

Security In-Processing (SIP) Form Instructions

PRIVACY ACT STATEMENT: Authority for collecting the requested information is contained in 50 U.S.C. §§ 831-835, Executive Orders 10450, 12333, 12968, as amended, DoD Directive 5100.20, DoD Instruction 5210.45 and ICD 704. DoD's Blanket Routine Uses (found at Appendix C of 32 CFR Part 310), as well as the specific uses enumerated in GNSA 10, apply this information. Authority for requesting your Social Security Number (SSN) is Executive Order 9397, as amended. Disclosure of the requested information is voluntary, but refusal to provide the requested information, other than SSN, may delay or prevent the Agency from making a decision regarding eligibility for access to NSA information and facilities.

In order to facilitate the military check-in process and reduce delays due to missing information or the need for follow-up questions from your gaining unit/command, the following four (4) pages of information are provided to assist with completing the SIP in its entirety. All fields should be filled in and all questions answered on the SIP, including all applicable supplemental forms (e.g., Foreign Contact/Additional Contact Sheet [ACS] on Page 3 of the form). Requested information that is either unknown or not applicable should be explicitly indicated as such.

Page 1: Biographical Information

Section: Biographical Information

Ensure your SSN is entered accurately. The entering of a wrong SSN will cause a significant delay to your processing.

Avoid the use of abbreviations, particularly for information related to place of birth (city/town, state/province).



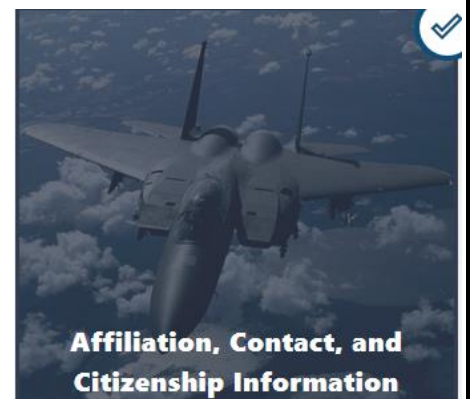
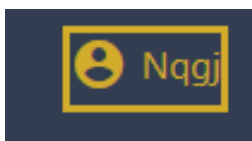
Page 2: Affiliation, Contact, and Citizenship Info

Section: Affiliation Information

Ensure all affiliation information is completed. Enter your gaining unit/command in the **Unit** field.

Seek guidance from your SSO if additional assistance is needed. Their contact information can be found on the Dashboard (main login page).

You can always navigate back to the Dashboard by clicking on the Person Icon with your name in the upper right hand corner of the page:




Section: Contact Information


Avoid the use of abbreviations. For your **Current Address**, please provide the specific address for which you are currently residing and not the mailing address. Phone numbers should be either home and / or mobile. Your e-mail address is already populated for you.

Section: Citizenship Information

Choose one (1) option from the citizenship status list to indicate your current citizenship status. If you are a naturalized U.S. citizen, please provide the naturalization number reflected on your naturalization certificate. The date / place (City and State) your naturalization certificate was issued should also be entered. Lastly, provide the country of your prior citizenship. You can add multiple countries if needed by clicking on the Add Country of Prior Citizenship button:

Add Country of Prior Citizenship

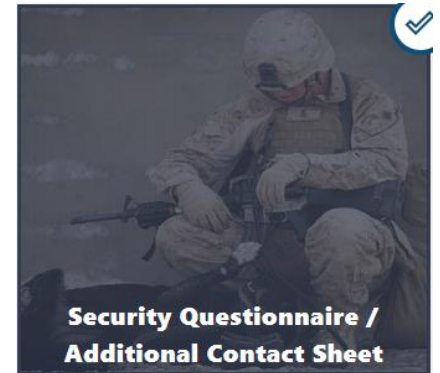
If you need to save the page to obtain the information being requested, you can do so by clicking the  button at the bottom of the page.

Once you completed this page and are ready to move on, click on the  button at the bottom of the page after saving. You can return to this section if you need to prior to submitting your form.

Page 3: Security Questionnaire/Additional Contact Sheet

Section: Security Questionnaire

Please note: Questions 4-13 are asking for information that has occurred **since your last background investigation**. These questions require a typed statement for "Yes" responses detailing all of the facts surrounding the matter. Specific areas of interest have been included for reference below.



1. **Have you ever undergone a polygraph examination? If yes, provide the date and place you underwent your most recent polygraph examination.** If you have been scheduled, or will be scheduled to undergo a polygraph examination, provide the date and place of the scheduled examination. Provide as much information as possible including the agency that conducted the examination, if known.
2. **Have you ever undergone a background investigation?** If yes, provide the date of your most recent background investigation closed. Provide as much information as possible including the agency that conducted the investigation, if known.
3. **Do you maintain any business, financial (to include foreign bank / investment accounts) or property interest in a foreign country?** Include the specific location, type of property (e.g., land) or financial interest (e.g., bank account), how it was acquired and from whom (e.g., a specific individual, company, etc.), the date acquired, purchase price, the estimated value at acquisition, and the current estimated value.
4. **Since your last background investigation, have you been involved in the loss or mishandling of classified information or material?** Include the date the incident(s) occurred and duty station / location, a detailed unclassified description of the circumstances surrounding the incident(s), the disposition of the information or material involved, the outcome (e.g., Article 15, counseling, etc.), and if / when the incident(s) were reported to the appropriate security points-of-contact and / or your chain of command.
5. **Since your last background investigation, have you been involved in the misuse of any U.S. Government information system(s)?** Include the date the incident(s) occurred and duty station / location, a detailed

description of the circumstances surrounding the incident(s), the disposition of the systems involved, the outcome (e.g., Article 15, counseling, etc.), and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.

