



DEPARTMENT OF VETERANS AFFAIRS  
Harry S. Truman Memorial Veterans' Hospital  
800 Hospital Drive  
Columbia MO 65201

ELECTRONIC QUESTIONNAIRES FOR INVESTIGATIONS PROCESSING  
e-QIP

*Quick Reference Guide for e-QIP Applicants*

Questions? Please contact Kristina Gaddy (573) 814-6416.

In order to begin employment with the VA Hospital, a background investigation is required. Please be sure your web browser is set up to enable TLS 1.0 and access below website: [www.opm.gov/e-qip](http://www.opm.gov/e-qip). The site will require you to enter your social security number and for security purposes, answer 3 questions (known as 'Golden Questions') regarding your personal information. For added security, once you have answered those questions, you will be required to create and provide answers to 3 new Golden Questions which will replace the previous questions. This is to ensure that no other person but you may enter the site using your social security number.

The information listed below will be needed to complete the process:

- Full Name, Sex, Date of Birth, Place of Birth & Social Security Number
- Citizenship & any other names Used (Maiden Name, etc.)
- Address Information- Where you have lived in the past 5 years. Please note -- there cannot be any gaps in time periods. You will also need to list the name and address of someone who knew you at each address.
- School Information - If you have gone to school within the past 5 years, provide the school information requested, name and complete address. *If you have not gone to school in the past 5 years, please do not answer.*
- Employment Information - Employment history for the past 5 years. Please note -- there cannot be any gaps in time periods. You will need the address, phone number, and supervisor name. If you have a period of time where you were unemployed, you will be required to provide the name and address of someone who knew you at the time.
- Personal References -- List 3 people, include address, phone number and the months/years known. Your references can NOT be related to you. Please do not use 'to present' as the date, it will not be accepted.
- Selective Service Number -- If you are registered with the Selective Service, you will need your registration number.
- Military History
- Illegal Drug use, if any.
- Expected attachments -- if any attachments are required for your position, you may attach them.

When the process is complete, and your information has been entered, you will need to certify that your answers are true. Once you verify that your answers are true, the program will display 3 links:

1. **Display an archival copy** of the information you entered. You may print out a copy of the information entered for your records.
2. **Display Signature Pages for printing** -- Click on this link to print your signature pages, sign them and as soon as possible bring them to the Human Resources department in order to complete the application process.
3. **Make sure you see the word "FAREWELL."** on your computer. This will ensure you have released the investigation to Human Resources.