



e-Clearance Initiatives

Working for America

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Message from the President

“I will expand the use of the Internet to empower citizens, allowing them to request customized information from Washington when they need it, not just when Washington wants to give it to them. True reform involves not just giving people information, but giving citizens the freedom to act upon it.”

- George W. Bush



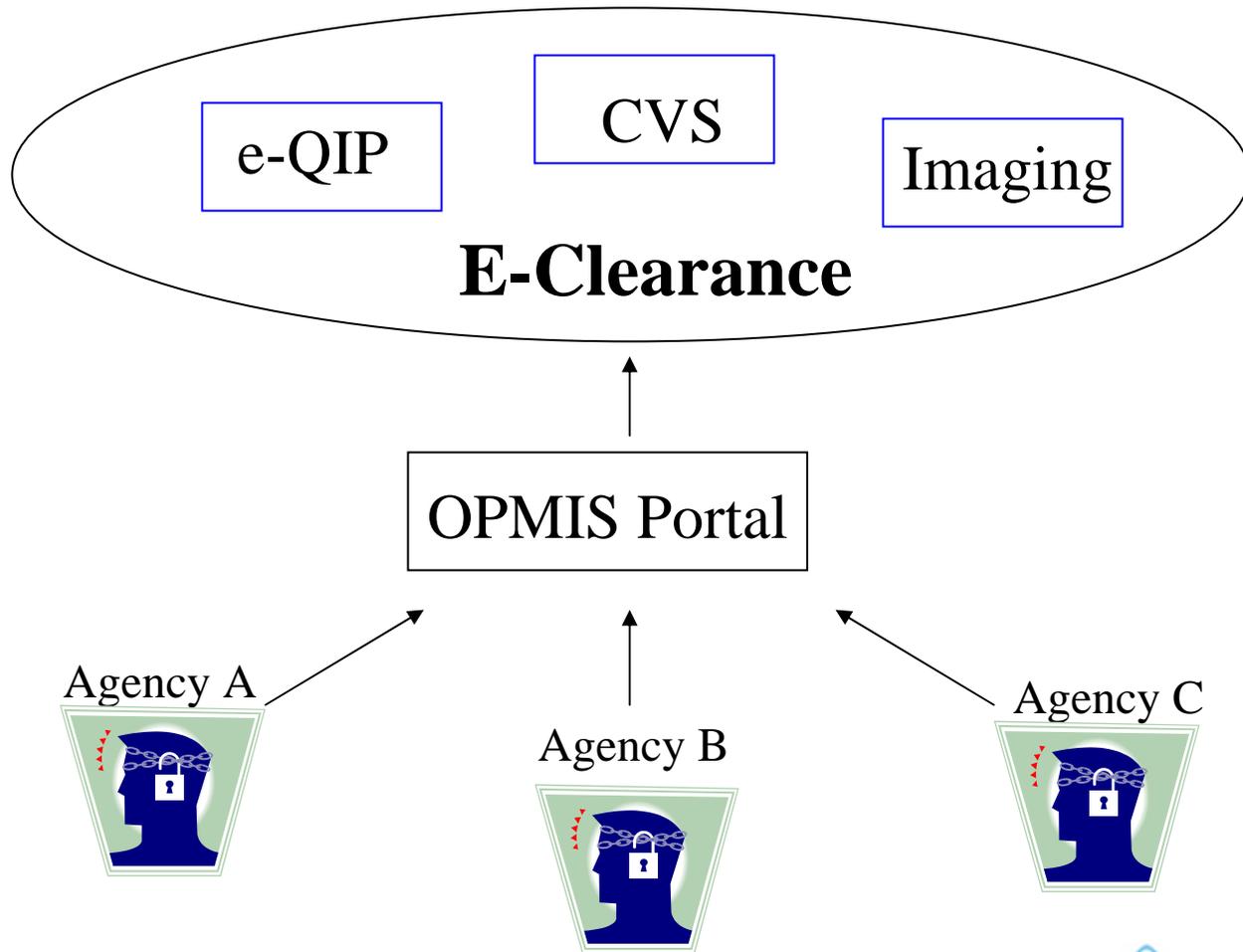
Message from the Director



“It would be difficult to overstate the importance of e-Clearance. With threats to our homeland and to our National interests overseas, providing accurate, thorough, and timely clearances to the workforce is crucial.”

