

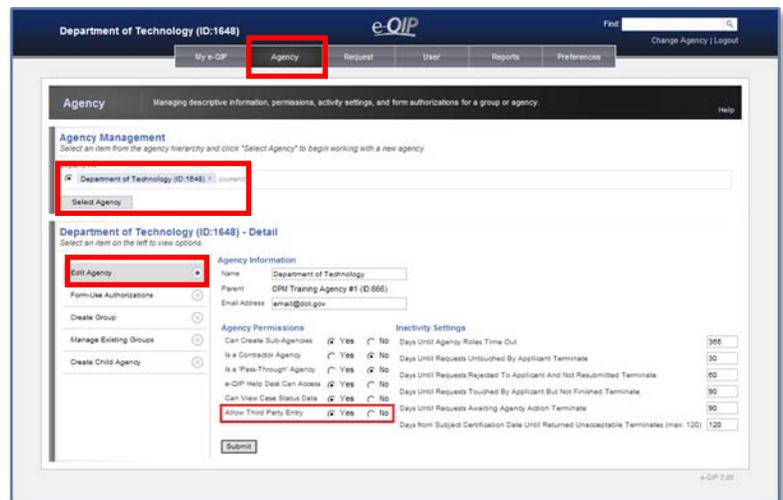


Third Party Data Entry (3PDE)

The Third Party Data Entry (3PDE) role was developed in Electronic Questionnaires for Investigations Processing (e-QIP) as an alternative to allow agency users to enter data directly into e-QIP on behalf of an applicant who is unable to access e-QIP. 3PDE also gives agency users a means to enter Standard Form (SF) information into e-QIP for Foreign Nationals who do not have a Social Security Number (SSN). At the current time, 3PDE is to be used only for the 2010 SF 86. OPM will no longer be accepting hard copy SF 86 forms. By using the 3PDE function in e-QIP, agencies will have a means to provide all SF 86 cases electronically.

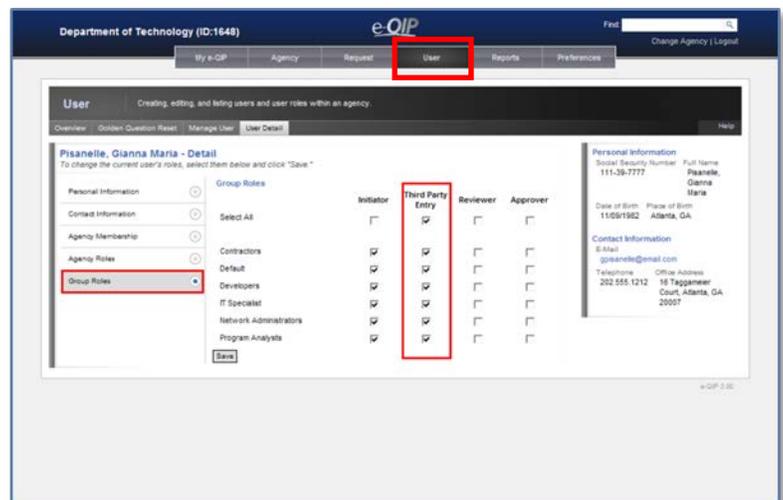
Agency Permissions:

- Third Party Data Entry permissions that are defaulted to an inactive status must be reset by the e-QIP agency Administrator. **Note:** The Investigation Service Provider (ISP) must first authorize 3PDE before configuration
- This feature is enabled under Agency/Edit Agency/Agency Permissions
- Next to the option “**Allow Third Party Data Entry,**” choose “**Yes**”, then select “**Submit**” to lock in that option for that agency



Third Party Data Entry Role:

- Once enabled, the 3PDE role will be available in the Group Roles
- The 3PDE role is limited to users who have a favorably adjudicated Single Scope Background Investigation (SSBI) because they will have the ability to enter and alter subject data
- The 3PDE role must be granted by an e-QIP User Administrator by entering the staff member’s Social Security Number (SSN) and selecting “**Submit**” under the **Manage User** menu
- Next, on the User Information screen, select the “**Group Roles**” option, select the “**Third Party Entry**” box next to each required Group, and click **Save**





