

To: New Employee, Contractor or Affiliate

From: IC Point of Contact for New Employees, Contractors or Affiliates

Re: Mandatory Completion of Background Investigation Forms

IMPORTANT – NIH’s Division of Personnel Security and Access Control (DPSAC) will send you an email with the subject line: **\*\*MANDATORY\*\* RE: Background Investigation Forms**, requesting you to initiate your federal background investigation with the Office of Personnel Management (OPM) via the Electronic Questionnaire for Investigative Processing (e-QIP). The e-QIP and associated release forms are a requirement as a condition of employment by Executive Order 10450 and Homeland Security Presidential Directive 12. NIH cannot issue you an ID badge to access our facilities or computer networks until DPSAC has reviewed your completed e-QIP submission and associated OPM forms. **It is your responsibility to complete and submit these forms prior to or immediately after your Entry on Duty (EOD) day.**

Note: If you have the appropriate background investigation already on file with OPM, you will receive an e-mail stating you are not required to file another e-QIP based on federal reciprocity directives.

We at (fill in IC name) are delighted that you will be joining our dedicated staff. We are sending you this notice to ensure you are aware of certain responsibilities you need to fulfill as a new employee, contractor or affiliate at NIH.

Federal regulations require you to complete your OPM forms accurately before the NIH may issue you an ID badge to access NIH facilities or computer networks. Please be sure to read the instructions carefully and provide all the necessary information on your forms. If your forms are incomplete, DPSAC will return your forms to you with further instructions.

If you need assistance or have questions on completing the forms, please contact the NIH Personnel Security Office at [ORSPersonnelSecurity@mail.nih.gov](mailto:ORSPersonnelSecurity@mail.nih.gov) or (301) 402-9755. The office is open from 8:00am – 5:00pm ET Monday– Friday.

You can complete the forms as soon as you receive the email with instructions. You do not have to wait until your first day at NIH to complete this important task. We recommend you collect the required information in advance (including employment, education, residence history and personal references) to save time. The following website (<http://www.ors.od.nih.gov/ser/dpsac/bgchecks/eQIP/Pages/eqip.aspx>) describes the background investigation process and includes helpful Frequently Asked Questions (FAQs) and guides for completing the required forms.

**IMPORTANT:** Once you complete the online forms, you must click the “Release Request/Transmit to Agency” button. Failure to complete this last step will result in NIH not receiving the online forms.

Thank you,

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