



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5510
Ser N09N2/8U223257

From: Chief of Naval Operations

NOV 24 2008

Subj: Electronic Investigation Submission Folder Clarification

Ref: (a) SECNAV M-5510.30

1. As the Department of the Navy continues to use the mandated Electronic Questionnaire for Investigations Processing (eQIP) when submitting SF86 information, some clarification may be required. Offices must comply with the following guidance immediately:

After eQIP initiation and on the Joint Personnel Adjudication System (JPAS) screen titled "Add/Modify Investigation Request" Security Managers must complete the Additional Request Information by indicating the Security Folder location is one of the following:


- a. NPI – No pertinent information.
- b. None – no folder is known to exist.
- c. Other – Selected if the Security Folder is in the custody of the Security Manager, an accurate address is then required.
- d. SOI – Do not use this option as it indicates the DONCAF.

Additionally, Security Managers will use the following selections indicating the location of the Official Personnel Folder (OPF):

- a. NPRC – used when the folder is known to be in the National Personnel Records Center (not common).
- b. SON – when the OPF is in the custody of the Security Manager.
- c. None – When no OPF is known to exist.
- d. Other – used when the folder is stored at another location, address is then required to be entered.

2. It is critical these two portions correctly indicate the location of these folders as the Office of Personnel Management (OPM) uses this indication to complete the investigation in a timely manner. Further information may be obtained by contacting your Echelon Two command Security Manager.

3. The CNO (N09N2) point of contact is Mr. Steven C. Long at
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