- Kay Coles James

OPM Secure Portal



OPM Secure Portal

- **Serves as gateway to OPM's automated products and services**
- **“Front door” to e-QIP for agency users**
- **Desktop PIPS access**



Portal Membership Details

- **750+ community users to date**
- **88 agencies and organization with access**
- **Membership by invitation only**



e-Clearance Initiatives

- **CVS: Clearance Verification System**
- **Digital Imaging of Investigative Files**
- **e-QIP: Electronic Questionnaires for Investigations Processing**



CVS Stats and Progress

- **Clearances uploaded into CVS:**
 - 150,000 + submissions
 - 51 granting authorities
- **All Executive agencies must submit:**
 - Non-DoD agencies submit information via CVS. DoD components submit via JPAS system
 - OMB Bulletin 02-03, dated April 29, 2002



CVS Details

- **Includes a link between the DoD Joint Personnel Adjudication System (JPAS), the Defense Clearance and Investigations Index (DCII), and OPM's Security/Suitability Investigations Index (SII)**
- **Allows agencies to verify investigative and clearance information online or by phone**

Imaging Stats and Progress

- **Investigative agencies are directed to image closed personnel security investigations**
- **OPM will begin imaging investigative files beginning FY 2005**
- **Common taxonomy being developed**



Imaging Benefits

- **Benefits of imaged files:**
 - **Faster and easier retrieval**
 - **Files move electronically desktop to desktop**
 - **Longer life (image does not degrade over time)**
 - **Less physical storage space required**



e-QIP Background

A secure website that is designed to house all personnel investigative forms, including:

- **SF-86, Questionnaire for National Security Positions**

Available September, 2004:

- **SF-85P, Questionnaire for Public Trust Positions**
- **SF-85, Questionnaire for Non-Sensitive Positions**



e-QIP Benefits

Web-based system allows:

- Applicants to electronically enter, update, and release their personal investigative data over a secure Internet connection to their sponsoring agency for review, approval, and submission to investigation provider
- Historical applicant record to be accessed each subsequent time applicant has a need to complete an SF 86, 85P, or 85



e-QIP Objectives

- **Provide convenient, electronic form for entering, editing, and submitting investigative form data**
- **Conduct data validation as early as possible in the process**
 - **System screen-by-screen validation**
 - **Less administrative review time for agencies**



