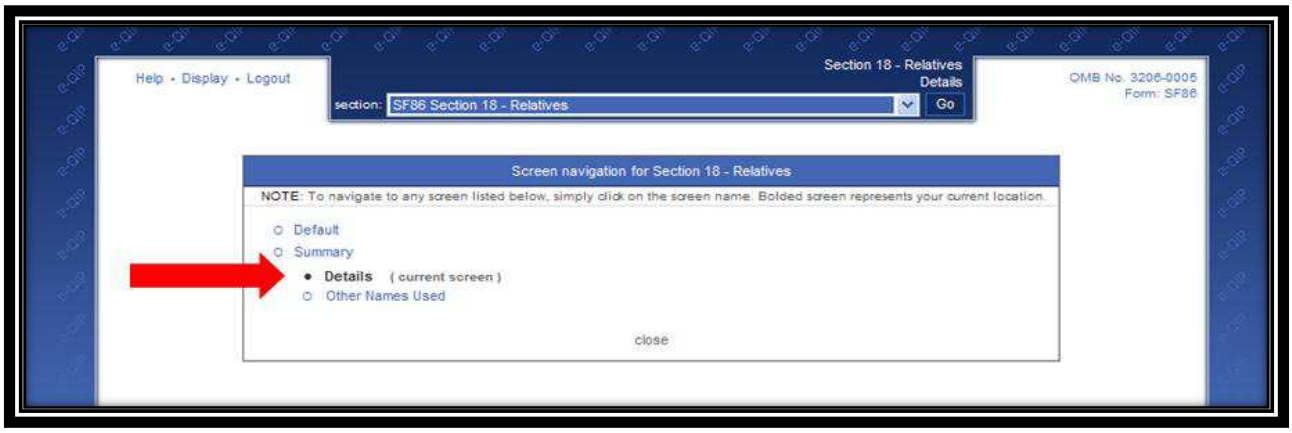


Figure 4.3

General Instructions for Entering Data

- Leave non-applicable text fields blank (Do not enter “None” or “N/A”). If needed, use the "**Add Optional Comment**" button to add your remarks (Figure 5.1).
- Validation of your data will occur after you click "Save" or "Save/Continue".

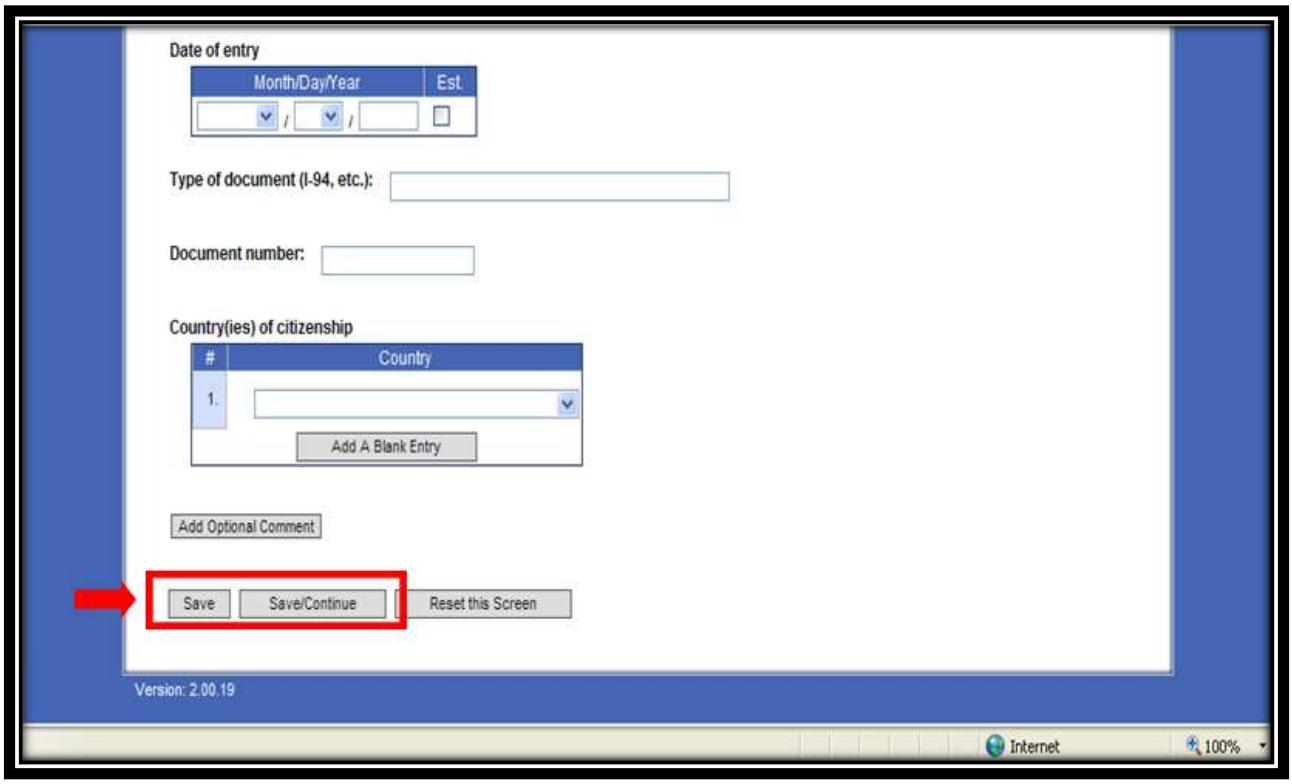


Figure 5.1

- LMSecurity recommends you continuously save as you navigate throughout the form to ensure you do not overlook completing a section or lose data if your computer is idle for too long and your session times out.
- Please review the **Most Common Rejections** prior to entering your data on the SF86.

Errors and Warnings

- After you click the **SAVE button**, if there is an error, the system will display the same screen with **"Validation Results"** at the top of the form. You must correct the data you have just entered. Validation messages occur only when you have not answered a question appropriately.
- For "Error" messages, you may correct your data by scrolling down to the appropriate field and editing (Figure 6.1). After making corrections, click the SAVE button at the bottom of the page to save your changes. Error messages must be corrected before final validation occurs (Figure 6.2).

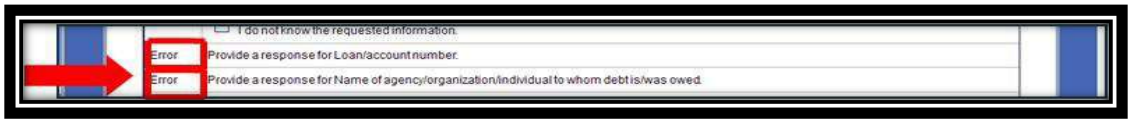


Figure 6.1

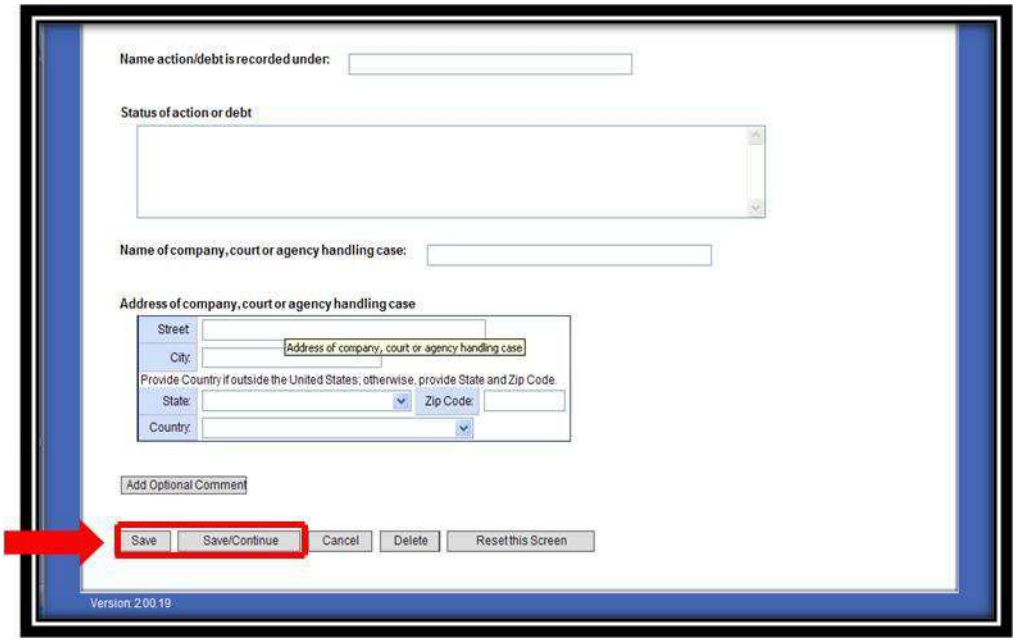


Figure 6.2

For validation "**Warning"** messages, **you may either provide the requested information or check the box "I do not know the requested information"** (Figure 6.3). In **ALL** cases an additional explanation is required if the check box is used. After choosing an action, click the **SAVE** button to save your changes.

