

COMMON ERRORS MADE ON OFFICE OF PERSONNEL MANAGEMENT'S ELECTRONIC QUESTIONNAIRE FOR INVESTIGATIONS PROCESS (eQIP) and the OPTIONAL FORM (OF) 306

eQIP Common Errors

All questions within each section must be answered. Please ensure you read the entire question and answer the question in its entirety. Some questions have several parts so please make sure you read each question carefully.

Entering Addresses

You must indicate the street **number** when providing addresses.

You must indicate type of street (i.e. Street, Drive, Blvd. Lane, Circle...) when answering address questions.

You must have complete addresses of residence(s) and employment history. Placing unknown on the questionnaire is not acceptable. Post Office (P.O.) boxes are also not acceptable.

Entering Dates

When referencing dates please make sure you use the requested date format (i.e. MM/DD/YR).

Entering Employment, Residences and Education

When listing your employment history and residence history you will start with the most RECENT and work backwards until the required history length 5, 7 or 10 yrs depending on the level of investigation. If you are currently hired on as a VA employee or federal contractor this would be listed as most recent employment.

If you need additional space to list your residence(s), employment, or education; you should use a continuation sheet. If you provide information on a continuation sheet you must place your name and social security number on the top of the sheet.

All verifiers' information must be complete to include Name, Address, and Phone Number. Listing unknown is not acceptable. If you do not know someone's information, either contact that person and obtain the correct information or list someone different.

Entering Self Employment or Unemployment

Employment #1 must indicate current Department of Veteran Affairs (VA) employment or VA Contractor Company.

If you are or have been self-employed or unemployed you MUST list someone other than yourself as a verifier. A verifier can be anyone 18 yrs (including family) of age that can attest that you were self-employed or unemployed during the dates listed.

School must be listed as unemployment.

After reviewing, certifying and signing your release forms you **MUST** ensure you release the questionnaire back to agency so that it may be reviewed.

OF 306 Common Errors

All questions on the Optional Form (OF) 306 must be answered. Ensure you read the entire question and answer the question in its entirety. Some questions have several parts to them, so please make sure you read them and answer each question carefully.

General Information Section

Ensure you put your entire name on the form. If you do not have a middle name, enter NO MIDDLE NAME on the form where your middle name would appear.

If you only have a middle initial for middle name, put the initial on the form and indicate INITIAL ONLY on the form for middle name.

Ensure you enter both city and state/country for place of birth.

If you are not a United States (US) Citizen, please provide the name of the country you are currently a citizen of.

You **must** answer **Question 8**.

Questions 9 through 15 must be answered in their entirety if answered YES. Dates of occurrence must be included on all answers, not the date you fill out the form.

Question 13: If you currently are making payments on a Federal debt with an approved plan you are not delinquent on your payments.

The OF 306 cannot be signed and dated over one year from when the Security and Investigations Center (SIC) receives it. Wet (ink) signatures or VA PIV approved digital signatures are the only approved signatures accepted for this form.

Any mistakes on this form must have a single line drawn through the answer you initially provided and must be initialed and dated. Failure to initial and date will result in the form being returned.

If you must utilize a SIC provided addendum, ensure the addendum is dated and signed prior to submitting back to the SIC.

Please ensure that all answers are legible. If the answers provided are not legible, the forms will be returned for further explanation. If you choose to type your response for **section 16** on an attachment, please indicate in section 16 you have attached the answers to questions 9 through 15. (Simply place in section 16, "Please See Attached.") Ensure you sign and date the attachment.