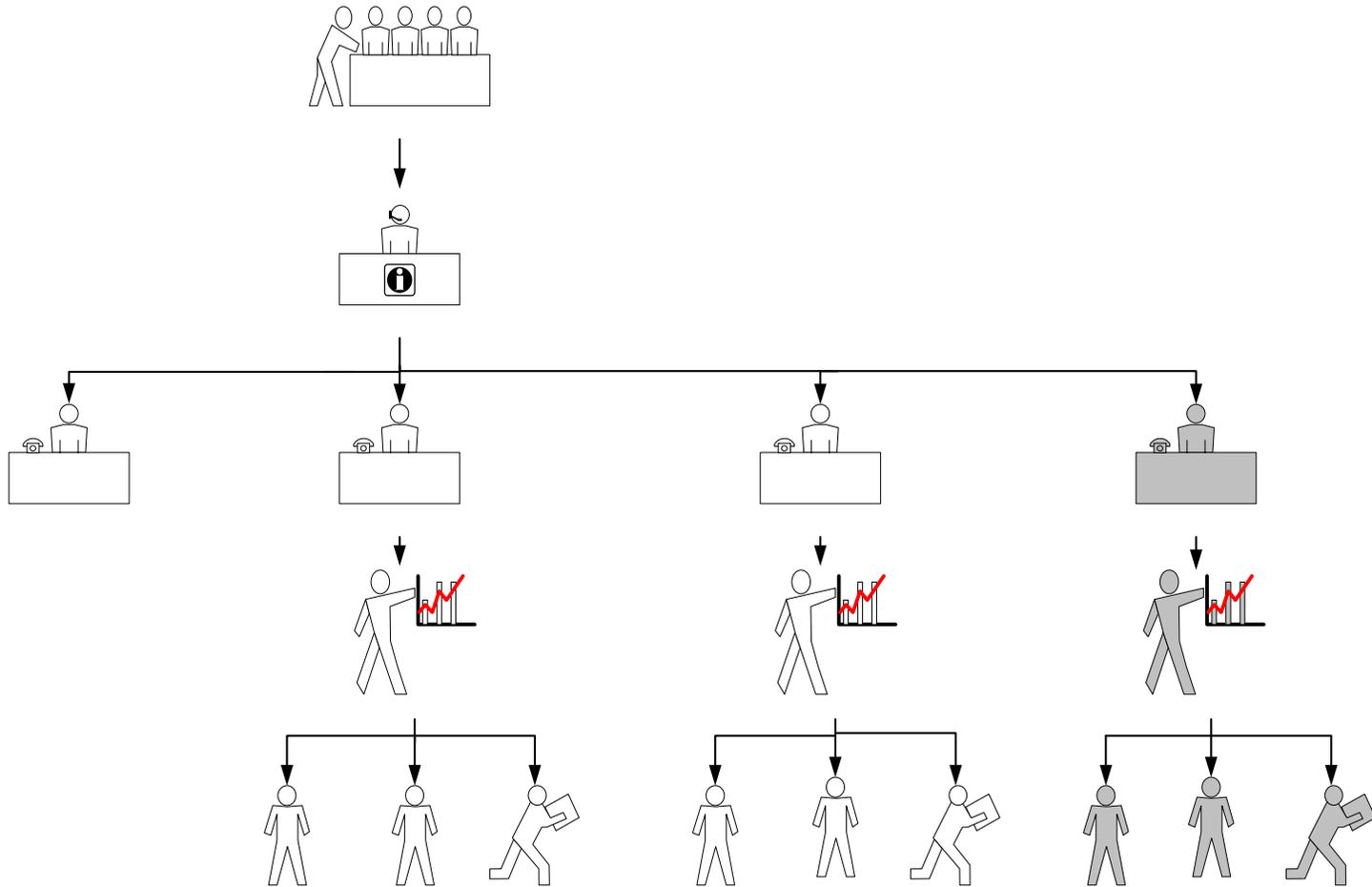
e-QIP Objectives

(continued)

- **Control Security**
 - Limit access to personal data
 - Transmits data securely from applicant to agency and agency to investigation provider
- **Support external interfaces to other government agency systems**
 - Export “raw” data in XML



e-QIP Agency Roles



e-QIP Roles

- **e-QIP Administrator** (located at OPM)
 - Establishes *governing agencies* profiles
 - Manages System
- **Agency Advocate** (highest official at agency level)
 - Acts as chief of implementation for the agency
 - Determines agency or bureau implementation levels and schedule



e-QIP Roles

(continued)

- **Functional Administrator**

- Assigns and supervises Program Specialist(s)
- Coordinates with Technical Administrator
- Alerts Agency Advocate to implementation problems
- Manages and executes program



e-QIP Roles

(continued)

- **Technical Administrator**
 - Serves as expert on technology available at agency
 - Serves as consultant to the Functional Administrator(s)
 - Creates, changes, and deletes agency/bureau functional groups (with guidance from Functional Administrator)
 - » No access to applicant data
 - » Cannot initiate an applicant
 - » Cannot re-set applicant “golden questions”



e-QIP Roles

(continued)

- **Program Specialist**
 - Serves as “Team Leader”/manager of day-to-day office operations
 - Serves as point of contact for Initiator, Approver, and Reviewer
 - Establishes new user accounts for an individual office or a workflow
 - Cancels and re-activates canceled investigation requests, as needed
 - Concurs with “golden question” reset requested by Initiator, Approver, and Reviewer



e-QIP Roles

(continued)

- **Reviewer**

- Reviews applicant data
- Accepts/rejects applicant answer(s)
- Enters comments for rejected answer(s)
- Scans attachments
- Resets “golden questions” with approval from Program Specialist when appropriate