Figure 6.3

For validation **"Error"** and **"Warning"** messages, you may also choose to click the **"Save/Continue"** button. If you click **Save/Continue**, you can advance to the next question without making the correction. You will, however, have to correct the information prior to the final submission of your form (Figure 6.4).

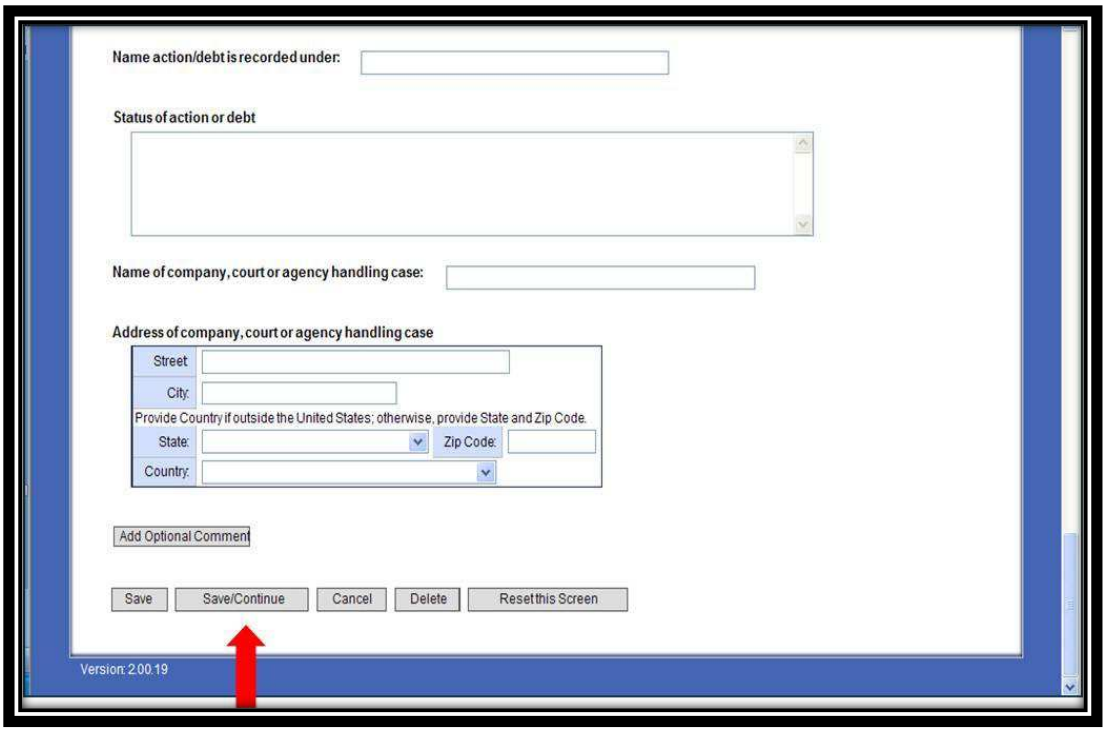


Figure 6.4

If you make a mistake and have to start over, click the **"Reset This Screen"** button at any time prior to clicking the **"Save"** button. **"Reset This Screen"** will clear all answers on the screen (Figure 6.5).

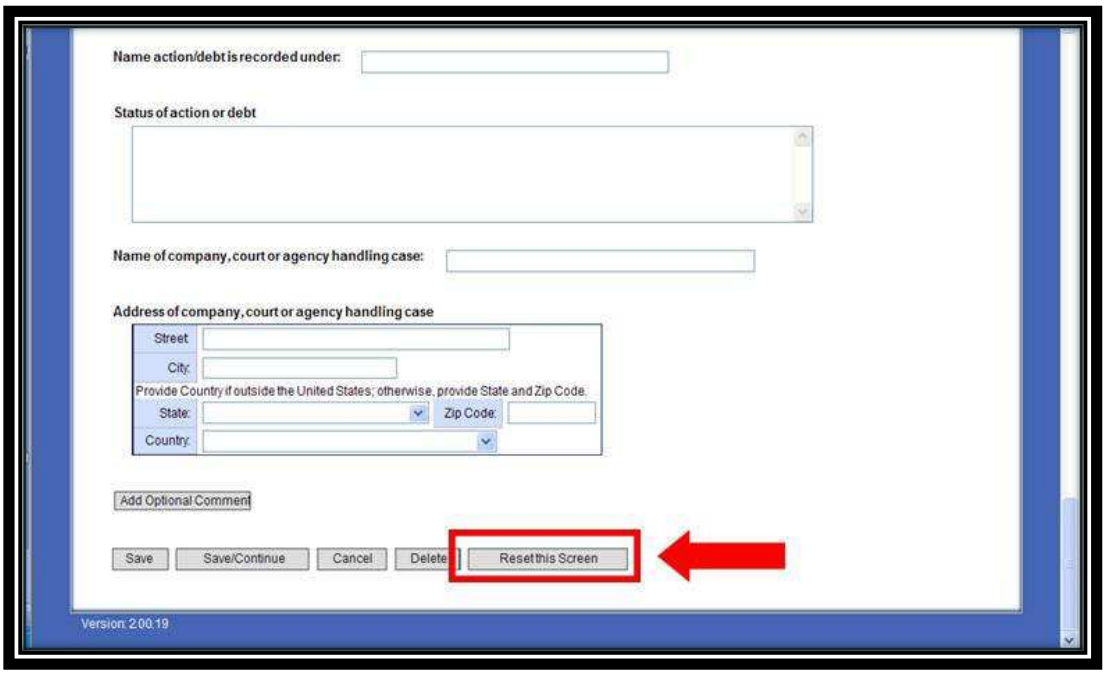


Figure 6.5

Displaying your Data

You can display and/or print your personal information at any time while you are entering your data by selecting the **"Display"** link (located at the upper left-hand corner of the screen) (Figure 7.1).

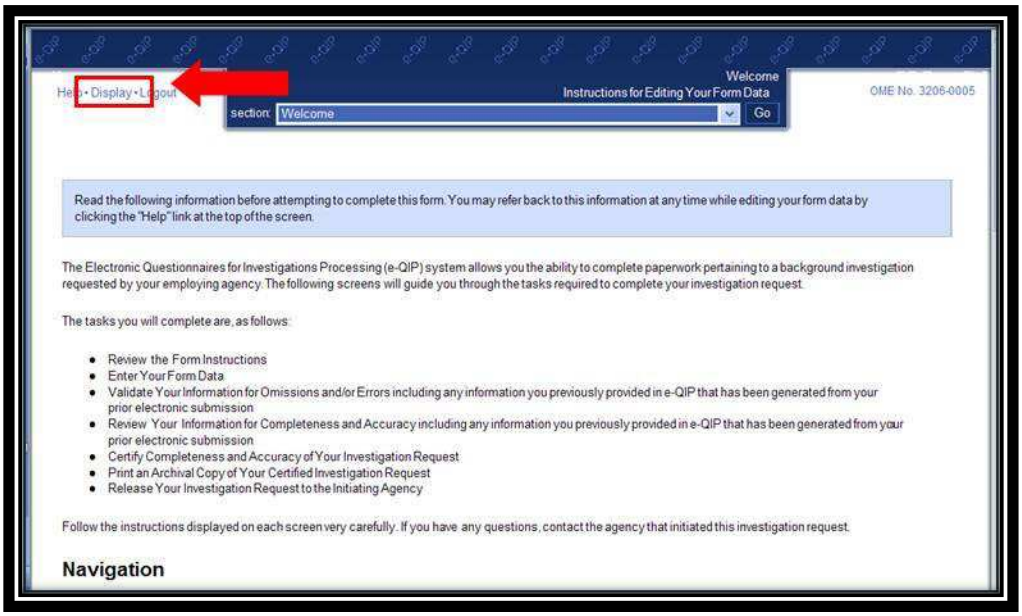


Figure 7.1

By selecting **"Display"**, a new browser window will appear. This window will contain an HTML formatted file, which will display all the data that has been entered up to that point. If desired, you can print the displayed data first by selecting **"File"**, then **"Print"** from the new browser window (Figure 7.2).

