

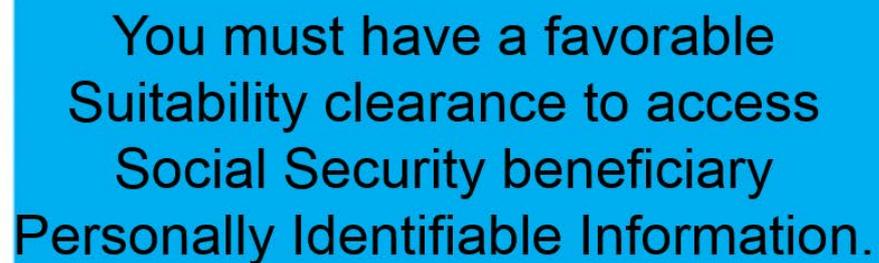
Completing the Suitability Process

Ticket Program Manager

Social Security's Ticket to Work Program



Mandatory



You must have a favorable
Suitability clearance to access
Social Security beneficiary
Personally Identifiable Information.

Company Point of Contact (CPOC)

- Usually the Signatory Authority for ENs – signature on Form 1449, block 30a of the EN agreement award form
- Director/Commissioner for State VR agencies
- dchr.ope.css@ssa.gov
- Internal process

eQIP Fax Request

- Fax the form to the Center for Personnel Security and Project Management (CPSPM) Suitability Officer at 410.966.0640
- Organization's Name
- Blanket Purchase Agreement Number or State Code for VR agency
- Name and contact information for CPOC
- Each individual's: name, SSN, date of birth and place of birth

e-QIP APPLICANT LISTING

Social Security Administration Center for Personnel Security and Project Management

The following information is required to initiate a background investigation for the Social Security Administration's contract employees. Any prior background investigations will be verified before the applicant is initiated in the Electronic Questionnaire for Investigations Processing (e-QIP) system. Once the applicant has been initiated, the designated Contractor Point of Contact (CPOC) will receive an e-mail that includes a link to the eQIP website and instructions for completing the background investigation.

SUBMITTAL DATE:

____/____/____ **CONTRACT NUMBER:**

COMPANY NAME:

CONTRACTOR POINT OF CONTACT INFORMATION

NAME:

PHONE NUMBER:

EMAIL ADDRESS:

	LAST NAME	FIRST NAME	FULL MIDDLE NAME	SSN	DATE OF BIRTH (mm/dd/yyyy)	PLACE OF BIRTH U.S. BORN: CITY/STATE NON U.S. BORN: CITY/COUNTRY
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

PLEASE SEND FORM TO CPSPM BY:

FAX 410-966-0640 **OR** MAIL Social Security Administration
 CPSPM Suitability Team
 6401 Security Blvd
 Annex Building, Room 1540
 Baltimore, MD 21235

Phase I: Gather Information and Complete Forms

Suitability Requirements

Gather Personal
Information

Complete Forms

Get Fingerprinted

Gather Personal Information



Complete Forms

- Fair Credit Reporting Act (FCRA) form
- The Declaration for Federal Employment form (OF 306)
- The Applicant Finger Print Card (FD-258)



Fair Credit Reporting Act

- Authorizes Social Security to obtain credit reports
- May be re-disclosed to other Federal Agencies

Updated 11/2013

FAIR CREDIT AUTHORIZATION FORM

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

Declaration for Federal Employment

- Declaration for Federal Employment
- Personal information requirements
- All responses must be truthful and complete
- Every question answered, form signed and dated

Form Approved
OMB No. 3206-0182

Declaration for Federal Employment*

(*This form may also be used to assess fitness for federal contract employment)

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel, and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

