



# Transportation Security Administration

## INSTRUCTIONS FOR COMPLETING THE E-86 *"Questionnaire for National Security Positions"*

Subjects will complete the Standard Form 86, Questionnaire for National Security Positions (SF-86), using the Office of Personnel Management's electronic Questionnaires for Investigations Processing (e-QIP). E-QIP is a secure website that can be accessed from any computer system that has an Internet connection.

This instruction sheet is designed to assist you in completing the "Questionnaire for National Security Positions" also known as the Standard Form 86. (SF-86). The U.S. Government conducts background investigations to establish that candidates either employed by the Government or working for the Government under contract are suitable for national security related jobs that require a national security clearance. Information from the SF-86 form along with Optional Form (OF306), "Declaration of Federal Employment", is used primarily as the basis for this investigation. Please remember that failure to include requested information is the same as falsification, which may prohibit the investigation from being completed: While the information requested is completely voluntary, please note that failure to supply complete and accurate information may affect your placement or security clearance prospects. Your trustworthiness is a very important consideration in deciding your suitability for placement retention in the position.

**All TSA employees are required to provide ten (10) year history as mentioned in the OPM FIN 97-06 for the following questions:**

Number	Question
11	Where You Have Lived
12	Where You Went to School
13A	Your Employment Activities
13C	Your Employment Record
22	Your Police Record
28	Involvement in Non-Criminal Court Actions

**\*\*If in the case that your 18<sup>th</sup> birthday should fall within that ten (10) year timeframe, you are only required to record back to that point or provide a minimum of 2 years employment history.**

- Review the instructions attached to the SF-86 **PRIOR** to filling it out. Read each section before completing. Also, give yourself enough time to fill out the form. The SF-86 asks for very specific information. In addition, you should retain a copy of completed form for your own records.



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- Some of the information you will need to provide may involve looking through old records to find past addresses and telephone numbers. A good source for this information may be your prior income tax returns or credit reports. Also, use the Internet to look up addresses, zip codes, and telephone numbers. Search engines such as [www.yahoo.com](http://www.yahoo.com), [www.google.com](http://www.google.com) and [www.areconnect.com](http://www.areconnect.com) and may be helpful. A free copy of your credit report can be obtained once a year from [www.annualcreditreport.com](http://www.annualcreditreport.com).
- All dates must be in numeric format. Enter the Month/Day/Year (05/12/3104) or Month/Year (05/04) format where indicated. Do not write out or abbreviate the names months. If you are unable to recall a specific date then indicate such by marking "APPROX" for approximate or "EST" for estimated in front of the date.
- DO NOT abbreviate addresses, countries, cities, names of people, schools, or businesses. You may however abbreviate state names using the two letter code. For example, the state of California would be abbreviated CA.

### **COMPLETING THE e-86**

You must complete EVERY section of the form. Read each section before completing. Pay particular attention to completing the following sections that are identified by the section number.

#### **SECTION:**

##### **1 – FULL NAME**

If you have no first name or middle name, select No First Name or No Middle Name (as appropriate. If you have only initials in your name, enter the initial(s) with out the period and select initial only (10). -If you are a "JR", "SR", "D", Etc, enter this under suffix. Make sure that the name used in this question is the same name used on the OF 306 and other signature pages.

##### **3 - PLACE OF BIRTH**

If you are not sure of the county of birth, use the Internet and go to [www.uscounties.com](http://www.uscounties.com) as a resource.

##### **5 - OTHER NAMES USED**

Include nicknames, full maiden names, previous married names, alias(es), and full legal name changes. All dates must be included for each listed name.



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### **6 -YOUR MOTHER'S FULL MAIDEN NAME**

This is your mother's FULL name (living or deceased) immediately BEFORE first marriage. Write her FULL MAIDEN NAME: First, Middle and Last. If no middle name, indicate by entering "NMN". If initial only for a first or middle name, indicate by entering "IO" (initial only).