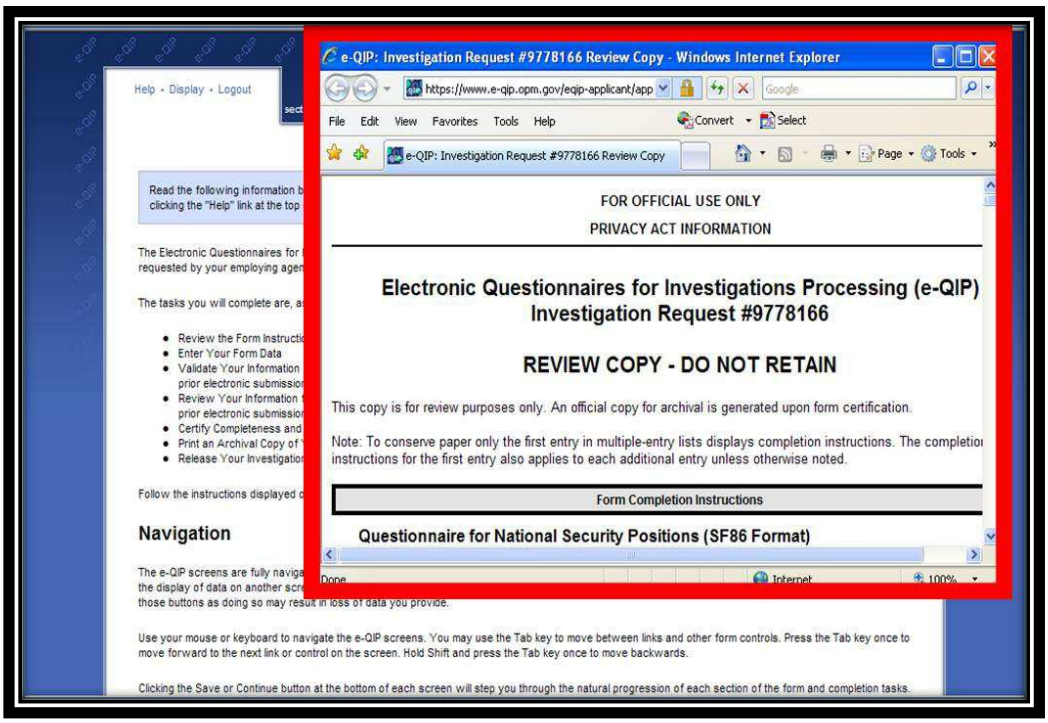


Figure 7.2

Validating your Data

Although the e-QIP system will automatically validate your data after every screen save, you may also manually validate your screen. To do so, go to the navigation pull-down menu (top right hand side of the screen) and select **"Validate, Review and Certify"** button. Then select **"Go"** (located to the right of the pull down menu) (Figure 8.1).

Figure 8.1

The validation results may show any Errors and/or Warnings that need to be corrected. Read the validation results and associated errors. To correct your answers, use the navigation pull-down menu to go to the section that needs to be edited. Make the necessary changes and click the **"Save"** button.

Certifying your Data

When you have completed all of the questions on the form and are ready to submit, select the **Validate, Review and Certify** command from the Navigation menu at the top of the screen and click **"Go"**. If the message displayed is "Validation Found No Errors or Unsatisfied Warnings", click the **"Continue"** button to proceed (Figure 9.1).

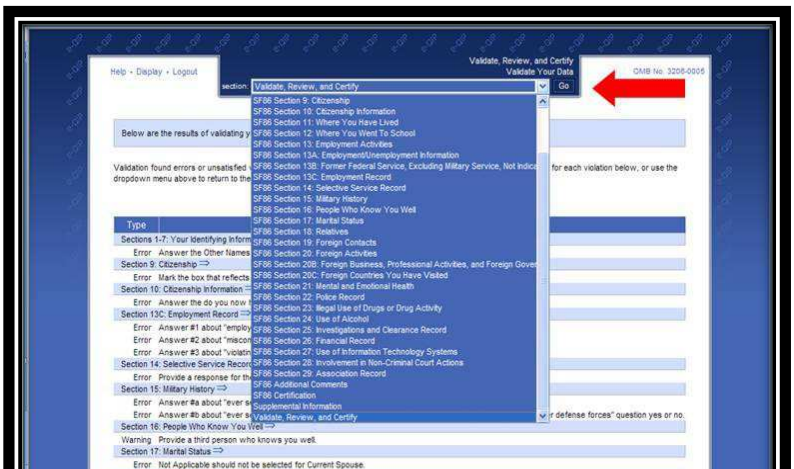


Figure 9.1

The next screen will request a final review of your data with another **CONTINUE** button to proceed (Figure 9.2).

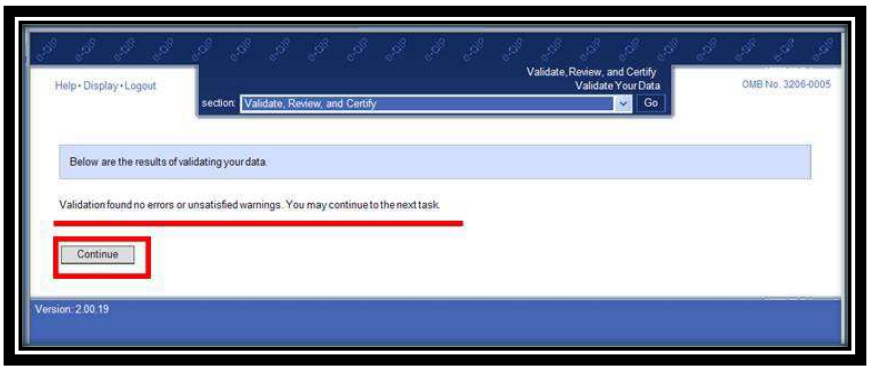


Figure 9.2

The following screen will have a **"Certify Investigation Request"** button. After certification, **<u>you can no longer make changes to the form</u>**. Your answers will be locked and unavailable for editing (Figure 9.3). If you need to make changes, please call the LMSecurity Operations Center at 866-330-7311 for assistance.

Figure 9.3

Releasing your Form

The Final Release of your request is separated into five steps on the **"Release Investigation Request"** screen. Click the "**Next**" button to continue (Figure 10.1).

Figure 10.1

Select **"Display the Archival Copy of this Investigation Request for Printing"**. This will generate a PDF copy of your complete SF86 form to print and/or save for your own records. Your computer must have Adobe Acrobat in order to view these PDF files. If you do not have Adobe Reader 7.0 or higher, see Adobe Set-Up Instructions. (Figure 10.2).

Figure 10.2

Once you have either printed or saved a copy of your SF86 form, you may click **"Next"** to continue on to the next step (Figure 10.3).

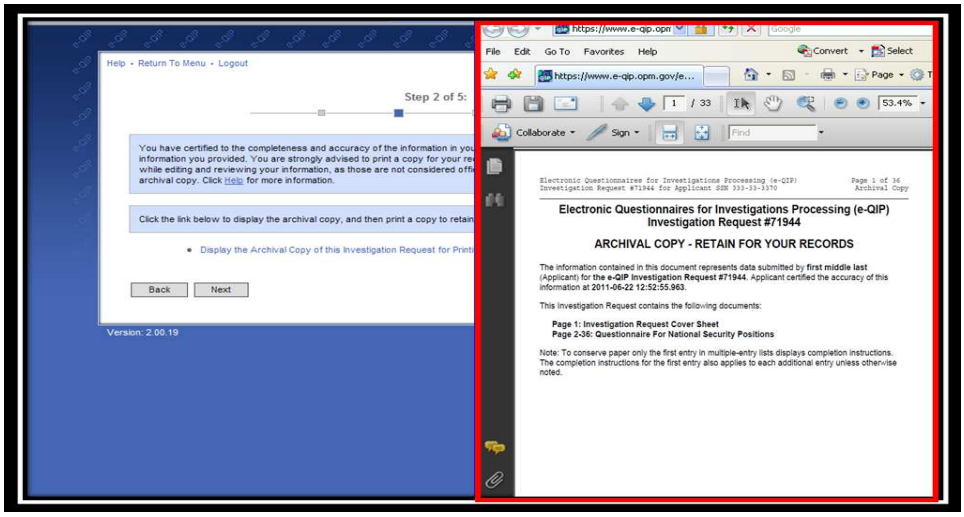


Figure 10.3

Select "**Signature Forms**" below **"Signature Form(s) for Printing"** to generate the release forms and certification page. Your computer must have Adobe Acrobat in order to view these PDF files. If you do not have Adobe Reader 7.0 or higher, see Adobe Set-Up Instructions. (Figure 10.4).

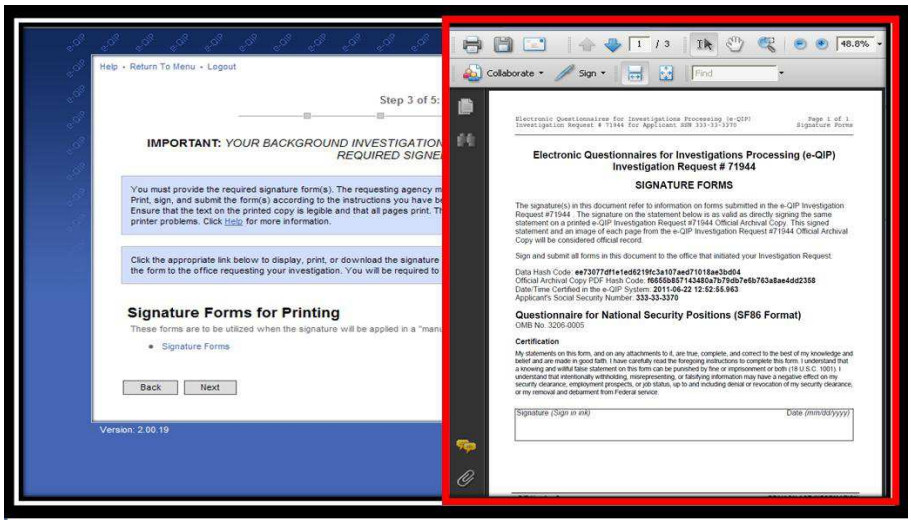


Figure 10.4

- You are required to print the release (signature) forms, which include the Certification form (Signature Forms), Release of Information form (Authorization for Release of Information), Fair Credit Release form (Fair Credit Reporting Disclosure and Authorization) and if applicable, a Medical Release form (Authorization for Release of Medical Information Pursuant to the Health Insurance Portability and Accountability ACT (HIPPA)) Make sure the printer is set to one-sided printing). After printing, please sign the forms. Your signature should in black ink. Fax the completed forms to the LMSecurity Operations Center at 720-479-2750

- LMSecurity is committed to protecting Lockheed Martin employees' personal information. For additional options on transmitting personal information, visit Security Clearance Connection.

