|  |
| --- |
| **Personal Information** |
| **\*Full Legal Employee** |  |
| **\*Social Security Number** |  |
| **\*Date of Birth** |  |
| **\*City and State/Country of Birth** |  |
|  |       |
| **\*Email Address** |  |
| Identified as an Emergency Responder (True or False) | FALSE |
| **eQIP Information** |
| Official Title of Position |  |
| Supervisor’s Name and Work Email | Sandra Dietz Sandra.dietz@bia.gov |
| **Organizational Code** | F55\*\*\* |
| Duty Station (City/State) | Ashland, WI |
| **Account Number/Cost Code** | AAFF55\*\*\*\*/\*\*\*/A0R9\*\*\*\*252R |
| Is this… | [ ]  New Employee [ ]  Transfer [ ]  Contractor [ ]  Change in position [ ]  Reinvestigation [ ]  Volunteer [x]  Tribal User  [ ]  Short Term Emergency Response Personnel |
| Position Sensitivity/Risk Designation (Check appropriate box): | [ ]  Low Risk [ ]  High Risk (BI) [x]  Moderate Risk (MBI) [ ]  Critical Sensitive[ ] Child Care Duties (CNACI) [ ]  Special Sensitive [ ]  Non Critical Sensitive  |
| If this position requires National Security access, what level? | [ ]  Confidential [ ]  Top Secret [ ]  Secret [ ]  Sensitive Compartmented |
| **Background Check Results****(completed by Personnel Security Office)** |
| Type of Investigation/ Date Completed |
| [ ]  | Approved for EOD via confirmed investigation. |
| [ ]  | Approved for EOD **but** requires a new investigation because:[ ] Investigation on file is not high enough for new position.[ ] Other |
| [ ]  | Not approved for EOD because:[ ] No record on file.[ ] Investigation on file is out of date/not appropriate for position [ ] Individual has more than a 24 month break in service. |
| **Other Information** |
| SPOC/HR Representative/COTR Name/Phone Number |  |
|  |  |
|  |  |

**NOTE: Please write legibly or type information into the form. ALL fields must be completed for before submitting.**

***Fax to: BIA Personnel Security 505-563-3039***

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| --- | --- |
| **eQIP initiated by:** |  |
| **Date:** |  |
| **eQIP Request ID number:** |  |