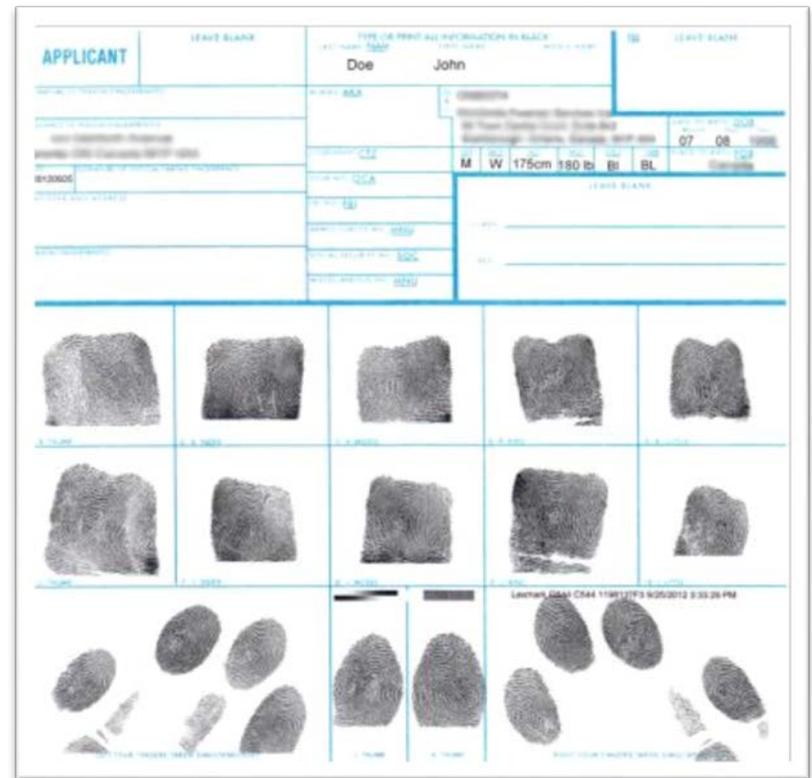
Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U. S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

U.S. Office of Personnel Management
U.S.C. 1302, 3301, 3304, 3328 & 8716

Optional Form 306
November 2011
Provide address details and accurate

Get Fingerprinted

- Two copies of FD-258 Card for each staff applying for Suitability
- Center for Personnel Security and Project Management (CPSPM) staff will mail two cards for each applicant
- Contact SSA for additional or replacement cards



The image shows an FD-258 Fingerprint Card for John Doe. The card is divided into several sections. The top section is for the applicant's name and identification number. The middle section contains personal information such as sex, race, height, weight, and eye color. The bottom section contains ten fingerprint impressions arranged in three rows: five in the first row, five in the second row, and five in the third row. The card is labeled 'APPLICANT' and 'LEAVE BLANK'.

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK	LEAVE BLANK
		Doe John	
		07 08	
		M W 175cm 180 lb BL BL	

Phase I: Checklist

- ✓ Prepare Personal Information
- ✓ Complete Forms
 - Fair Credit Reporting Act (FCRA)
 - Declaration of Federal Employment (OF 306)
- ✓ Get Fingerprinted – Applicant Fingerprint Card (FD-258)



Phase II: Electronic Questionnaire for Investigations Processing (eQIP)

eQIP Process

Receive eQIP Invitation

Log into eQIP System and
Complete Standard Form
85 within 14 Calendar Days

Submit Completed
Suitability Package

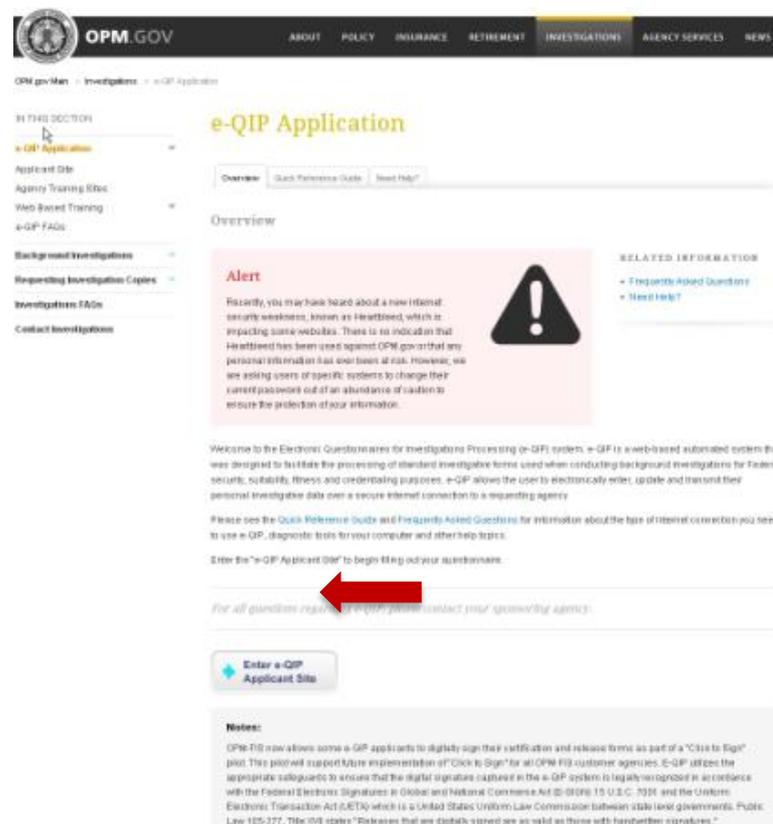
Receive eQIP Invitation

- Fax to Social Security generates eQIP (Applicant Listing) invite
- Sent from dchr.ope.css@ssa.gov
- Fourteen calendar days to log in and complete Standard Form 85



Log Into the eQIP System

- Log into the Electronic Questionnaire for Investigations Processing (eQIP) system
- Complete Form 85 within 14 calendar days
- Electronically sign two signature pages
- Notify that your CPOC
- Print copy of completed form for applicant's personal records



OPM.gov | Investigations | e-QIP Application

e-QIP Application

Overview | Quick Reference Guide | Need Help?