Expected Attachments

This step allows you to create a list of any additional attachments that you expect to forward to LMSecurity with the exception of signature pages. **Signature pages will not be included here since they are already expected** (Figure 11.1 and 11.2).

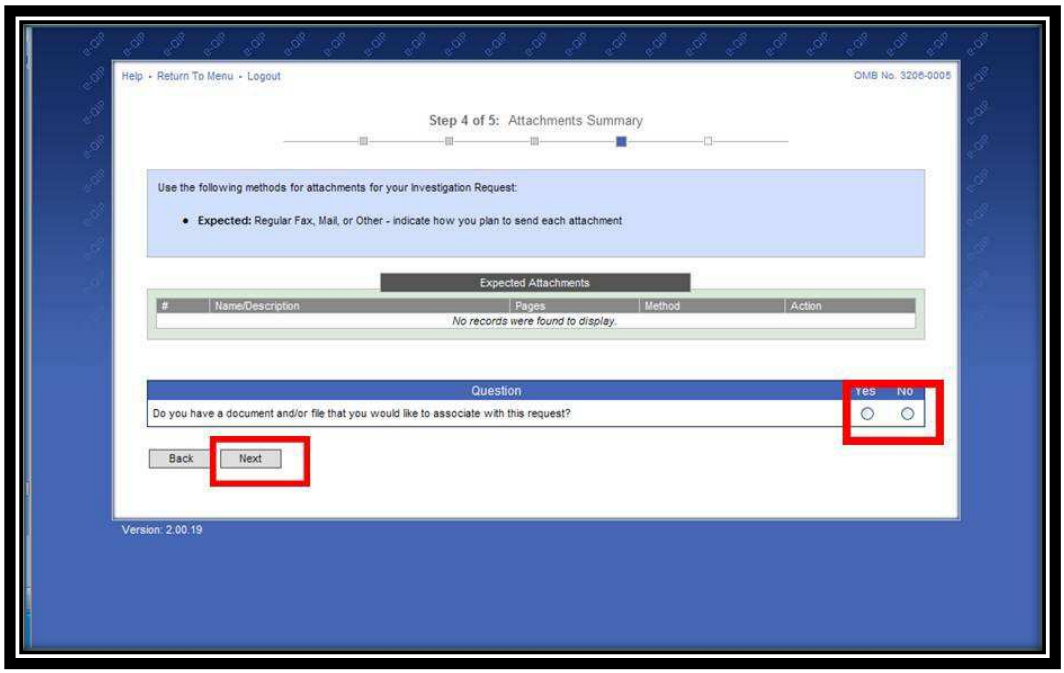


Figure 11.1

Figure 11.2

There are several ways to submit your attachments to **LMSecurity** (Figure 11.3)

- You may **Fax** your attachments to **720-479-2750**.
- **Email** your attachments to **faxserver.lmsecurity@lmco.com**
- **Mail/Other**. You can mail, or hand deliver your attachments to:

  LMSecurity Operations Center
  100 Global Innovation Circle, MP 801
  Orlando, FL 32825

Note: LMSecurity is committed to protecting Lockheed Martin employees' personal information. For facts on transmitting personal information, visit the [Commitment to Privacy Page.]

- Include the following information on a Word document:
  - Attention LMSecurity:

    I have submitted my SF86 and my Investigation Number is XXXXXX. Please add the following to my clearance request form...
  - (Include the information you wish to add)
  - Include your full name and LMPeople number if applicable

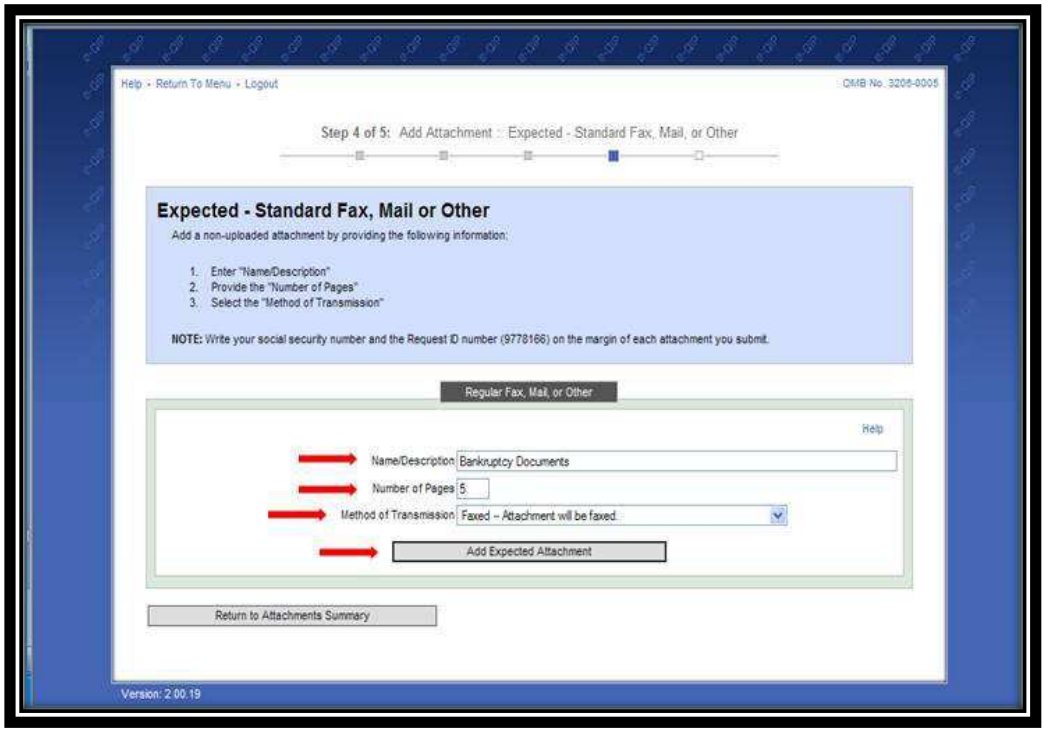


Figure 11.3

The final step is to click the **"Release Request/Transmit to Agency"** button (Figure 11.4 and 11.5).

Figure 11.4

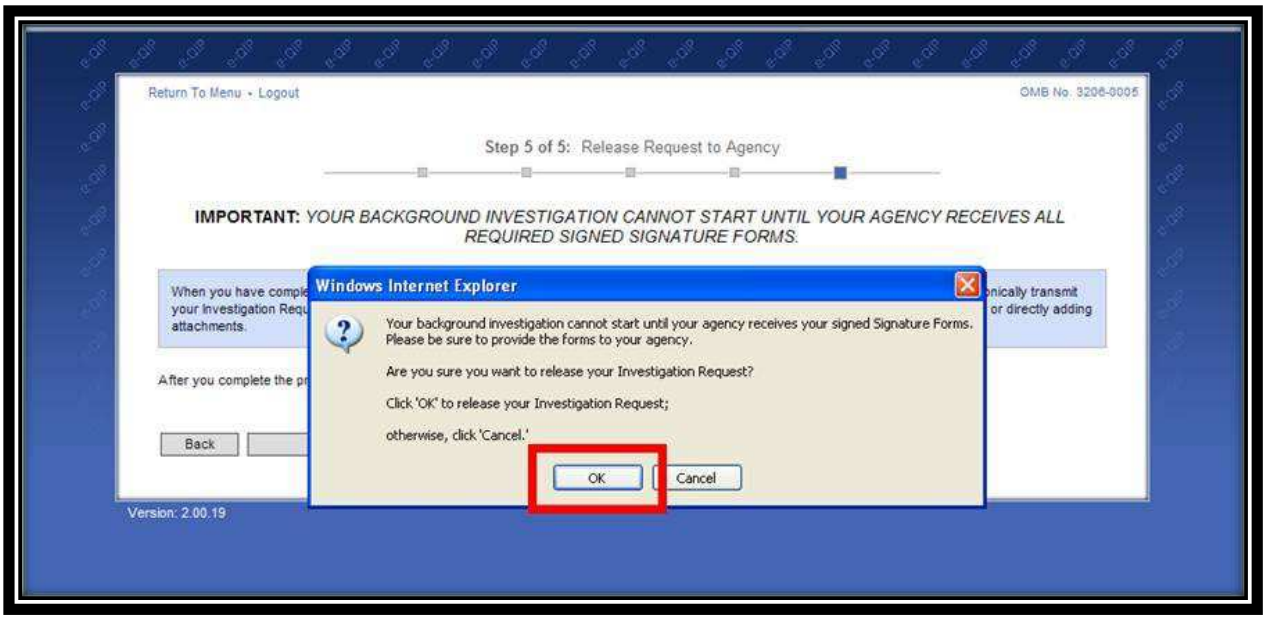


Figure 11.5

After you have successfully certified your form and released it to your agency, you cannot change your data or log back in the system until there is another need for you to access e-QIP. When this event occurs and you logon again to e-QIP, most of your data will re-populate in the new request eliminating the need to re-enter all of your data again. (Note: The SF86 was updated on August 28, 2011. If your last submission was on or before August 28, 2011, you will need to pay close attention to the information, if any, that carried over from your previous submission to ensure accuracy.)

