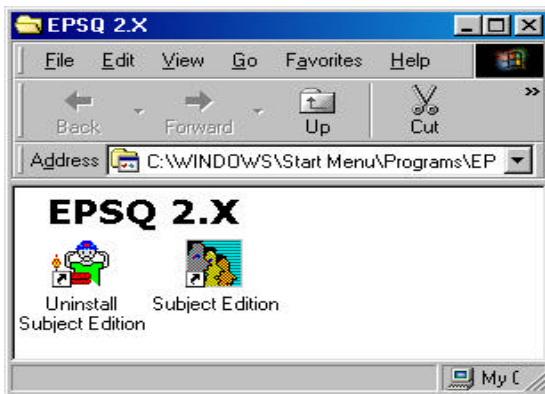


## Public Trust/ADP II & III (SF85P)

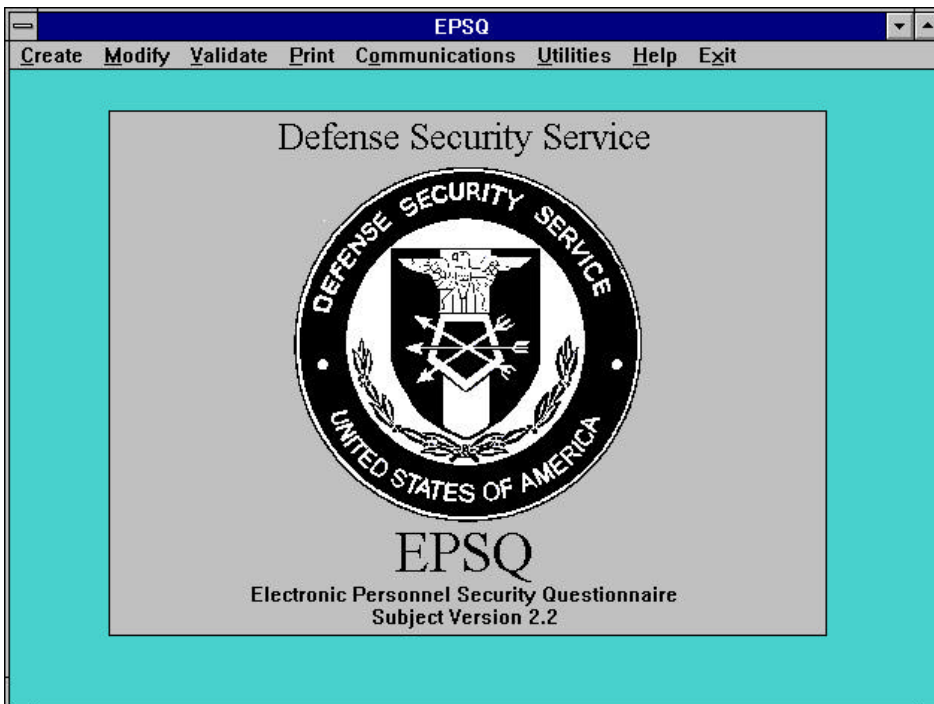
### EPSQ – INSTALLATION:

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 is complete you now can select the ICON for EPSQ.