Third Party Data Entry (3PDE)

Initiate Third Party Request:

- Once assigned the 3PDE role, the user can locate the “**Initiate Third Party Request**” under the **Request, Initiate** section of the e-QIP menu
- Upon selection, the Initiate Third Party Request screen appears
- The 3PDE user will enter the SSN of a subject for whom they are entering SF 86 data and select an ISP/Form type and Applicant Group
- For a Foreign National with no SSN, the 3PDE user can check off the box indicating “**Applicant does not have a U.S. Social Security Number.**” **Warning:** That is the only circumstance under which this option should be selected.
- A **Data Collection Method** must be selected. The available options are: PDF-fillable form, verbal communication, or other (please explain). Click **Continue** to proceed.

The screenshot shows the e-QIP interface. At the top, there is a navigation bar with 'Request' highlighted in a red box. Below it, the 'Request' section is active, and 'Initiate Third Party Request' is highlighted in a red box. The form fields include 'Social Security Number', a checkbox for 'Applicant does not have a U.S. Social Security Number.', 'ISP / Form', 'Applicant Group', and 'Data Collection Method' (with options for PDF-fillable Form, Verbal Communication, and Other).

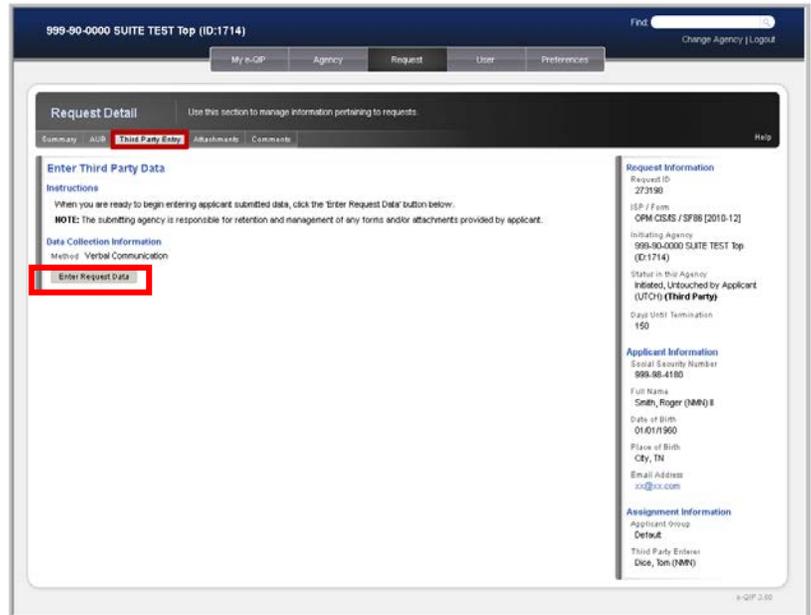
Third Party Initiation Details:

- Next, the 3PDE user will complete the required applicant data. Subject data may prepopulate if the applicant has ever been in e-QIP
- After submitting information on this screen the 3PDE user will then select **Initiate Request** to complete the Agency Use Block (AUB) on the next screen

The screenshot shows the 'Initiate a Third Party Request' form. The 'Applicant Information' section is highlighted with a red box. It includes fields for 'Social Security Number', 'Last Name', 'First Name', 'Middle Name', 'Suffix', and 'Email Address'. The 'Applicant Birth Information' section includes 'Date of Birth', 'City', 'Country', 'State', and 'Country'. Below the form, there is a 'Request Info' section with 'ISP / Form' and 'Applicant Group' dropdowns, and 'Initiate Request' and 'Go Back' buttons.