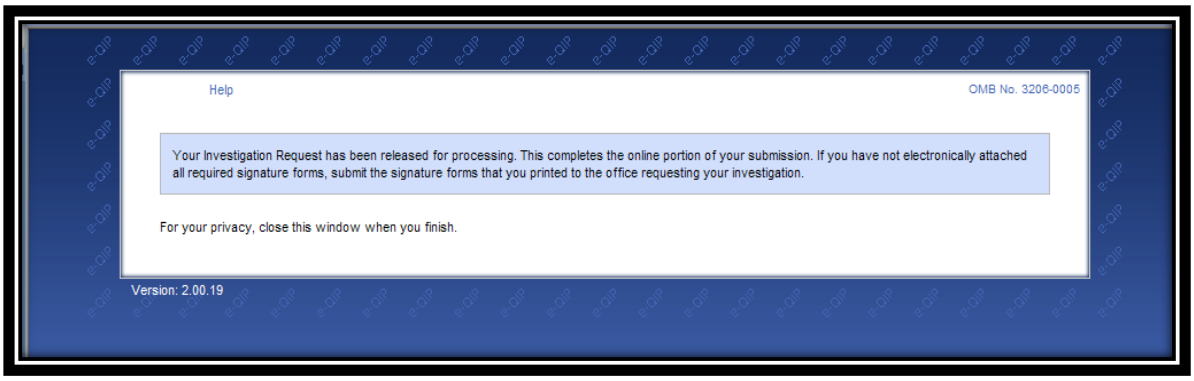


Figure 11.6

Most Common Rejections on the Security Clearance Process (Outlined by Section)

Section 1: Full Name

If you have initials in your name, use them and enter "I/O" after the initials. If you have no middle name, enter "NMN." *Helpful Hints:* If middle name is an initial only, provide a comment to explain.

- *Unacceptable Entry:*
  - John T. Smith
- *Acceptable Entry:*
  - John Thomas Smith

Section 2: Date of Birth

Incorrectly inputting date of birth

- Make sure to double check before continuing

Section 3: Place of Birth

Incorrectly inputting place of birth

- Make sure to double check before continuing

Section 5: Other Names Used

Not providing previous names when listing married or previously married. A maiden name should be provided, unless the last name has not changed

- If "Yes," give other names used and the period of time you used them [for example: your maiden name, name(s) by a former marriage, former name(s), alias(es), or nickname(s), If the other name is you maiden name, put "maiden" in front of it.
    - *Helpful Hints:* If female and married or previously married and the employees last name has never changed, a comment in this section should be provided.

Section 9: Citizenship

U.S. citizens born abroad, not providing the required document number or comment

- If U.S. citizen born abroad (including military bases), provide Date form was completed, and document number and place of issuance. Document form will be (FS) 240, DS 1350, FS 545, etc.
    - *Helpful Hints:* If born on military base outside of the U.S. a document is still required. If you were foreign born to parent(s) who are United States citizens, the State Department page on http://travel.state.gov/law/family_issues/birth/birth_593.html may assist you.

A U.S. citizen born outside the U.S. not providing a Citizenship Certificate or Naturalization Certificate

- If foreign born provide complete Naturalization/Citizenship Certificate information or US passport number for proof of citizenship.
    - *Helpful Hints:* The link below may assist you in obtaining your naturalization number if you have lost your Naturalization Certificate. It will be necessary for you to make an appointment at your local http://infopass.uscis.gov/index.php

Section 10: Dual/Multiple Citizenship & Foreign Passport Information

If a CURRENT foreign passport is listed it will need to be invalidated.

- Possession of an active foreign passport is a non-mitigating factor and a Department of Defense clearance will not be issued to anyone who retains this document. If you do have an active foreign passport in your possession you will need to go to your local security officer who will witness its invalidated.
    - *Helpful Hints*: If foreign passport is expired the same information is required, including expiration date. An expired foreign passport will not need to be destroyed.

Section 11: Where You Have Lived

Not going back the required 10 years or to 18th birthday incomplete

- Go back 10 years or until 18th birthday for residential history.
    - Helpful Hints:
        - *Unacceptable Entry:*
            - 03/2008 – Present (Unless going back to 18th birthday)
        - *Acceptable Entry:*
            - 03/2001 – Present

Missing complete address for residence

- Provide complete address to include, Street (Including Apt. #) APO/FPO Address, City, State and Zip Code. If any of this information is inaccessible an explanation must be provided.

- *Helpful Hints*: You may search for ZIP codes on U.S. Postal website http://zip4.usps.com/zip4/welcome.jsp
    - *Unacceptable Entry:*
        - Don't remember, Orlando, FL 32825
    - *Acceptable Entry:*
        - 1234 Hickory Street Apt. 321, Orlando, FL 32825

Listing more than one address for a single period of time

- If you provide two residences either in the same state or out of state covering the same dates, a comment must be provided.
    - *Helpful Hints:*
        - *Unacceptable Entry:*
            - 2nd Entry: 12/2000-Present FL – 1st Entry 05/2005-Present FL
        - *Acceptable Entry (1):*
            - 2nd Entry: 12/2000-06/2009 FL - 1st Entry: 06/2009 – Present FL
        - *Acceptable Entry (2):*
            - 2nd Entry: 12/2000-Present FL – 1st Entry 05/2005-Present FL. Comment: I have a residence I stay at during the week for work and the other I stay at during the weekends.

Incomplete information for point of contact

- For any address in the last 3 years, list a person who knew you at that address. Provide the name of person who knows you at that address, their current address to include, Street (Including Apt. #) APO/FPO Address, City, State and Zip Code, telephone number/alternate contact number and Relationship. If any of this information is inaccessible an explanation or alternative person must be provided.
    - *Helpful Hints:* You may search for ZIP codes on U.S. Postal website http://zip4.usps.com/zip4/welcome.jsp
        - *Unacceptable Entry:*
            - John Smith – Do not know, Orlando, FL 32825 – Phone Number – Don't remember- Alternate Contact Number – N/A – Relationship – Friend.
        - *Acceptable Entry:*
            - John Smith - 1234 Hickory Street Apt. 321, Orlando, FL 32825 –Phone Number - (123) 111-1111- Alternate Contact Number – (123) 222-2222 – Relationship – Friend.

Section 13: Employment Activities

Missing Lockheed Martin listed as the current employer *****The #1 reason for rejection*****

As the sponsoring agency, Lockheed Martin must be listed as your current employer, using the following address and phone number:

Employer's Address
Lockheed Martin
100 Global Innovation Circle, MP 801
Orlando, FL 32825
(407) 306-7311

Physical Address

In the "*Physical Work Address*" field enter your actual work location. If you are a new hire and unsure of your work location, please contact your recruiter.

- Provide a complete street address and phone number. The correct employment code is "federal contractor." Do not use a PO Box as an address.
- If you have not yet started, you may use the date you signed your offer letter as your start date (If relocating for the job, please state so in comments).
  - *Helpful Hints:* If you are currently unemployed you can leave that entry blank, but make sure to end the unemployment when you begin your employment date. If you are currently employed by another company you can leave that entry, but provide a comment if you have two jobs listed to "Present."

Residences that do not match up with employment locations during a specific period of time

- State of residence should coincide with same or adjoining state of physical work location. If there was a commute, a comment must be provided.
  - *Helpful Hints:*
    - *Unacceptable Entry:*
      - Section 11 Residential Entry: 12/2000-06/2009 FL
      - Section 13 Employment Entry: 05/2005 – 06/2009 TX
    - *Acceptable Entry (1):*
      - Section 11 Residential Entry: 12/2000-06/2009 FL
      - Section 13 Employment Entry: 12/2000-06/2009 FL (AL and GA would also be accepted because they are adjoining states)
    - *Acceptable Entry (2):*
      - Section 11 Residential Entry: 12/2000-06/2009 FL
      - Section 13 Employment Entry: 12/2000-06/2009 TX (Commute explanation: I was a telecommuter/virtual employee)

Incorrect employment type

- Identifying the correct employment type and filling out requested information completely.
  - *Helpful Hints:* For instances where you were a student, retired, stay at home parent, etc., 'Unemployment' still needs to be selected as the employment type even if you were not collecting unemployment.