### **7 – IDENTIFYING INFORMATION**

Write out Hair and Eye color. Do not abbreviate.

### **9 - CITIZENSHIP**

If you were not born in the United States, you will be required to provide complete details about either your Documentation of U.S. Citizens Born Abroad, Citizenship Certificate, Naturalization Certificate or immigration in sections 9a, 9b, 9c or 9d.

### **11 - WHERE YOU HAVE LIVED**

Provide complete street addresses, including cities, states and zip codes for where you have lived for the past TEN (10) years. List your current address FIRST and work backwards in time. You may use an APO/FPO address if you have lived overseas. Also, include the name, address and telephone number of someone who knew you at each of these locations for the last three (3) years. The person(s) who knew you can NOT be a relative or spouse.

### **12 - WHERE YOU WENT TO SCHOOL**

List the schools you have attended beyond Jr. High and work back TEN (10) years. If high school attendance occurred more than TEN (10) years, do not include. List all college/university degrees attended no matter when they occurred. If all your education occurred more than 10 years ago, list most recent degree regardless of when it was received.

### **13A - YOUR EMPLOYMENT ACTIVITIES**

- Complete details about where you have worked for the past TEN (10) years, including your employer's name, street address, city, state, zip, code and telephone number.
- If you are under the age of 26, you only need to provide employment activities going back to the month and year of your 18th birthday or provide a minimum of 2 years employment history.
- A supervisor's first and last name must be listed, if you do not remember your supervisor name, you may list Human Resources.
- Pay attention to the various employment codes and their descriptions. (Please note that all jobs in the private sector as well as county and city jobs should be listed under Type of Employment as "Other". The category "Other" refers to other paid employment.)
- There can be NO gaps in your employment history.



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- List any periods of unemployment in this section, including the name, number, and address of someone who can verify your whereabouts during this period of time. Each period of unemployment **MUST** be listed separately. You may use a relative or spouse to verify periods of **UNEMPLOYMENT ONLY**.
- For self-employment, try to use a client as a verifier including their address and phone number. You may also use relatives if needed.
- If you were a full-time student or retired, please list this as a period of "Unemployment" in the employment section, along with the information for someone who can verify your activities during that time.
- If you currently are or were in the military, record the following information for each duty location: Dates of Service, Type of Employment (Active Duty Military Station or National Guard/Reserve), Branch of Service, Military Duty Location and Rank/Position.
- If a company you have worked for is no longer in business, include employment dates, type of employment, employers' name, and your last position held. Indicate "Business closed" or "Business Relocated" in the address box. You must the city, state, and zip code of the last known location of the employer.
- If you worked at a remote location without a complete street address, provide the complete physical or mailing street address of employer in the fields for employer and provide your actual work address in the fields for physical location. (For example: (Physical Location) Pump Station 55; Highway 55, Anytown, TX 12345)
- **PREVIOUS PERIODS OF ACTIVITY** should only be used to record previous periods of employment at the same employer during separate periods (e.g. you worked for ABC Company for 3 months only, every year, during the Christmas season for the past 4 Years at the same location). This section can **NOT** be used to list unemployment history or to show promotions while continuously employed with a single employer.
- You **MUST** account for all periods of time during the past **TEN (10)** years, in chronological order. Include any employment that may provide an unfavorable reference, whether or not you believe the unfavorable issues are justified. You may explain unfavorable issues in the field provided on the e86.

### **13C - YOUR EMPLOYMENT RECORD**

If you left a job for any reason such as being terminated, unacceptable or unsatisfactory performance, misconduct, or for any reason your employer may regard as **UNFAVORABLE** in the last **TEN (10)** years, you must provide the information requested. This would also include resigning under unfavorable conditions where the employer may interpret your leaving as an unfavorable termination. You must be specific about the reason for the action.