Entering Third Party Data:

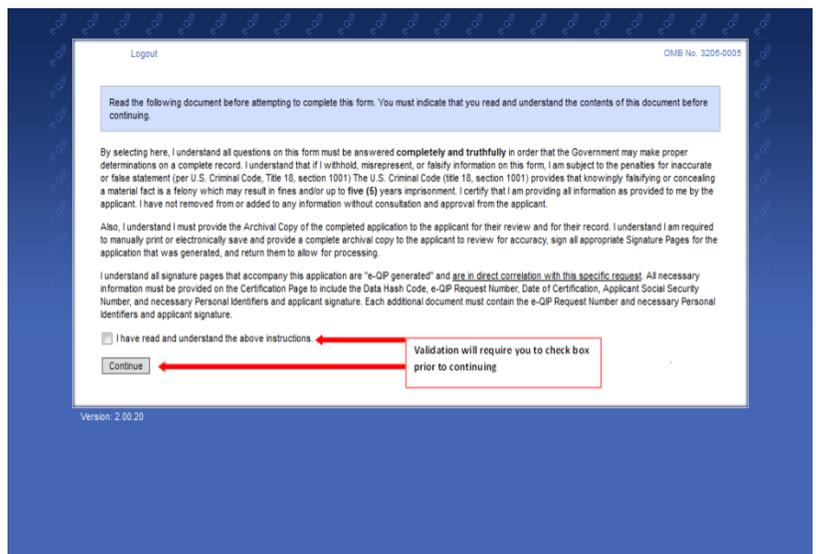
- When the 3PDE user is ready to enter the applicant's 2010 SF 86 information, they will click the **Third Party Entry** tab for that particular e-QIP request
- Select the **“Enter Request Data”** button to begin entering the applicant's data for the 2010 SF 86



The screenshot shows the 'Request Detail' page for request ID 273190. The 'Third Party Entry' tab is selected. Under the 'Enter Third Party Data' section, the 'Enter Request Data' button is highlighted with a red box. The right sidebar contains information about the request, including the agency (OPM CISAS / SF86 [2010-12]), the applicant's name (Smith, Roger (JMR)), and their Social Security Number (999-99-4190).

Third Party Entry Instructions:

- After the **“Enter Request Data”** button is selected, a new window will appear with instructions regarding Third Party Data Entry
- The 3PDE user must read and select that they read and understand the instructions before proceeding with entering standard form data
- The instructions inform the 3PDE user that they MUST provide the Archival Copy and Signature Pages to the subject for their review



The screenshot shows the 'Third Party Entry Instructions' window. It contains a 'Continue' button at the bottom left. A red box highlights the 'Continue' button, and a red arrow points from a validation message to it. The validation message states: 'Validation will require you to check box prior to continuing'. The instructions text includes a disclaimer about providing accurate information and a requirement to provide an archival copy of the application.



Third Party Data Entry (3PDE)

Request Overview Menu:

- The e-QIP **Request/Overview/Third Party Requests Assigned to Me** menu is a new menu available to 3PDE users to access third party cases they have been initiated
- The e-QIP Program Manager can assign/reassign 3PDE cases to other 3PDE users for completion
- The Program Manager will have an additional menu on the Request/Overview screen for “Oldest Unassigned Third Party Requests”

Request ID	Applicant	Request Info	Case Type	Days Until Termination	Last State Change Date
1000235	Requests, ThreePDE	ISP / Form: ISP Testing OPM CFS / SF86 [2010-12] Group: 3.0 Testers Status: Initiated, Untouched by Applicant (Third Party) Initiation Date: Nov 14, 2011 08:38:52 AM	---	9999	Nov 14, 2011 08:38:52 AM
1000236	Tester, ThreePDee (8135)	ISP / Form: ISP Testing OPM CFS / SF86 [2010-12] Group: 3PDE Status: Initiated, Untouched by Applicant (Third Party) Initiation Date: Nov 14, 2011 08:38:17 AM	---	9999	Nov 14, 2011 08:38:17 AM
1000237	Doe, John (8136)	ISP / Form: ISP Testing OPM CFS / SF86 [2010-12] Group: 3PDE Status: Initiated, Untouched by Applicant (Third Party) Initiation Date: Nov 14, 2011 08:39:05 AM	---	9999	Nov 14, 2011 08:39:05 AM
1000238	Doe, Jane	ISP / Form: ISP Testing OPM CFS / SF86 [2010-12] Group: 3PDE Status: Initiated, Untouched by Applicant (Third Party) Initiation Date: Nov 14, 2011 08:39:38 AM	---	9999	Nov 14, 2011 08:39:38 AM