Listing unemployment and employment for the same period of time

- You cannot be employed and unemployed at the same time.
  - *Helpful Hints:*
    - Unacceptable Entry:
      - 12/2009-Present – Full Time Employment
      - 05/2005-12/2010 – Unemployment
    - Acceptable Entry:
      - 12/2009 – Present – Full Time Employment
      - 05/2005-12/2009 – Unemployment

Using self as verifier or missing verifier for unemployment or self-employment

- All unemployment must be verified by a person who knows you and can verify you were not employed. You may use family members, good friends or peers, but cannot be self-verified or verified by an agency.

Section 14: Selective Service Record

Missing Selective Service Number

- If you are a MALE born after December 31st, 1959 provide your Selective Service Number that you registered for.
  - *Helpful Hints:* You can obtain this number by calling the Selective Service System at (847) 688-6888 or at the link below: https://www.sss.gov/RegVer/wfVerification.aspx.

Section 15: Military History

Missing military history or incomplete information in the requested fields

- If you list your military history as an entry in section 13 Employment, you must also list this information in section 15, Military History.
  - *Helpful Hints:* You can obtain your Military Service Record (DD214) through this website (request takes approximately 2 weeks): http://www.archives.gov/veterans/military-service-records/

Section 16: People Who Know You Well

Incomplete addresses for references

- Complete Address - Provide complete street address, including house, building and/or apt number. Do not use a PO Box as an address. Provide a different person if you are unable to provide complete information for the person stated.

Not listing references to the present date

- Dates to Present - You must include at least one reference with complete contact information to cover the last 7 years.
  - *Helpful Hints:* The reference listed should be an individual you have close contact with and should be listed as present contact.
  -

Section 17: Marital Status

Missing proof of citizenship

- You must provide proof of citizenship for foreign born for your spouse or cohabitant. If a permanent resident, provide Alien Registration Number or Visa information.

Other names used

- Other Names Used – A - provide spouse's name from (Birth Date to Married Date/Name Change) in 'Other names used' field. Check the "Maiden Name" option to show maiden name.
- Other Names Used – C - Provide Cohabitant's name from (Birth Date to Name Change) in 'Other names used' field. Check the "Maiden Name" option to show maiden name.

Social security number for spouse and cohabitant

- Provide social security number for your spouse and/or cohabitant.

Section 18: Relatives

Missing entries for parents, in-laws, and proof of citizenship for relatives

- Add Relatives – Parents - You must include your mother and father in your relatives and associates, even if estranged or deceased. Provide citizenship information if your parents are foreign born and living in the United States.

        - *Helpful Hints:* Enter "unknown" if you do not know the required information for a particular field.
    - Add Relatives – In-laws - You must include your mother-in-law and father-in-law, even if deceased. Provide citizenship information if in-laws are foreign born and living in the United States.
        - *Helpful Hints:* Enter "unknown" if you do not know the required information for a particular field.
    - Proof of Citizenship - You must provide proof of citizenship for foreign born family members, including mother-in- law and father-in- law. If a permanent resident, provide Alien Registration Number or Visa information.

Section 20: Foreign Activity

Entries that need to be listed in section 11, when foreign travel is over 90 days

- If living in a foreign country for 90 days or more, you must include an entry in section 11 for your place of residence.
    - *Helpful Hint:* If you took multiple trips to that country during the time frame specified, check the "many short trips" option.

Section 23: Illegal Use of Drugs or Drug Activity

Not providing the number of times an illegal drug was used

- Provide an actual number of times used. If unsure of the exact number, then provide a close estimate.

Section 26: Financial Record

Missing complete information- amount owed

- Provide an actual dollar amount (or an estimate) in the field named "Amount." Even if the owed amount is/was physical property it is considered monetary property and is still required.
    - *Helpful Hints:* "Amount" is not limited to physical property; it is required to list any amount regarding the debt entry.

Date debt was satisfied

- Required information includes: A date this debt was satisfied.
    - *Helpful Hints:* If this debt has not yet been satisfied, then state "pending" in the corresponding Status of Action or Debt field.

Name and address of company owed

- Provide either a complete address for the company, address for the court, or address for the agency handling case.
    - *Helpful Hints:* If the information is unavailable you may use a search engine to locate address. If you are unable to provide an address, provide an explanation as to why you were unable to provide the required information.
- Provide either the name of the company, the name of the court, or the name of the agency handling the case.

Provide information for each separate debt

- You must provide separate, complete entries for each debt as it applies to any of the questions.

Selected no, but provided a comment

- If any comment is provided throughout the form regarding financial obligations, including those for which you are a cosigner or guarantor you must provide an entry(s).
  - *Helpful Hints:* If you are unsure about your debt, it is suggested you pull your free annual credit report and confirm that what you've listed on your form is accurate. You can find more information about a free credit report at: http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre34.shtm

Section 28: Involvement in Non-Criminal Court Actions

Missing result of action in any civil court actions.

- If you have been involved in any civil court actions, you must provide the result of the court action listed in your entry as well as providing complete information on the action.

Frequently Asked Questions

Security Clearance Form (SF86) Questions

Q: What should I do if I don't have any other names used?
Q: What do I put in the passport section if I am having my US Passport renewed and the Government currently has it?
Q: Can I be a dual citizen and obtain a clearance?
Q: Who should I put to verify residence history if I didn't know anyone?
Q: What should be listed for Lockheed Martin under employment type?
Q: What information should I put for a previous employer that is no longer in business?
Q: If I put my current job on the SF86 will they contact them before I put in my two week's notice?
Q: Why do I need to list Lockheed Martin as my current employer if I haven't started with the company yet?
Q: Why do I need to use 100 Global Innovation Circle, Orlando, FL 32825 as my employer's address if I don't work at that location?
Q: When should I use the Additional Periods of Activity option?
Q: Is part-time employment considered unemployment?
Q: Why was I rejected because my work/residence was in different states?
Q: Do I need to list time as unemployment if I wasn't receiving unemployment benefits?
Q: What should I list for employment if I was a student?
Q: What is a Selective Service Number and where can I find out if I have one?
Q: What do I put if I never registered for a Selective Service Number?
Q: What if I don't have a complete phone number and/or address for my references?
Q: Can I list relatives under Section 16, People Who Know You Well?
Q: What information do I need to have regarding my divorce court?
Q: What should I put if I do not have any information regarding my ex-spouse?
Q: What should I do if I don't have information on my in-laws or relatives?
Q: Do my foreign family members go under foreign contacts or relatives?

Q: Do I need to list foreign business travel taken on behalf of Lockheed Martin?
Q: What should I do if I have one entry that applies to multiple letters in the financial and/or criminal section?
Q: Do I need to list each account individually that was included in a bankruptcy?
Q: What was the date of my last investigation for Section 25?
Q: What information is required in Section 26 (Financial Record) on the SF86?
Q: Why isn't the United States listed in the drop down selections?

e-QIP Related Questions

Q: Where is the direct link to e-QIP located?
Q: Why can't I log into e-QIP when I am providing my last name, city of birth and year of birth for the Golden Questions (e-QIP account creation)?
Q: What happens if I do not remember my e-QIP Username?
Q: Will I lose any of my data if I have previously logged in using my Golden Questions, but now creating and logging in with a Username and Password?
Q: Why am I unable to go back to previous sections in the e-QIP and make corrections when I have not submitted it yet?
Q: Can I access the e-QIP site if I am overseas?
Q: Why am I getting a page cannot be displayed error when trying to access e-QIP?
Q: What is the difference between a warning and an error?

Submitting the Security Clearance Form (SF86) Questions

Q: How do I submit my SF86 after I have completed entering my data?
Q: How do I have my SF86 released back to me if I forgot to put information in it?
Q: Can I email my releases (signature forms) to the LMSecurity Operations Center?
Q: Why was my SF86 rejected?
Q: Do I need to wait to submit my application until after I have faxed my signature pages?
Q: Do I need to attach the release (signature) forms in Step 4 (attachments)?
Q: How can I receive my signature forms if I cannot log back into e-QIP?
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Miscellaneous Questions

Q: Where can I get a copy of a previous SF86 that I submitted?
Q: Why do I have to complete another SF86 when I just completed one for my Annual Clearance Rejustification (ACR)?
Q: Do I need to complete an SF86 if I have completed one in the past two years?
Q: Can LMSecurity grant extensions for completing the SF86?
Q: Does having a foreign passport automatically disqualify me from having a clearance?
Q: How do I have my foreign passport invalidated or destroyed?
Q: I have submitted a previous SF86 form in the past but now the questions are different. Why did the questions change?

Security Clearance Form (SF86) Answers

Q: What should I do if I don't have any other names used?

A: If you are male or single female (never married), select the "Not Applicable" box. However if you are a female who is married, divorced, annulled and/or widowed provide a comment explaining that you have never used any other names.

