

## EQIP SUBMISSION REQUEST

<u>Position Sensitivity</u> (Circle one)		
<p><b>Low Risk      Moderate Risk</b></p> <p><b>High Risk</b></p>		
<u>Last Name</u> <u>First Name</u> <u>Middle Name</u>	<u>Date of Birth</u>	<u>Place of Birth (City and State or City and Country (Foreign National))</u>
<u>Position Title</u>	<u>SSN #</u>	<u>Applicant Email Address</u>
<u>Contact Telephone Number for the Applicant</u>	<u>Name of COTR or Agency Rep</u>	<u>COTR/Agency Rep Telephone Number</u>
	<b><u>Kenneth R. Nock</u></b>	<b><u>609-452-6580</u></b>

\*\*\*Applicant has 1 week after record is created to fill out SF 85, 85P, or SF 86 in EQIP. To login Applicant will use SSN#, City of birth, Date of Birth, and Last Name. Once logged in he/she will have to create 3 golden questions (what the applicant decides) and answers in order to be able to log back into the program.

Once the security questionnaire has been completed by the applicant he/she must print out, sign, and turn in signature pages (generated by the system). The applicant must turn these signature pages in with other supporting documents (depending on the investigation that is being conducted).

POC, COTR, or Sponsor must mail the supporting documents to the Eastern Regional Security Office adding a Worksheet for Non-Employee to the pkg (including line of accounting data on pg 2 of this from)