### **14 - YOUR SELECTIVE SERVICE RECORD**

- Everyone must answer question 14a.
- Males born after 12/31/1959 **MUST** answer question b. You may not write unknown or check the "I don't know" legal exemption explanation box in this section. You must either provide your



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Selective Service Number, an explanation of your legal exemption or a detailed explanation why you did not register with the Selective Service Administration.

- Note: Selective Service Registration Number can be found on the Internet at [www.sss.gov](http://www.sss.gov) or you may call (847) 688-6888. Also, the Selective Service Registration Number is NOT your social security number.

### **15 - YOUR MILITARY HISTORY**

- Answer questions 15a and 15b. If you answered "Yes" to either question 15a or 15b, you must provide information in the fields listed in this section.
- You may list your service number, your certificate number located on your DD214, or your Social Security number for Service/Certificate #. (The Country box should be left blank if served in the US military service or US Merchant Marine).
- Answer questions 15c and d only if you answered "YES" to question 15a.

### **16 - PEOPLE WHO KNOW YOU WELL**

- The first and last name, address and telephone number of three (3) individuals who COLLECTIVELY have known you for at least the past SEVEN (7) years. List their complete home or work street address, including City, State, Zip Code, and telephone number.
- This information should be good friends, peers, colleagues, college roommates, etc.
- Try not to list anyone who appears elsewhere on your e-86 as a verifier.
- You may not use relatives.

### **17A - YOUR SPOUSE**

- If you are currently married, separated, or legally separated list your spouse's full name (first, middle, and last) date of birth, place of birth, Social Security Number and current address. (Their address may be the same as yours. If so, you may check the "Use my current address box").
- If your spouse goes by or has gone by another name, (for example: maiden name) provide name under the heading "Specify maiden name, names by other marriages, etc., and show dates used for each name. Check the "nee" box to denote maiden name.
- If you have never been married, check the "Not Applicable" boxes both for Section 17A.Current Spouse and 17B.Former Spouse.
- If your spouse was born outside of the United States, provide citizenship information. Indicate the type of documentation that he/she possesses and provide the document number.

### **17B - FORMER SPOUSE(s)**

If you are divorced or widowed complete this entire section. List your spouses full name (first, middle, last) and include their birth date, place of birth, country of citizenship, date and place of marriage, including current address and telephone number. Check the appropriate box showing either divorced or widowed. If divorced, list the city and state where the record is located.



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### **17C – COHABITANT**

- A cohabitant is a person with whom you share bonds of affection, obligation, or other commitment, as opposed to a person with whom you live for reasons of convenience (a roommate).
- If applicable, complete the following about your cohabitant: your cohabitant's full name (first, middle, and last) and date of birth, place of birth, social security number, other names used, country of citizenship, date cohabitation began.
- If your cohabitant was born outside of the United States, provide citizenship information.

### **18 - YOUR RELATIVES**

- List details regarding each of your relatives, including full name (first, middle and last), dates of birth, country of birth and citizenship are required whether living or deceased.
- Put an 'X' in the left box ONLY if relative is deceased and provide information for all sections except the street address and state.
- Provide current street address, city and state (or country where applicable) for all living relatives listed in this section.
- If information for some relatives is unknown, and there is NO WAY of obtaining this information, indicate "UNKNOWN" in the appropriate box(es). Also, provide a brief comment explaining why you do not have and cannot obtain this information.
- If he/she was born in or is a citizen of the United States, you must write “United States” in the Country of Citizenship field.
- If relative was born outside the U.S., indicate the type of documentation that he/she possesses and provide the document number.

### **19 - YOUR FOREIGN ACTIVITIES**

If you have or had close and/or continuing contact with foreign nationals (any person who is not a citizen or national of the U.S.) within the last 7 years with whom you, your spouse, or your cohabitant are bound by affection, influence, and/or obligation, please provide complete information. Include associates, as well as relatives, not already listed in Section 18.

