Federal Investigations Notice

Notice No. 12-03   Date: December 1, 2011

Subject: Additional Training Opportunities in Preparation for Electronic Questionnaires for Investigations Processing 3.0 (e-QIP 3.0) Implementation

Over the last several months, OPM has been working with its customer agencies to prepare for the e-QIP 3.0 update scheduled to launch in January 2012. We are confident you will be pleased with this update, which will expand the functionality and performance of the e-QIP application and hardware. Many adjustments recommended by Federal agencies and e-QIP users include:

- Social Security Number (SSN):
  Consolidated SSN block which no longer requires the use of tabs
- Advance Reporting Function:
  Expanded previously restricted search criteria in the Advance search application
- Expanded Search Function:
  Search bar placement in the top right corner
  Search by SSN, e-QIP Request ID, or Name (combination of partial information may be used)
- e-QIP Notices:
  Warning Messages regarding requests and user accounts pending immediate action
- Agency Announcements:
  Ability for Top level agencies to provide announcements to all users in the agency hierarchy
- e-QIP User Preference:
  Ability to set Request Management and User Management menus to preferred settings
  Ability to select number of sort results shown on each page
- Click to Sign Certification:
  Agency ability to enable "click to sign" (Certification and Fair Credit Release)

Because e-QIP will have a different look and feel, agencies are encouraged to continue to take advantage of training opportunities to become familiar with e-QIP 3.0.

- ✓ The e-QIP Training system has been updated with e-QIP 3.0 and is located at http://www.opm.gov/e-qip/information.asp. As you know, the training system allows customer agency users to explore and become familiar with the e-QIP changes in a mock environment. If you don't already have access and would like to request a training account, please contact OPM at 724-794-5612, extension 4600.

✓ We have scheduled additional hands-on "Train-the-Trainer" and agency administrator training opportunities at OPM's Crystal City Training Lab. Class size is limited to 30 spaces; register now so that we can make accommodations as needed. Email your registration request to e-QIP_Training@opm.gov, indicating which of the following sessions you are interested in attending:

- o December 7, 2011 from 10 a.m. to 12:00 noon
- o December 8, 2011 from 1:00 p.m. to 3:00 p.m.
- o January 10, 2012 from 10 a.m. to 12:00 noon
- o January 11, 2012 from 1:00 p.m. to 3:00 p.m.
- o February 7, 2012 from 10 a.m. to 12:00 noon
- o February 8, 2012 from 1:00 p.m. to 3:00 p.m.
- o March 13, 2012 from 10 a.m. to 12:00 noon
- o March 14, 2012 from 1:00 p.m. to 3:00 p.m.

✓ Finally, you can view the webcast of the recent e-QIP 3.0 Educational Series presentation at www.opm.gov/investigate.

Continue to visit the www.opm.gov/investigate FIS website for additional news and updates as we prepare together for this exciting launch. As always, if you have questions or require additional information, our External Liaison specialists will be available to assist you at 724-794-5612, extension 4600.

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Associate Director
Federal Investigative Services

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