Pending Agency Review:

- After completion, 3PDE cases that are Pending Review will specifically indicate Pending Agency Review (PRVW) (Third Party) in “Status in this Agency” for that e-QIP request
- NOTE: The review process for 3PDE requests is exactly the same as all e-QIP requests

Request Summary - ID: 1000236
Review request specific information below:

Request Information	Applicant Information
Request ID: 1000236	Social Security Number: 007-00-8135
ISP / Form: ISP Testing OPM CFS (ID-1) / SF86 [2010-12]	Full Name: Tester, ThreePDee (MMN)
Status in this Agency: Pending Agency Review (PRVW) (Third Party)	Date of Birth: 01/01/1980
Days until termination: 9999	Place of Birth: Boyers, PA
	Email Address: value@value.value

Assignment Information
Applicant Group: 3PDE
Reviewer: None

Detailed Information
Select a side tab below to view detailed information about this request:

- Instructions
- Event History
- Request / Rejection History

Description of Options
Instructions - View this page.
Display Request History - Display the history associated with this Investigation Request
Display Event Log - Display the events for this Investigation Request



Third Party Data Entry (3PDE)

Archival Copy & Signature Forms:

- The Archival Copy for the 3PDE e-QIP entries will now indicate **“Completed by a Third Party”**
- In the example shown, this archival copy also indicates that this was a Foreign National because the **“Subject does not have a U.S. Social Security Number”**
- The signature pages must be provided to the subject for signature, based on the review of their Archival Copy
- The e-QIP request ID numbers on the Archival Copy must match the request ID on the signature pages

Electronic Questionnaires for Investigations Processing (e-QIP) Page 1 of 21
Investigation Request #272090 Archival Copy

Electronic Questionnaires for Investigations Processing (e-QIP) Investigation Request #272090

COMPLETED BY A THIRD PARTY

Subject does not have a U.S. Social Security Number.

The information contained in this document represents data submitted for **Betty Jo Clark** (Applicant) for the e-QIP Investigation Request #272090.

This Investigation Request contains the following documents:

- Page 1: Investigation Request Cover Sheet
- Page 2-21: Questionnaire For National Security Positions

Rejections:

- If the 3PDE case is rejected to the applicant, 3PDE data will be retained with the case for easier re-entry
- However, if a 3PDE case is terminated and/or a new case is reinitiated, the data will not carry over from one 3PDE request to another and the standard form data must be re-entered in its entirety

Find Results Your query has returned the matching items below. Select a specific person or request to continue. [Help](#)

Matching Person
Showing up to 100 results. If the desired person is not in this list, try refining your search. Choose an action below to continue.

Identifying Information		Contact Information	
Social Security Number	007008135	Email	value@value.value
Name	Tester, ThreePDee (NMN)	Office Telephone	--
Date of Birth	1/1/1980	Office Fax	--
Place of Birth	Boyers, PA	Office Address	--
Number of Agency Memberships	0		

[Initiate Request](#) [Edit User](#) [Delete User](#) [Reset Golden Questions](#) [Reset Account Lockout](#)

Matching Requests
Choose a request.

Request ID	Applicant	Request Info	
1000199	Tester, ThreePDee NMN (8135)	ISP / Form: ISP Testing OPM CFIS / SF86 (2010-12) Group: 3PDE Status: Initiated, Unouched by Applicant (Third Party) Initiation Date: Nov 14, 2011 08:50:58 AM	Case Type: -- Days Until Termination: 9999 Last State Change Date: Nov 14, 2011 08:50:58 AM Assignee: Bess, Jon
1000236	Tester, ThreePDee NMN (8135)	ISP / Form: ISP Testing OPM CFIS / SF86 (2010-12) Group: 3PDE Status: Rejected to Applicant, Initiated New (Third Party) (REJECTED) Initiation Date: Nov 14, 2011 08:38:17 AM	Case Type: -- Days Until Termination: 9999 Last State Change Date: Nov 14, 2011 08:50:58 AM Assignee: --

e-QIP 3.00