



U.S. Office of Personnel Management
Federal Investigative Services Division

Roles for ALL e-QIP USERS

Every e-QIP agency user has specific responsibilities that correspond to e-QIP roles. The OPM does not request or require any particular grade or series to fulfill these different roles. However, OPM can offer guidance in this area.

One person may be assigned multiple roles as needed. The major e-QIP roles are:

- **Agency Administrator:** This is the highest-level official within each functional area at the agency level. e-QIP requests will most likely be initiated from personnel and/or security offices in each agency. Therefore, both personnel and security components may have an Agency Administrator. The Agency Administrator is responsible for designing specific policy objectives such as creating “groups” within an agency, assigning and supervising Program Specialists and coordinating with the Technical Administrator.

OPM suggests one of the following positions to perform this role: Director of Personnel, Director of Security, or equivalent.

Number of people who will hold this role within each agency: 1 or 2.

Agency Administrators must be Federal employees. Agency Administrators that represent personnel areas should have a favorably adjudicated Background Investigation (BI) on file with OPM. Agency Administrators that represent security should have a favorably adjudicated Single Scope Background Investigation (SSBI) on file with OPM.

- **Technical Administrator:** The Technical Administrator is the expert in technology available at each agency. Serves as consultant to the Agency Administrator(s) and creates, deletes, modifies agency “groups” with specific guidance from the Agency Administrator(s).

With direction from the Agency Administrator(s), the Technical Administrator will arrange access to the OPM Secure Portal website. The Portal is the tool through which agencies will access the Agency Menu of e-QIP.

The Technical Administrator has no access to Applicant data, cannot re-set Golden Questions (password questions), and cannot initiate Applicants into e-QIP.

OPM suggests one of the following positions to perform this role: Computer Specialist, System Administrator, or equivalent.

Number of people who will hold this role within each agency: 1

The Technical Administrator may be either a Federal employee or a contractor and must have a favorably adjudicated Limited Background Investigation (LBI) on file with OPM.

- **Program Manager:** Serves as a “team leader” and manages day-to-day e-QIP operations for a specific component within an agency. This person will serve as the Point of contact for the Initiators, Reviewers, and Approvers. Responsible for creating new agency staff users and cancels/un-cancels e-QIP requests. Must also concur with requests to re-set Applicant Golden Questions.

OPM suggests one of the following positions to perform this role: Senior Personnel Specialist, Senior Security Specialist, Branch Chief, Field Office Chief, or equivalent.

Number of people who will hold this role within each agency: multiple/no limit

Program Manager must be Federal employees and have at least a favorably adjudicated Background Investigation (BI) on file with OPM.

- **Initiator:** This role represents the individual who would normally distribute a paper SF 86, 85P, or 85 to applicants, contractors, or employees being investigated. Initiators can either be human resources or security personnel, depending on the internal design of your agency. This role will enter the demographic data of the Applicant and can complete the Agency Use Block (AUB) if authorized to do so. While the AUB is usually filled out by a Security Specialist, OPM strongly encourages agencies to train human resources staff to perform this function so that it may be done at the time of initiation.

OPM suggests one of the following positions to perform this role: Human Resource Specialist, Security Specialist, Personnel Assistant, Security Assistant, Investigations Technician, or equivalent.

Number of people who will hold this role within each agency: multiple. There is no limit to the number of Initiators an agency may have. Each personnel and/or security office nationwide will require at least one Initiator.

Initiators may be either Federal employees or contractors and have at least a favorably adjudicated Minimum Background Investigation (MBI) on file with OPM.

- **Reviewer:** Performed by agency staff that are familiar with how to review investigative forms for completeness, accuracy, and correct type of investigation needed. People acting as Reviewers will be the first to see e-QIP requests after they have been completed by Applicants. This role will see the answer to every question on the investigative form. However, Reviewers will not be able to change any information supplied by Applicants. Instead, Reviewers would have to “reject” the form back to the Applicant for correction of information, if applicable.

OPM suggests one of the following positions to perform this role: Human Resource Specialist, Security Specialist, Personnel Assistant, Security Assistant, Investigations Technician, or equivalent.

Number of people who will hold this role within each agency: multiple. Reviewers can be located at the office/site that initiates Applicants, or Reviewers can be located elsewhere, such as a regional office. Agencies may choose to centralize this function at headquarters or de-centralize it and allow Reviewers at field locations.

Reviewers may be either Federal employees or contractors and have at least a favorably adjudicated Limited Background Investigation (LBI) on file with OPM.