e-QIP Roles

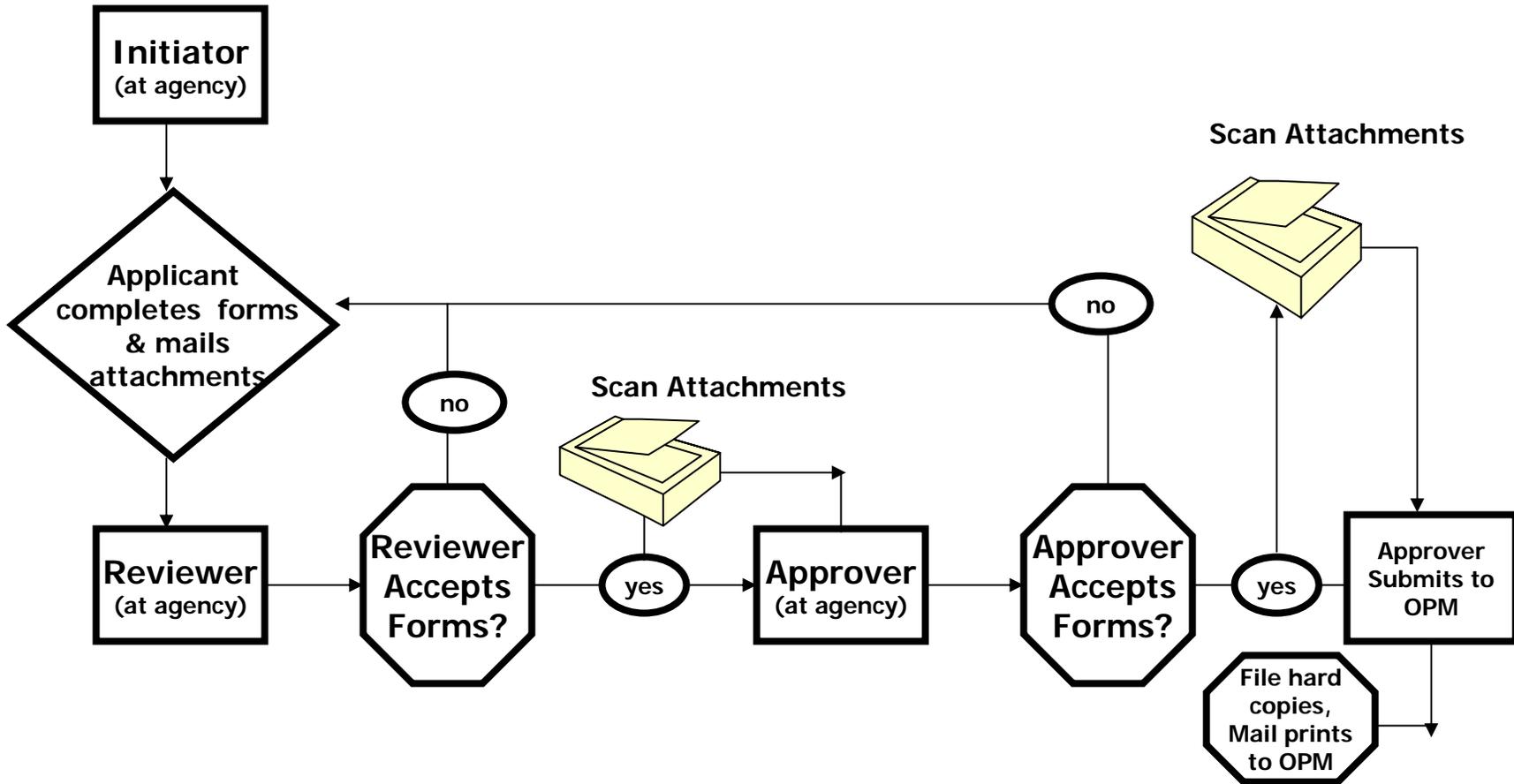
(continued)

- **Approver**

- Reviews applicant data
- Approves/rejects answer(s)
- Enters comments for rejected answer(s)
- Resets “golden questions” with approval from Program Specialist when appropriate
- Submits to Investigation Provider (last stop in process)



e-QIP Process



e-QIP Fast Facts

- **Used by Federal employees, applicants, and contractors**
- **Compliant with Section 508 of Rehabilitation Act of 1998**
- **Works with Netscape, Internet Explorer, and Mozilla web browsers (must be 128-bit encrypted)**



e-QIP Agreements (as of 7/31/2004)

Over 38 Federal Agencies have signed MOUs including:

Departments of:

Agriculture

Commerce

Education

**Health & Human
Services**

**Homeland
Security**

Justice

State

Transportation

Treasury

Other Agencies:

OPM

NASA

**Nuclear Regulatory
Commission**

EPA

**National Science
Foundation**

FAA

Federal

**Communications
Commission**

**General Services
Administration**

**Social Security
Administration**

US Postal Service

**Federal Deposit
Insurance**

Corporation

**Small Business
Administration**



e-QIP Agreements (as of 7/31/2004)

(continued)

Over 38 Federal Agencies have signed MOUs including:

Other Agencies:

**National Transportation
Safety Board**

**Federal Energy Regulatory
Commission**

**Office of Special Counsel
President's Commission on
White House Fellows**

**National Archives and
Records Administration**

Peace Corps

Patent and Trademark Office

Other Agencies:

**Commodities Futures
Trading Commission**

**International Trade
Commission**

**National Credit Union
Administration**

**Court Services and Offender
Supervision Agency**

Federal Reserve Board

Selective Service System



Future Enhancements

e-QIP Version 1.07

- **Additional forms**
- **More Detailed Reports**
- **Easier Administration**
- **Supports stand-alone**
- **Faster, more secure**
- **DOD interface**



How Do I Prepare?

- **Schedule executive level briefing with OPM to introduce concept and select Agency Advocate.**
- **Conduct evaluation of your agency's IT structure (reliable, fast Internet connectivity?)**
- **Plot out your Personnel Security workflow – who does what? Should you be doing it that way?**



How Do I Prepare?

(continued)

- **Determine who will fill particular e-QIP roles? (HR, Security, some combination thereof?)**
- **Accept and sign an Implementation Plan with OPM. (User Agreements are part of this.)**
- **Schedule training for your agency's staff (provided jointly with OPM in a "train the trainer" approach)**



Why e-QIP?

- **No cost to your agency**
- **OPM provides training and Help Desk support**
- **Section 508 Compliant & OMB approved**
- **Improves e-Gov Scorecard**
- **Ready for immediate implementation**



Contact Information

**For more information, visit us on the
web at: www.opm.gov**

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