Alert

Recently, you may have heard about a new internet security weakness, known as Heartbleed, which is impacting some websites. There is no indication that Heartbleed has been used against OPM.gov or that any personal information has ever been at risk. However, we are asking users of specific systems to change their current passwords out of an abundance of caution to ensure the protection of our information.

RELATED INFORMATION

- Frequently Asked Questions
- Need Help?

Welcome to the Electronic Questionnaire for Investigations Processing (e-QIP) system. e-QIP is a web-based automated system that was designed to facilitate the processing of standard investigative forms used when conducting background investigations for Federal security, suitability, stress, and credentialing purposes. e-QIP allows the user to electronically enter, update and transmit their personal investigative data over a secure internet connection to a requesting agency.

Please see the [Quick Reference Guide](#) and [Frequently Asked Questions](#) for information about the type of internet connection you need to use e-QIP, diagnostic tools to your computer and other help topics.

Enter the "e-QIP Applicant ID" to begin filing your questionnaire.

For all questions regarding e-QIP, please contact your sponsoring agency.

Enter e-QIP Applicant Site

Notes:

OPM FIS now allows some e-QIP applicants to digitally sign their verification and release forms as part of a "Click to Sign" pilot. This pilot will support future implementation of "Click to Sign" for all OPM FIS customer agencies. e-QIP utilizes the appropriate safeguards to ensure that the digital signatures captured in the e-QIP system is legally recognized in accordance with the Federal Electronic Signatures in Global and National Commerce Act (E-Sign Act) (15 U.S.C. 7001) and the Uniform Electronic Transaction Act (ETA) which is a United States Uniform Law Commission between state level governments. Public Law 105-577, The 109 states "Releases that are digitally signed are as valid as those with handwritten signatures."

Fourteen Calendar Day Deadline Missed

- Email enservice@ssa.gov
- State VR agencies should contact Natalie Sendldorfer at natalie.sendldorfer@ssa.gov



Review Materials

- No questions were skipped
- Every form signed and dated
- Information on Signatory Authority/CPOC is legible
- Make a copy of everything to be kept on file

eQIP Paperwork Cover Sheet

- Contract Number (i.e., EN BPA number or three digit code for State VR agencies)
- Each applicant's full name
- Each applicant's SSN
- Each applicant's date of birth
- Each applicant's place of birth
- Company Name
- Name, phone number, and email address for Signatory Authority/CPOC

Package Contents

For each applicant listed on the coversheet, include the following:

- Form 306 – Declaration for Federal Employment
- Two fingerprint cards – Field Division – 258 cards
- Fair Credit Reporting Act Authorization form
- If non U.S. Citizen - Work Authorization Permit and a copy of the person's Social Security card

Mail

Social Security Administration

Attn: CPSPM Suitability Program Officer

6401 Security Boulevard

2611 Annex Building

Baltimore, MD 21235



Phase III: Suitability Determination

Suitability Determination



15 days to several months

Phase II: Suitability Determination Elements



Delays

- Incomplete/Illegible information
- No EN BPA number or State Code for VR agencies
- Does not include all required information
- Fingerprint cards not formatted correctly
- Glitches with the eQIP System
- Failure to respond to requests for missing information
- Backlogs in processing packages

CPSPM Review Responses

Suitable

Prescreened
Denied

Unsuitable

Denied/Incomplete

Appeals



Questions During the Process

- Contact the Call Center at 1-844-874-9940
- Business hours are 7 a.m. – 4:30 p.m. ET, Monday – Friday
- eQIP and Suitability inquiries
 - eQIP applicant resets/unlocks
 - Navigational questions
 - Suitability status checks

References

- eQIP – Quick Reference Guide for the Applicant:
<http://www.opm.gov/investigations/e-qip-application/#url=Quick-Reference-Guide>
- eQIP – Frequently Asked Questions:
<http://www.opm.gov/investigations/e-qip-application/e-qip-faqs/>
- Declaration for Federal Employment Form:
<https://yourtickettowork.com/documents/10404/358179/OF306.pdf>
- Fair Credit Reporting Act Form:
<https://yourtickettowork.com/documents/10404/358179/FCRA-Authorization.pdf>

Questions