- **Approver:** The Approver is the last person at the submitting agency to touch an e-QIP request before it is released to an Investigation Service Provider (ISP). This role performs an additional review of Applicant data before releasing the request and has the option of rejecting the request back to the Applicant if needed. Approvers commit the funding needed to schedule an investigation.

OPM suggests one of the following positions to perform this role: Lead Human Resource Specialist, Lead Security Specialist, or equivalent.

Number of people who will hold this role within each agency: multiple. Approvers can be located at the office/site that initiates Applicants, or Approvers can be located elsewhere, such as a regional office. Agencies may choose to centralize this function at headquarters or de-centralize it and allow Approvers at field locations.

Approvers must be Federal employees because they commit government funding. They must have at least a favorably adjudicated Limited Background Investigation (LBI) on file with OPM.



U.S. Office of Personnel Management
Federal Investigative Services Division

User Agreement for e-QIP Agency Administrator(s)

PURPOSE:

This agreement defines the responsibilities that relate to the role of Agency Administrator for the e-QIP (Electronic Questionnaires for Investigations Processing) system. e-QIP is part of the e-Clearance initiative, one of 24 e-Gov projects implemented by the Bush Administration.

AGENCY ADMINISTRATOR RESPONSIBILITIES AND FUNCTIONS:

Each Agency Administrator will act as the primary policymaker for his/her respective functional area. For example, the Agency Administrator for Personnel will decide the workflow for initiating e-QIP requests by personnel staff.

Specifically, the Agency Administrator will:

- Ensure that all e-QIP staff users have the appropriate level of background investigation completed and on file with OPM. (See accompanying implementation plan for specific background investigation requirements.)
- Ensure that all e-QIP staff users have the appropriate training to process e-QIP requests.
- Assign and supervise Program Specialist(s).
- Coordinate with the Technical Administrator to create “groups.”
- Coordinate with the Technical Administrator to create new accounts for agency staff users.
- Plot workflow and create processes for e-QIP initiation, review, and approval.

AGENCY ADMINISTRATOR CERTIFICATION:

By signing this User Agreement, I hereby acknowledge that I will perform the duties of Agency Administrator for the e-QIP system within

_____.

I recognize that if I choose to delegate some of my duties as Agency Administrator to others I am still fully accountable and liable for any infractions committed by those individuals.

I will report any unauthorized access to, use, or disclosure of Privacy Act information to OPM Federal Investigative Services Division and my agency's officials immediately upon discovery.

I will never disclose information found in e-QIP to unauthorized officials, even after my employment with _____ ends.

I will never access, review, or print any file contained within the e-QIP system unless my official duties require one of these actions.

I recognize that abuse or unauthorized use of e-QIP by me may result in OPM suspending my role as Agency Administrator.

NAME: _____
(please print and sign your name)

DATE: _____

AGENCY: _____



U.S. Office of Personnel Management
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User Agreement for e-QIP Technical Administrator

PURPOSE:

This agreement defines the responsibilities that relate to the role of Technical Administrator for the e-QIP (Electronic Questionnaires for Investigations Processing) system. e-QIP is part of the e-Clearance initiative, one of 24 e-Gov projects implemented by the Bush Administration.

TECHNICAL ADMINISTRATOR RESPONSIBILITIES AND FUNCTIONS:

The Technical Administrator will act as the primary technology expert in each agency. This role provides information technology advice and consultation to the Agency Administrator(s). In addition, the Technical Administrator may perform these functions:

- Establishes Applicant “groups” as directed by the Agency Administrator(s)
- Assists in the establishment of accounts on the OPM Secure Portal. OPM’s portal will serve as the “gateway” to the Agency functions in e-QIP.

TECHNICAL ADMINISTRATOR CERTIFICATION:

By signing this User Agreement, I hereby acknowledge that I will perform the duties of Technical Administrator for the e-QIP system within

_____.

I recognize that if I choose to delegate some of my duties as Technical Administrator to others I am still fully accountable and liable for any infractions committed by those individuals.

I will report any unauthorized access to, use, or disclosure of Privacy Act information to OPM Federal Investigative Services Division and my agency’s officials immediately upon discovery.

I will never disclose information found in e-QIP to unauthorized officials, even after my employment with _____ ends.

I will never access, review, or print any file contained within the e-QIP system unless my official duties require one of these actions.

I recognize that abuse or unauthorized use of e-QIP by me may result in OPM suspending my role as Technical Administrator.

NAME: _____
(please print and sign your name)

DATE: _____

AGENCY: _____