Q: What do I put in the passport section if I am having my US Passport renewed and the Government currently has it?

A: We always recommend that you keep copies of your information, but if you do not have the documentation available and you have no way of obtaining it, we suggest that you provide an explanation within the Additional Comments box.

Q: Can I be a dual citizen and obtain a clearance?

A: Yes you can hold dual citizenship; however you cannot obtain a foreign passport. If you do hold a foreign passport it will need to be invalidated in view of a Lockheed Martin official. Expired passports do not need to be destroyed.

Q: Who should I put to verify residence history if I didn't know anyone?

A: You only require a verifier for the last 3 years of residence history. You may use your leasing agent, hotel manager, close friend, or co-worker as long as they are not related to you (it does not have to be a neighbor). If you still do not have anyone that can verify your information, you may use a relative. **Please Note**: Relatives should only be used as a last resort. If you decide to use a relative as a verifier, you will need to provide an explanation as to why you were unable to provide a different verifier.

Q: What should be listed for Lockheed Martin under employment type?

A: Lockheed Martin should be listed under "Federal Contractor" for employment type.

Q: What information should I put for a previous employer that is no longer in business?

A: If your previous employer is no longer in business, provide their last known address and in the comment section state they are no longer in business.

Q: If I put my current job on the SF86 will they contact them before I put in my two week's notice?

A: Contacting a current or past employer will be a decision made by the adjudicator, but providing a comment (with a detailed explanation) requesting no contact be made will allow that adjudicator to decide if he/she needs to contact them.

Q: Why do I need to list Lockheed Martin as my current employer if I haven't started with the company yet?

A: Lockheed Martin must be listed as your most current employer because the government requires the federal contractor that is sponsoring your security clearance request to be listed on your form as your current employer.

A: The following address and phone number must be used under the "**Provide the address of employer**" and "**Employer phone number**" fields: **100 Global Innovation Circle, MP 801 Orlando, FL 32825; Phone: 407-306-7311**. In the "**Physical Work Address**" field enter your actual work location. If you are a new hire and unsure of your work location, please contact your recruiter.

Q: Why do I need to use 100 Global Innovation Circle, MP 801, Orlando, FL 32825 as my employer's address if I don't work at that location?

A: The Office of Personnel Management (OPM) has changed their requirements regarding what address is needed as the address of employer. The address required is the address where the clearance and employment records needed for your clearance process are located. This change will decrease the government investigation time, improving the overall cycle time of the process. The "**Physical work address**" field should be used if you are able to provide the address of where you are/will be physically located. If you are a new hire and unsure of your work location, please contact your recruiter.

Q: When should I use the Additional Periods of Activity option?

A: You should only use the Additional Periods of Activity option when you have worked for the same employer on separate occasions at the same location (for example, if you worked at Lockheed Martin in Orlando, FL during 3 separate periods of time (1/04-1/06, 1/07-1/08 and then 1/10-Present), you would enter the most recent period of employment as your main entry, and provide dates, position titles, and supervisors for the two previous periods of employment as additional periods of activity)

Q: Is part-time employment considered unemployment?

A: Part time employment is not considered unemployment. If you have part time employment, list that employer in an entry and select the "Part Time" employment box.

Q: Why was I rejected because my work and residence were in different states?

A: The government considers a reasonable commuting distance within the same state or adjoining states. However, if you telecommute or travel provide an explanation in the comment section.

Q: Do I need to list time as unemployment if I wasn't receiving unemployment benefits?

A: You should list any period of time that you were not employed as unemployment, including school, retirement, travel, etc.

Q: What should I list for employment if I was a student?

A: If you were not working while in school, you should list that period of time as unemployment.

Q: What is a Selective Service Number and where can I find out if I have one?

A: Selective Service Registration is a way our government keeps a list of names of men from which to draw in case of a national emergency requiring rapid expansion of our Armed Forces. By registering all young men, the Selective Service ensures that a future draft will be fair and equitable.

This information is only required for males born after 12/31/1959. You can register or verify previous registration by calling the Selective Service System at (847) 688-6888 or at the link below: https://www.sss.gov/Default.htm

Q: What do I put if I never registered for a Selective Service Number?

A: Men 18 through 25 years old may still register with Selective Service up until their 26th birthday by calling the Selective Service System at (847) 688-6888 or at the link below: https://www.sss.gov/Default.htm.

A: Men 26 and older will need to provide a legal explanation as to why you never registered.

Q: What if I don't have a complete phone number and/or address for my references?

A: You should provide references with which you maintain current contact; however if this is not possible, you can include a comment stating why you cannot obtain that information.

Q: Can I list relatives under Section 16, People Who Know You Well?

A: Whenever possible, you should list references other than your spouse, or any other relatives; however if there are no other individuals you can list, a comment should be included with your entries stating why you were not able to list someone else.

Q: What information do I need to have regarding my divorce court?

A: You will need to provide your former spouse's full name, place and date of birth, country(ies) of citizenship, date and place you were married, date you were divorced and location the record is held.

Q: What should I put if I do not have any information regarding my ex-spouse?

A: If you do not have any contact with your ex-spouse and are unable to obtain any information, provide an explanation in the comment section.

Q: What should I do if I don't have information on my In-Laws or relatives?

A: We recommend that you make an attempt to obtain the required information either directly from the relatives listed or from a third-party source. However, if you are unable to obtain this information, you are still required to provide an entry for your relative. You will need to explain in additional comments why you were unable to provide the required information.

Q: Do my foreign family members go under foreign contacts or relatives?

A: Only immediate family members should be listed under section 18 Relatives. Immediate family includes your parents (including step-), siblings (including step- and half-), children (including step-, adopted or foster), father-in-law and mother-in-law and guardian(s). All other foreign relatives should be listed under section 19 Foreign Contacts.

Q: Do I need to list foreign business travel taken on behalf of Lockheed Martin?

A: Yes. But you do not need to provide an entry if your foreign travel was strictly on behalf of Lockheed Martin in support of a government contract or for government business. However, if while you were on LM business/government travel, you decided to take some time for personal travel, you will need to include this information under your foreign travel section.

Q: What should I do if I have one entry that applies to multiple letters in the financial/criminal section?

A: The e-QIP system requires that you provide at least one entry for every "yes" answer. Therefore, you must enter all applicable information even if multiple questions have the same answers.

Q: Do I need to list each account individually that was included in a bankruptcy?

A: Yes, you will have to make a separate entry for all delinquent accounts including those included in a bankruptcy.

Q: What was the date of my last investigation for Section 25?

A: If your last investigation was processed thru LMSecurity, you will need to contact LMSecurity toll free at 866-330-7311 or 407-306-7311 Monday – Friday 7:30 am to 6:30 pm EST. If your previous investigation was processed thru a different agency, you will need to contact them directly to obtain that information.

Q: What information is required in Section 26 (Financial Record) of the SF86?

A: Required information is determined by the question you answer "yes" to. Please refer to each section to determine what information will be required.

Q: Why isn't the United States listed in the drop down selections?

A: You will not see the United States listed as an option in the drop down selection when one of the following occurs:

- You have already included the city and state (and the instructions state that the country is not needed if you provide a US city and state)
- The question is only asking for information pertaining to a country other than the United States

e-QIP Related Answers

Q: Where is the direct link to e-QIP located?

A: You can access the e-QIP website via www.opm.gov/e-QIP/ . We recommend that you bookmark this page or save it as a favorite in case you need to access it at a later date.

Q: Why can't I log into e-QIP when I am providing my last name, city of birth and year of birth for the Golden Questions (e-QIP account creation)?

A: You will need to type **unknown** for city of birth.

Q: What happens if I do not remember my e-QIP Username?

A: You will need to contact the DoD Security Services Center to reset your Username. Toll free at 888-282-7682 Monday – Friday from 6:00 am to 8:00 pm EST. The Call Center is closed on weekends and all federal holidays.

Q: Will I lose any of my data if I have previously logged in using my Golden Questions, but now creating and logging in with a Username and Password?

A: You will not lose any of your preiously entered data.

Q: Why am I unable to go back to previous sections in the SF86 and make corrections when I have not submitted it yet?

A: Depending on where you are on the form, you may or may not be able to go back to previous sections. While you are filling out the sections, the e-QIP system allows you to navigate back and forth throughout the form by using the navigation drop down menu. However, once you have

certified all of the information is complete and accurate on your form, you will no longer be able to go back thru the sections and make changes.

Q: Why am I getting a page cannot be displayed error when trying to access e-QIP?

A: You may want to check your internet settings. Please click **here** for instructions on internet settings.

Q: What is the difference between a warning and an error?

A: The difference between a warning and an error is that **warnings** are items that the government could potentially reject your e-QIP for, but the form will allow you to submit as long as you provide an explanation as to why you were unable to provide the requested information. Any **errors** that are found must be corrected otherwise the form will not let you continue, these errors are items that the government has identified as high priority.

Q: Can I access the e-QIP site if I am overseas?