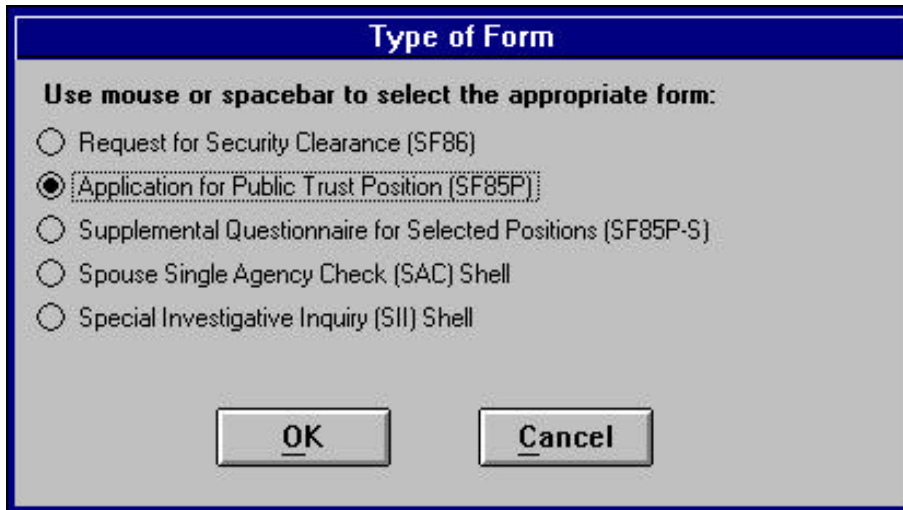
[Note: If you download from the CIS Web Site, just execute the file by clicking on “Download file, Subject 2\_2exe”]



The application will come up and you should then select “CREATE”.



You want to select the second entry, **Application for Public Trust Position (SF85P)**, as the “Type of Form” and then click OK.



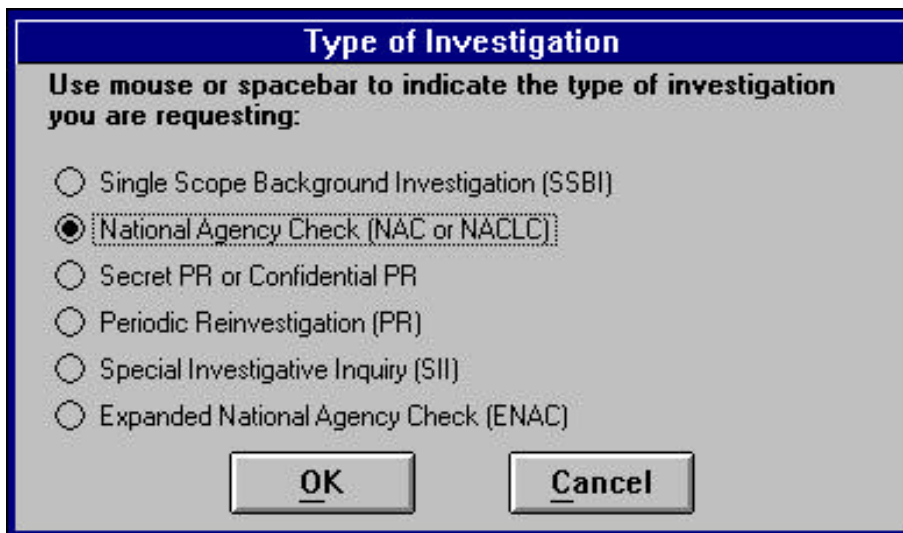
**Type of Form**

Use mouse or spacebar to select the appropriate form:

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

**OK**      **Cancel**

On the next screen, which is “Type of Investigation”, select **National Agency Check (NAC or NACLIC)**.



**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 NACLIC)
- Secret PR or Confidential PR
- Periodic Reinvestigation (PR)
- Special Investigative Inquiry (SII)
- Expanded National Agency Check (ENAC)

**OK**      **Cancel**

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 choose a Password that you will not forget.

A screenshot of a 'User Login' dialog box. The title bar is dark blue with the text 'User Login' in white. The main area has a light gray background. It contains three input fields: 'SSN' with a blue cursor, 'Password', and 'Verify Password', all with blue backgrounds. At the bottom are two buttons: 'OK' and 'Cancel', both with blue backgrounds and white text.

After this point the software will take you through the steps to complete the questionnaire. You can exit and reenter 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 it to CIS Facility Security Officer (FSO) or your local Administrative Office. **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 the CIS Administrative Office, we will complete 2 sets of fingerprint cards to be forwarded to the DSS under separate cover.