### **20C – FOREIGN COUNTRIES YOU HAVE VISITED**

- List all countries you have visited in the past SEVEN (7) years, beginning with the MOST CURRENT including short trips to Canada or Mexico.
- If you were on a cruise you may indicate one destination for cruise ship travel with multiple destinations, include the name of the cruise.
- For frequent trips to neighboring countries visited for a short period of time (such as Canada or Mexico) indicate "Many short 'trips" next to the country name.
- Travel under official Government orders, including military travel does not need to be listed.



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- Do not list travel to US territories such as US Virgin Islands, Puerto Rico, Guam, Saipan and Pago Pago (American Samoa).

### **21 - YOUR MEDICAL RECORD**

If you answered "Yes", provide information requested in the fields provided. Also, you must complete the Authorization Medical Release Authorization.

### **22- YOUR POLICE RECORD**

You **MUST** list all charges and arrests regardless of disposition, including charges dismissed, dropped and expunged in the last TEN (10) years. Provide the Month/Year charged or arrested, the name of the agency that arrested/charged you OR the court where your case was heard. In addition, you **MUST** list the city, county, state and zip where the records may be found. Also, provide offense and action taken.

### **23 - YOUR USE OF ILLEGAL DRUGS AND DRUG ACTIVITY**

If you answered "Yes" to 23a or 23b, -provide the information requested in the fields provided. Do not list prescription drugs you are taking unless you do not have a legal prescription for these drugs.

### **24 - YOUR USE OF ALCOHOL**

If you answered "Yes", provide the information requested in the fields provided. Do not repeat do not repeat information reported in response to question 21.

### **25 - YOUR INVESTIGATION RECORD**

If you answered "Yes" to 25a, 25b or both, provide the information requested in the fields provided.

### **26 -YOUR FINANCIAL RECORD**

- For the following, answer for the last 7 years, unless otherwise specified in the question. Disclose all financial obligations, including those for which you are a cosigner or guarantor. If you answered "Yes" to any question (a-p) in this section, provide all information requested.
- The type of debt as well as the account number must identify all delinquent accounts/financial obligations. You may not check the "Not Applicable" box for loan/account number or provide "unknown" for other requested information.
- Provide the date satisfied or check the "Not applicable box, type of debt (e.g. credit cards, school' loans, hospital bills, etc., loan/account number (or file or reference number associated with account), amount, name of the agency/organization/individual to whom debt is/was owed, name/address of company/court or agency handling the case, name action/debt is recorded under (you name as recorded by creditor) and status of action or debt.



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- **Complete information is required.** A good source for this information is your credit report. A free copy of your credit report can be obtained from all three major bureaus (Experian, TransUnion and Equifax) once a year from [www.annualcreditreport.com](http://www.annualcreditreport.com).

### 28 – INVOLVEMENT IN NON-CRIMINAL COURT ACTIONS

**Your response must cover the past TEN (10) years.** If you answered "Yes" to this question, provide the information requested in the fields provided.

### 29 – YOUR ASSOCIATION RECORD

If you answered "Yes" to 29a or 29b, explain in the fields provided.

### ADDITIONAL COMMENTS

Use this field to continue answers to all other items and any provide information you would like to add.

If you encounter any problems during the process of completing the e-86, we encourage you to immediately contact the TSA HRAccess Help Desk.

<b>TSA HRAccess Help Desk:</b>	1-877-TSA-7990 (1-877-872-7990)
<b>TTY:</b>	1-877-TSA-7992 (1-877-872-7992)
<b>Help Desk Hours:</b>	Monday – Friday, 7:00 a.m. – 8:00 p.m. ET Saturday, 10:00 a.m. – 3:00 p.m. ET Sunday, 12:00 p.m. – 4:00 p.m. ET (recruitment calls only)
<b>Fax:</b>	1-877-TSA-7993
<b>Email:</b>	Helpdesk@tsa-hraccess.com