

e-QIP QC Checklist

After you have entered all your information in e-QIP and feel you are ready to submit to DIA, please take time to go back through it and perform a focused Quality Control (QC) check on all of your responses.

___ Ensure all essential information and critical data are correct and current. Double check everything for spelling mistakes, typing errors and accuracy.

___ Make sure you verified your contact information is current.

- Ensure all telephone numbers are correct.
- Ensure all street addresses and zip codes are accurate.

___ Make sure your passport information is complete.

- Ensure all UNOFFICIAL travel overseas as reflected in your passport is accurately annotated on your SF-86 and is supported and accounted for by completing a *Foreign Travel Report*.
- If you still maintain personal (vs. Professional) contact with any non-US personnel or you have in the past 10 years you must submit a *Foreign Contact Report*.

___ Do you have dual citizenship? If yes, you must complete a *Dual Citizenship Memo*

___ Do you have a roommate? If yes, you must complete a “*Co-habitant*” Form.

- Includes girl/boyfriends.
- Applies to anyone you are not legally married to.
- If living at home with parents/family, so indicate.

___ Are there any time gaps in the sections “Where You Have Lived” and “Employment History?”

- Make sure the living and work locations match.
- Document physical addresses while deployed.
- Physical address changes while in college (back and forth in summer) needs to be broken out.
- If there was a gap in employment when you did not work, “Unemployment” is the correct entry.

___ If you attended college ensure to submit transcripts.

___ Are you married?

- Ensure to list In-laws listed in “Relatives” section.

- Make sure ALL relatives are listed.
- If any are naturalized, copies of *Naturalization Certificates* must be provided prior to your Security Interview.

___ If you identify any financial issues on the SF-86 you must provide relevant legal supporting documents.