

## BIE/BIA eQIP Request Form

Personal Information	
<b>*Full Legal Employee</b>	
<b>*Social Security Number</b>	
<b>*Date of Birth</b>	
<b>*City and State/Country of Birth</b>	
<b>*Email Address</b>	
Identified as an Emergency Responder (True or False)	
eQIP Information	
Official Title of Position	
Supervisor's Name and Work Email	
<b>Organizational Code</b>	
Duty Station (City/State)	
<b>Account Number/Cost Code</b>	
Is this...	<input type="checkbox"/> New Employee <input type="checkbox"/> Transfer <input type="checkbox"/> Contractor <input type="checkbox"/> Change in position <input type="checkbox"/> Reinvestigation <input type="checkbox"/> Volunteer <input type="checkbox"/> Tribal User <input style="color: red;" type="checkbox"/> <b>Short Term Emergency Response Personnel</b>
Position Sensitivity/Risk Designation (Check appropriate box):	<input type="checkbox"/> Low Risk Non Sensitive <input type="checkbox"/> High Risk (BI) <input type="checkbox"/> Moderate Risk (MBI) <input type="checkbox"/> Critical Sensitive <input type="checkbox"/> Child Care Duties (CNACI) <input type="checkbox"/> Special Sensitive <input type="checkbox"/> Non Critical Sensitive
If this position requires National Security access, what level?	<input type="checkbox"/> Confidential <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Sensitive Compartmented
Background Check Results (completed by Personnel Security Office)	
Type of Investigation/ Date Completed	
<input type="checkbox"/>	Approved for EOD via confirmed investigation.
<input type="checkbox"/>	Approved for EOD <b>but</b> requires a new investigation because: <input type="checkbox"/> Investigation on file is not high enough for new position. <input type="checkbox"/> Other
<input type="checkbox"/>	Not approved for EOD because: <input type="checkbox"/> No record on file. <input type="checkbox"/> Investigation on file is out of date/not appropriate for position <input type="checkbox"/> Individual has more than a 24 month break in service.
Other Information	
SPOC/HR Representative/COTR Name/Phone Number	

**NOTE: Please write legibly or type information into the form. ALL fields must be completed for before submitting.**

***Fax to: BIA Personnel Security 505-563-3039***

<b>eQIP initiated by:</b>	
<b>Date:</b>	
<b>eQIP Request ID number:</b>	