A: Yes. The e-QIP site is accessible from any computer as long as there is an internet connection.

Submitting the Security Clearance Form (SF86) Answers

Q: How do I submit my SF86 after I have completed entering my data?

A: For steps on releasing your form for processing, click **here.**

Q: How do I have my SF86 released back to me if I forgot to put information in it?

A: You will need to contact LMSecurity toll free at 866-330-7311 or 407-306-7311 Monday – Friday 7:30 am to 6:30 pm EST and request your form be sent back to you for corrections.

Q: Can I email my releases (signature forms) to the LMSecurity Operations Center?

A: We recommend that you first fax them to LMSecurity at 720-479-2750. If that is not convenient for you, or have had issues with faxing, you can email your releases (signature forms) to faxserver.lmsecurity@lmco.com. **Note:** LMSecurity is committed to protecting Lockheed Martin employees' personal information. For additional options on transmitting personal information, visit Security Clearance Connection.

Q: Why was my SF86 rejected?

A: Specific reason(s) as to why your SF86 was rejected and what information is being requested would be provided via an email from LMSecurity.

- Before submitting your application to the government our team reviews your form to make sure there are no corrections or clarifications that need to be made. When we find missing information or data that needs clarification we will send it back to you so that you can make corrections before sending it off to the government. At that time you will need to locate the section that needs correcting, make the changes or add information, recheck the yes/no questions and reprint/fax the signature forms.
- If the government request additional information or clarification they will send notification to LMSecurity and we will forward that onto you with the corrections that need to be made. At that time, you will need to locate the section that needs correcting, make the changes or add information, recheck the yes/no questions and reprint/fax the signature forms.
- Rarely the government rejects a file in error. If you receive an email stating your file was rejected in error, no changes are required, but you will need to recheck the yes/no questions and reprint/fax the signature forms.
- **Note:** LMSecurity is committed to protecting Lockheed Martin employees' personal information. For additional options on transmitting personal information, visit Security Clearance Connection.

Q: Do I need to wait to submit my application until after I have faxed my signature pages?

A: As long as you have printed or saved your signature forms to your computer you can release/submit your SF86.

Q: Do I need to attach the release (signature) forms in Step 4 (attachments)?

A: The attachments in Step 4 are optional; this question is not in regards to the signature pages you printed in Step 3. If you have additional paperwork in reference to any of the sections (i.e.

bankruptcy paperwork, court documents, etc.) that would assist the adjudicator, Step 4 is where you will attach them.

Q: How can I receive my signature forms if I cannot log back into e-QIP?

A: You should first attempt to retrieve them via the Lockheed Martin internal EDSS website. If you are not a current LM employee or you verify they are not available via the EDSS website, you will need to contact LMSecurity toll free at 866-330-7311 or 407-306-7311 Monday – Friday 7:30 am to 6:30 pm EST and request we email you a copy of your forms.

Q: How do I know if you have received my SF86, including Signature Pages?

A: Your SF86 form is submitted online via the e-QIP site. LMSecurity will not have access to review your form or ability to confirm whether it was submitted until 24 hours after you have released your form to us. If you need confirmation before then, we would recommend that you attempt to log back in to the e-QIP site. If you still see the Golden Questions you created, your form has not been released and you will need to log in and release your form to us. If you see that your Golden Questions have changed to something other than the questions you created, this indicates that you have released your form.

A: Your signature pages should be faxed to LMSecurity. If your fax machine produces a transmission report please check that it was faxed to the correct fax number 720-479-2750. Please allow 24-48 hours from the time you fax in your documentation for processing. **Note:** LMSecurity is committed to protecting Lockheed Martin employees' personal information. For additional options on transmitting personal information, visit Security Clearance Connection. Every 5 days our systems auto-generate reminder emails for any documentation we show as required. If you receive an email stating we have not received your signature forms within 48 hrs from the time you faxed your form, please disregard the email as our systems may not have updated with that information yet. If you receive the email after the 48 hr time frame, you will need to refax your signature forms and then contact LMSecurity toll free at 866-330-7311 or 407-306-7311 Monday – Friday 7:30 am to 6:30 pm EST. If you receive an email stating the signature forms received were not valid, you will need to refax new signature forms.

Q: Why do I have to submit new signature forms? What is wrong with the old ones?

A: You may need to submit new signature forms due to one of the following reasons:

- If your application has been rejected back to you for corrections, the investigation number will change on the new form you will be submitting. The signature forms you previously submitted also contain an investigation number. Since the government requires that the investigation number on your application matches the investigation number on your signature forms, the forms you previously submitted would no longer be valid and you would need to submit the updated set.
- If your signature forms are deemed to be of poor print quality or invalid you will need to submit a new set. Some of the most common examples of poor print quality are
  (1) Black or white lines running thru the form
  (2) Blurry or illegible
  (3) Missing signature or signature too light

Q: Why am I receiving an email stating that my SF86 has not been received?

A: There are several reasons as to why you are receiving an email stating your SF86 has not been received:

- It can take 24-48 hours for our system to update reflecting a completed status for the required SF86 form. Once that occurs, the emails will no longer be sent. Depending on when you submit your application, another email can be sent out before our database is updated.
- A common mistake when completing the form on e-QIP is not going to the final step and selecting the "Release Request/Transmit to Agency" button. You will simply need to log back in and go to the final step making sure that you select the "Release Request/Transmit to Agency" button.

Q: My SF86 was sent back for corrections on certain sections but when I validated the form it gave me a lot of errors. Why do I have to complete all of the sections again?

A: The e-QIP system requires that you provide your most up to date information. Since the system does not recognize the last time that you submitted your SF86 form, it requires that you re-check the yes/no questions every time your form is sent back to you for corrections to confirm you are providing the most up to date information.

Answers to Miscellaneous Questions

Q: Where can I get a copy of a previous SF86 that I submitted?

A: LMSecurity Operations Center only stores previous security clearance applications for current employees who have submitted a previous form to our Security Operations Center starting in 2006 and have confirmed they want a copy of their SF86 form stored within our systems. If you submitted a previous Security Clearance Application to a different company or to LM prior to 2006 we will not have your information stored.

A: If you are a current LM employee and submitted a clearance application to LMSecurity Operations Center after 2006, you may be able to obtain a copy via the EDSS website found on LMPeople. Use the following navigation: **Security, Safety, and Travel>General Security Information>Employee Security Information>Request a Copy of Your Clearance Paperwork**

Q: Why do I have to complete another SF86 when I just completed one for my Annual Clearance Review (ACR)?

A: Certain contracts require that you update your SF86 form on an annual basis in order to maintain JAFAN compliance. These forms are reviewed by your CPSO and are not submitted for government review.

A: Every 5 (Top Secret) or 10 (Secret) years you are required to update your SF86 form for reinvestigation by the government. During the year when your reinvestigation is due you will be required to update your form twice within the same year unless both the ACR requirement and the PR requirement are due at the same time.

Q: Do I need to complete an SF86 if I have completed one in the past two years?

A: Unless the SF86 form is required to maintain JAFAN compliance, you do not have to complete a new form if the previous SF86 was submitted to the government, an investigation was conducted, and adjudication was made for an equal or higher clearance level than the one you are currently submitting.

A: You will need to submit an updated SF86 if the one previously submitted was solely completed to satisfy a customer requirement and there was not an investigation conducted or the previous investigation was adjudicated for a lower level clearance.

A: If you are unsure of any of the above, you will need to contact the agency that sponsored your previous submission to obtain the background investigation date, granting agency, and level of clearance granted.

Q: Can LMSecurity grant extensions for completing the SF86?

A: Extensions can be granted on a case-by-case basis. However, if the system timelines have already been started, a new request may be needed from your local Facility Security Officer (FSO).

Q: Does having a foreign passport automatically disqualify me from having a clearance?

A: (Per DSS website as of 11/20/09) Yes. DISCO will not grant or continue a personnel clearance if the clearance applicant or cleared individual possesses a current foreign passport. In instances where the foreign passport is the sole potential disqualifying factor in the personnel clearance adjudication, DISCO will send a Joint Personnel Adjudication System (JPAS) message to the Facility Security Officer (FSO) stating that if DISCO receives reliable documentary evidence that the foreign passport has been destroyed, invalidated, or surrendered, DISCO will grant or continue the clearance.

Q: How do I have my foreign passport invalidated or destroyed?

A: You may take your passport to your local FSO/Security office who may witness the destruction of your foreign passport. You may shred or use a hole punch to destroy the passport. The local security office can sign a form stating they have witnessed the destruction of the document.

A: The passport holder may surrender the foreign passport to the FSO for safekeeping, but the FSO is not required to perform this service. If the FSO does accept the surrendered passport and the FSO subsequently returns the passport to the cleared individual while the passport is current, the FSO must submit an incident report in JPAS with details concerning the return of the passport.

Q: I have submitted an SF86 form in the past but now the questions are different. Why did the questions change?

A: As of August 2011, the government released a new SF86 form. Anyone who is required to submit an SF86 form will be completing the newly updated SF86 form.