



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520

Ser NO9N2/8U227010

**JAN 30 2008**

From: Chief of Naval Operations  
To: Deputy Assistant Secretary of the Navy, Office of  
Civilian Human Resources

Subj: MANDATORY USE OF ELECTRONIC QUESTIONNAIRES FOR  
INVESTIGATIONS PROCESSING (e-QIP) OF THE STANDARD FORM  
86, QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (SF-86)  
WITHIN DOD

Ref: (a) USD(C&I) memo of 6 Jul 2006  
(b) USD(C&I) memo of 29 May 2007

1. Reference (a) mandated the full implementation of the use of the Electronic Questionnaires for Investigations Processing (e-QIP) for the submission of personnel security investigations to the Office of Personnel Management (OPM).
2. All DON components to include human resource offices that submit questionnaires for national security positions for suitability are mandated to use e-QIP through the DoD Joint Personnel Adjudication System (JPAS) for submission of all SF-86's to OPM. Reference (b) advised that OPM would reject all paper SF-86 submissions unless a waiver has been authorized by this office. If circumstances prevent access to e-QIP through JPAS by your field offices, you may contact this office for assistance. Widest dissemination of this policy is requested to all subordinate commands.
3. My office is standing by to assist with this process. The CNO point of contact is Ms. Shirley Maddox-Stubbs at (202) 433-8853 or shirley.maddoxstubbs@navy.mil.

A handwritten signature in black ink that reads "Tom Jackson".

B. M. JACKSON  
Assistant for Information  
and Personnel Security