

**Q: How long does the security clearance process take?**

A: It depends on the type of clearance required, but the security clearance process is generally completed within 4-8 weeks.

**Q: Do I have to wait until my background investigation is completed before I begin work?**

A: No, the hiring process may continue while we are conducting the security clearance.

**Q: May I begin work before submitting security documentation?**

A: No, all security documentation is required prior to your start date. To prevent any delays in your start date with OIG, please submit all documentation within (7) business days of receiving the email from the Personnel Security Team.

**Q: Will I be notified when the background investigation has been completed and a decision has been made?**

A: Yes, you will receive an email from a member of the Personnel Security Team notifying you that the clearance process has been completed and whether a clearance has been granted.

**Q: Where can I go to complete my fingerprint cards?**

A: Fingerprints can be completed at your local police department. We recommend calling ahead to ensure that accommodations can be made. Furthermore, fingerprints must be completed on the cards that you receive from the Personnel Security Team.

**Q: Do I still have to complete PS Form 2025 even if I am not a contract employee?**

A: Yes, it is a standard information form that we use for all OIG applicants.

**Q: I am unsure of my Selective Service registration number. Is there a place online where I can find that information?**

A: Yes, please visit [www.sss.gov](http://www.sss.gov), and follow the instructions on the website to obtain registration number information.

**Q: On Form OF306, do I sign as the "applicant" or "appointee"?**

A: Applicant

**Q: Your email mentioned receiving an email regarding completion of the SF-86. When will I receive this email?**

A: Once we receive all of the requested security documentation, we will forward your security clearance package to our investigating agency, which will send you an email within 2-3 business days with details for completing the SF86. Please note that the SF86 is only required for those applicants requiring a Top Secret clearance.

**Q: How long are security clearances active with the OIG?**

A: 5 years

**Q: I am unfamiliar with Postal Sensitive clearances? Is there an equivalent clearance that is used at other government agencies?**

A: Yes, Secret clearances are generally equivalent to Postal Sensitive clearances.

**Q: Whom do I contact if I have further questions or concerns that are not addressed here?**

A: Please contact a member of the Personnel Security Team below:

Jeanne Black – 703.248.2122; [jblack@uspsoig.gov](mailto:jblack@uspsoig.gov)

Penny Epps – 703.248.2251; [pepps@uspsoig.gov](mailto:pepps@uspsoig.gov)

Ebony Malloy (Contractors only) – 703.248.2131; [emalloy@uspsoig.gov](mailto:emalloy@uspsoig.gov)

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