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| --- | --- |
| **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](mailto: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  Tribal User  Short Term Emergency Response Personnel |
| Position Sensitivity/Risk Designation (Check appropriate box): | Low Risk  High Risk (BI)  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  Investigation on file is out of date/not appropriate for position  Individual has more than a 24 month break in service.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:** |  |