

Clearance Process Steps: (Please Call Ms. Randle-Brown before logging on the e-qip website @ 502.779-5332)

1. Provide the following information to the Ms. Randle Command Security Officer:
 1. Full Name:
 2. EMPLID:
 3. Email:
 4. Date of Birth:
 5. Place of Birth:
 6. Unit address:
 7. Type of Clearance: (NACLIC)
2. Sign onto this weblink with SSN. <http://www.opm.gov/e-qip/index.asp>
3. Sign on, complete questionnaire and forward it to Ms. Randle for review in e-pip. (Make sure to print a hard copy for your records)
4. Please verify security clearance (if there are any errors please make corrections), print and sign the signature pages (3); complete (3) finger print cards; print and sign Credit Release DHS Form 11000-9 and mail the Command Security Officer (Mrs. Randle-Brown). Also, please click "Release to Agency" so security clearance will be forwarded to SECCEN.
5. Ensure that on your fingerprint card where it asks "REASON FINGERPRINTED" you enter FOR LAW ENFORCEMENT PURPOSES".
6. At that time, we will forward the electronic questionnaire to SECCEN and mail the signature pages; fingerprint cards, fair credit reporting act authorization CG to SECCEN.
7. This must be completed within 30 days or the process needs to be reinitiated.