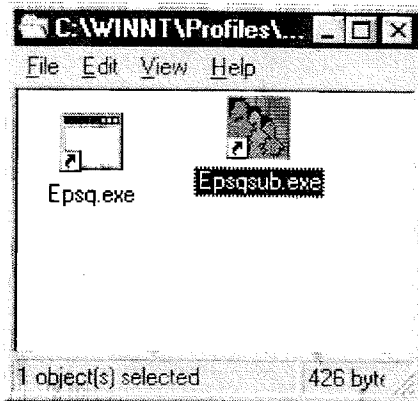


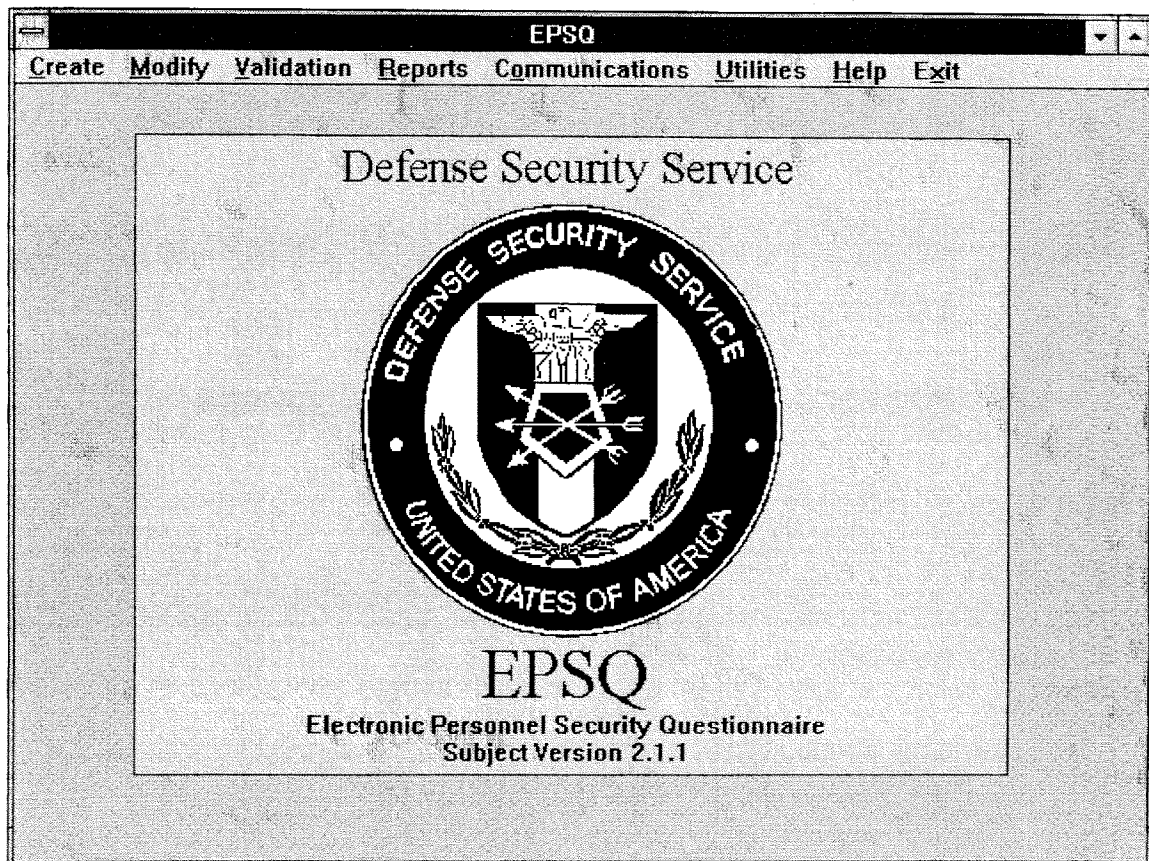
Periodic Reinvestigation (PR)

EPSQ – INSTALLATION:

1. Insert first diskette (EPSQ Subject) into disk drive A:
2. Execute the “Run” command, (Select RUN from the Start Button)
3. Type a:setup and press the [OK] button.
4. Insert diskette 2 of 2 as prompted.
5. When installation complete you now can select ICON for EPSQ



The application will come up and you should then select CREATE



You want to select the first entry **Request for Security Clearance (SF86)**

Type of Form

Use mouse or spacebar to select the appropriate form:

- Request for Security Clearance (SF86)
- Questionnaire for Non-Sensitive Positions (SF85)
- Application for Public Trust Position (SF85P)
- Supplemental Questionnaire for Selected Positions (SF85P-S)
- Spouse Single Agency Check (SAC) Shell
- Special Investigative Inquiry (SII) Shell

For **Periodic Reinvestigation** you should select the following:

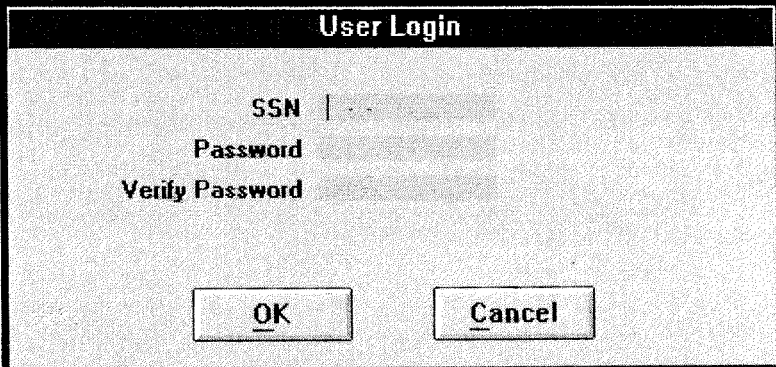
Type of Investigation

Use mouse or spacebar to indicate the type of investigation you are requesting:

- Single Scope Background Investigation (SSBI)
- National Agency Check (NAC) or Secret PR
- Periodic Reinvestigation (PR)
- Special Investigative Inquiry (SII)
- Expanded National Agency Check (ENAC)

After selecting OK the software will present you with an overview of the purpose of the security questionnaire. The questionnaire will have you read and acknowledge by hitting the Enter Key – to ensure that you understand why and what is going on with the application for a security clearance within the DoD.

Once this is accomplished – the USER LOGIN Screen will appear
Put in your SSN and then CHOOOOOOOSE a PASSWORD THAT
You will not forget.



The image shows a 'User Login' dialog box with a black title bar. Inside, there are three input fields: 'SSN', 'Password', and 'Verify Password'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

After this is entered the software will take you through the steps to complete the questionnaire. You can exit and enter the software and forms as many times as it takes to complete the entire questionnaire. Help is available from the main screen.

FYI – When you finish completing all of the entries The software will have you export (Select communication – and transmit to security officer) the finished product to a Diskette so that you can forward to CIS Facility Security Officer (FSO). **YOU MUST ENSURE THAT THE PASSWORD IS TRANSMITTED TO THE FSO** so that the file can be imported into the FSO software for validation and electronic transmission to the Defense Security Service.

The FSO must complete other forms, validate your information (format), and print out copies of both. The FSO and you must then sign the forms – prior to the FSO transmitting the complete “electronic copy” to the Defense Security Service. Additionally, when the forms are being signed at CIS HQ, we will complete 2 sets of fingerprint cards to be forwarded to the DSS under separate cover.

E: CIS99\Security