

Common Errors on Security Questionnaires

- All questions on these forms must be answered. If no response is necessary or applicable, indicate this on the form (for example, enter "None" or "N/A"). If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by marking "APPROX." or "EST."
- You must provide your middle name at birth. If no middle name, enter "NMN." If middle initial only, enter "IO."
- Addresses must be full Street address. P.O. Box addresses are not acceptable
- All dates provided on this form must be in mm/dd/yy or mm/yy format.
- All periods of employment (including unemployment) and residences must be accounted for within the past 7 years with **NO GAPS**.
- If you need additional space to list your residences or employments/self-employments/unemployment's or education, you should use a continuation sheet, SF 86A. If additional space is needed to answer other items, use a blank piece of paper. Each blank piece of paper you use must contain your name and Social Security Number at the top of the page.
- Employment #1 must indicate current employment. If currently, unemployed, write "Unemployed" and give the dates of unemployment.
- Release pages must be signed within 120 days to meet OPM requirements.
- If possible, have your HR representative review the forms prior to mailing them back to us. This will reduce the possibility of errors.
- Errors on the questionnaires will cause a delay in processing. Please review carefully prior to sending your packet.
- Any changes that you make to this form after you sign it must be initialed and dated by you. (This includes all scratch-outs and white-outs). Under certain limited circumstances, we may modify the form consistent with your intent.
- Contractors **MUST** use FD258 fingerprint card.
- Make a copy of all documents submitted and keep for your records.