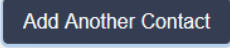
6. **Since your last background investigation, have allegations of criminal conduct been made about you, regardless of whether you were formally charged, prosecuted, or convicted?** Include the date the incident(s) / arrest(s) / charge(s) occurred and duty station / location, a detailed description of the circumstances surrounding the incident(s), the outcome (e.g., Article 15, civil / criminal charges, fines, etc.), and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.
7. **Since your last background investigation, have you been involved in any alcohol-related incidents (i.e., DUI / DWI, assault, child or domestic abuse, disturbing the peace, or other incidents)?** Include the date the incident(s) occurred and duty station / location, a detailed description of the circumstances surrounding the incident(s), the outcome (e.g., Article 15, civil / criminal charges, fines, treatment, etc.), and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.
8. **Since your last background investigation, have you experienced financial difficulties that resulted in bankruptcy, repossession, foreclosure, tax lien, wage garnishment, judgment, charge-off(s), or collection account(s)?** Include the date the financial difficulty / difficulties occurred and duty station / location, a detailed description of the circumstances surrounding the incident(s) including what led to the financial difficulty, the type of financial difficulty (e.g., bankruptcy, collection account, wage garnishment, etc.), amount involved, the outcome (e.g., Article 15, civil / criminal charges, fines, counseling, etc.), the current status of the account(s) and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.
9. **Since your last background investigation, have you possessed, bought, sold, used, or transferred any illegal drug or controlled substance, as defined by Federal statute?** Include the date the incident(s) occurred and duty station / location, a detailed description of the circumstances surrounding the incident(s), the type and amount of controlled substance involved, the outcome (e.g., Article 15, civil / criminal charges, fines, treatment, etc.), and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.
10. **Since your last background investigation, have you been hospitalized receiving inpatient treatment for any period of time for a mental health or alcohol related condition/concern?** Include whether the inpatient treatment received was voluntary or involuntary; the specific date(s) (Month(s), day(s), and year(s)) of treatment and the name of the facility where treatment was provided.
11. **Since your last background investigation, have you been ordered to consult with a mental health professional by a court or administrative agency?** Include the specific date(s) (Month(s), day(s), and year(s)) of the evaluation(s), the name of the court or administrative agency directing such evaluation(s) and the final disposition of the evaluation(s).
12. **Since your last background investigation, have you been diagnosed by a medical professional (e.g., physician, psychologist, psychiatrist, or clinical social worker) with a psychotic disorder, schizophrenia, schizoaffective disorder, delusional disorder, bipolar mood disorder, borderline personality disorder, or antisocial personality disorder?** Include the specific diagnosis and the date the diagnosis was made.
13. **Since your last background investigation, have you:**
 - **Gone on personal travel outside of the U.S. (leave, religious missions, etc.)**
 - **Attended any unofficial or official language immersion course or studied abroad**
 - **Attended or participated in any unofficial conferences, trade shows, seminars, or meetings outside of the U.S.?** Include dates of travel (may be estimated, but month / year and length of trip required at a minimum), country or countries visited, and the purpose of the travel (e.g., vacation, language immersion, study abroad, conference, etc.). If personal travel was done while on a deployment or overseas Permanent Change of Station (PCS), please note that in the explanation.


14. **Have you ever been involved in an unreported, security-related incident?** Include the date the incident(s), who was involved, the location where it occurred, a detailed description of the circumstances surrounding the incident(s) and an explanation for why the incident was not reported.
15. **Do you have immediate family members (parents, step-parents, full/step/half siblings, spouse, children, in-laws, cohabitants, and/or fiancé (e)) who were not born in the U.S., even if deceased or estranged?** If “Yes”, refer to the next page Foreign Contact/Additional Contact Sheet Instructions for additional reporting guidance.
16. **Do you have close and/or continuing contact with a non U.S. citizen or dual U.S. citizen with whom you are bound by affection, kinship, influence, and/or obligation?** If “Yes”, refer to the next page Foreign Contact/Additional Contact Sheet Instructions for additional reporting guidance.

Foreign Contact/Additional Contact Sheet Instructions

Below are the instructions for completing each Foreign Contact/Additional Contact Sheet [ACS]

If you answer “Yes” to either questions 15 or 16, you will be prompted to complete a **Foreign Contact** information sheet, referred to as the Additional Contact Sheet, for each foreign contact you. Each foreign contact you enter will have a heading that looks like this: [Foreign Contact #1](#)

To add more than one contact, there is a  button at the bottom of the existing contact sheet.

If you need to remove a sheet you entered you can click on the  button found at the end of each contact sheet.

You need to complete this form if any of these three (3) conditions apply:

1. You have **immediate family members** (parents, step-parents, full/step/half siblings, spouse, children, in-laws, cohabitants, and/or fiancé (e)) who were not born in the U.S., even if deceased or estranged;
2. You have anyone living with you that was not born in the U.S.;
3. You have close and/or continuing contact with a **non U.S. citizen or dual citizen** of the U.S. **and** another country with whom you are **bound by affection, kinship, influence, and/or obligation**. (e.g., extended family, friends, co-workers, au pairs, etc.)

While completing each Additional Contact Sheet, please ensure the following:

- **Complete a sheet for each associate to the best of your ability.** Requested information that is either unknown or not applicable should be explicitly indicated as such.
- **Each form must be completed by you;** do not send the form to anyone in an attempt to have them complete the form for you.
- **Use discretion in collecting information from immediate family members.** You may inform them that the information is for employment purposes, but please refrain from stating that the information is for employment with the United States Government, the Department of Defense, U.S. Cyber Command, the National Security Agency, or processing for a Security Clearance. **For all other foreign national associates: do not contact them** to obtain information requested on this supplemental questionnaire; just fill out the form to the best of your ability using information known or readily available to you.