

HOW TO SUCCESSFULLY FILL OUT YOUR ELECTRONIC APPLICATION (eApp)

INTRODUCTION

The purpose of this video is to provide you with helpful tips on successfully completing your clearance paperwork.

Enterprise Security Shared Services, referred to throughout as ESSS, is required to review your application for accuracy and completeness before submitting it to the government. We will work with you throughout this process to get you cleared and working your government tasking as soon as possible.

During the completion of this form, you will be asked a series of questions. Two very common rejection reasons are:

1. Failing to enter information about your last school: You must select yes to at least one of the questions about schooling or write in additional comments regarding the last grade completed, no matter how long ago this was or if you didn't graduate; a GED should also be listed.
2. Entering wrong address in the Employment Activities section.

For all applicants—new hire, current employee, and consultant—**YOU MUST** enter Northrop Grumman as your current employer; this entry is required in this section in order for Northrop Grumman Corporation to sponsor your clearance application. You must add or edit an entry for Northrop Grumman even if you have not started work.

Enter **8710 Freeport Parkway, Irving, TX 75063** for address. This address is used because government investigators come to Irving for file review. You will be given an opportunity in a later question to enter your actual work location.

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Reviewing this video prior to completing your eApp will give you a better understanding of what to expect when you log in and complete the application. You can also use it as an aid by skipping to the section you are currently completing.

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WHAT TO GATHER BEFORE STARTING YOUR eApp

Additionally, you should gather the following information that applies to you:

- Citizenship documentation for your spouse and relatives
- Previous employment history, including contact information of former supervisors
- A copy of your credit report or previous credit history; and
- Contact information for your relatives, people you know, and the schools you've attended.

If at any time you are unsure how to provide the requested information when filling out your application, contact ESSS at 855-737-8364 for assistance before submitting your eApp.

SETTING UP YOUR NBIS ACCOUNT

ESSS will initiate the clearance paperwork process and you will receive two notifications from the NBIS system:

- One contains your assigned user ID;
- The second contains the temporary password that will enable your initial login.

donotreply@nbis.mil

EXT :TRAINING NBIS Account Creation (1 of 2 notices) and form available

donotreply@nbis.mil

EXT :TRAINING NBIS Account Creation (2 of 2 notices)

1. Use the hyperlink found in message 1 to begin the login process.
2. Acknowledge the message.
3. Use your provided user logon ID.
4. Enter the temporary password and the last 4 digits of your social security number
5. You will be prompted to create a new password; create your new password. You will receive a confirmation email that your password was successfully reset

donotreply@nbis.mil

EXT :TRAINING NBIS Password Reset Confirmation

1. Enter your user ID a second time
2. Enter your newly created password
3. A onetime passcode will be sent to your email address. Note: A one-time use passcode will be sent each time you log on to the system.

donotreply@nbis.mil

EXT :TRAINING NBIS One-time Passcode

1. Enter the one-time passcode; your form link will be displayed.
2. Click on the form link to begin filling out the required clearance paperwork.

NAVIGATING THROUGH YOUR eApp APPLICATION

After you have read the instructions on the first several pages of the eApp application, read and confirm your understanding: Select Yes or No, whichever is appropriate. Note: If there are questions preventing you from answering Yes, contact the Service Center to discuss.

A wizard is provided to help you through the questions at each step and to verify your data as you move through the sections. If an issue is identified, you can continue to move through the sections but will need to correct the issue prior to submitting your clearance application.

Validation messages will be displayed in red boxes and may appear prior to your completion of the answer. The system will allow you to complete the entry, and the error will disappear.

Many sections within the application allow you to select “In the U.S.” or “Outside the U.S.” Depending on which answer is appropriate, the questions may vary. In all sections, enter the appropriate answers and, when complete, select the “Next” button.

The left-hand navigation will display where you are in the application completion process.

Each section of the application should be completed accurately and completely.

The following information should help you to accomplish this request.

SECTION 1: INFORMATION ABOUT YOU

In this section, you will be asked questions about your personal information and be asked to provide details if necessary. This type of information includes your full name, date and place of birth, Social Security Number, other names used, contact information, and other identifying information.

SECTION 2: YOUR HISTORY

You will review the last 10 years, which includes where you have lived, where you have worked, and where you went to school.

When completing these sections, you will be required to provide a verifier. Do not use “Other” to list a relative as a verifier. Relatives, including in-laws, should not be used anywhere in this section. The person you select must be someone who fits the relationship type allowed, someone for whom you can provide their complete contact information, and someone the investigator can easily contact.

SECTION 2: WHERE YOU LIVED

List the places where you have lived beginning with your present residence and working back 10 years. Residences for the entire period must be accounted for without breaks.

If you have recently moved and plan to stay at this address for more than 90 days, list this as your current address.

Use the Optional Comment space to explain any incomplete address.

P.O. boxes are not acceptable in any section of the clearance application.

SECTION 2: EMPLOYMENT ACTIVITIES

For all applicants—new hire, current employee, and consultant—**YOU MUST** enter Northrop Grumman as your current employer; this entry is required in this section in order for Northrop Grumman Corporation to sponsor your clearance application. You must add or edit an entry for Northrop Grumman even if you have not started work.

NOTE: If you have not yet started working for Northrop Grumman but have signed an employment offer, you may use the date you accepted the employment offer as your start date.

For all applicants, select **Federal Contractor** from employment activity and enter the employment end date as present. Concurrent employers are allowed. Provide your most recent position title and indicate whether you are full or part time. Enter Northrop Grumman as the name of your employer and enter the location where your Northrop Grumman HR and Security records are stored, which is Irving, Texas.

Enter employment address; this address was also provided in the instructions you received in your email. The address is:

Northrop Grumman
8710 Freeport Pkwy
Irving, TX 75063

The phone number is: **855-737-8364**

You will enter your actual work address later by answering “Yes” to the question about your physical work location.

Work history is required for the past ten years or until your eighteenth birthday. If you were attending school and not working, this is considered unemployment and you will be required to list someone who can verify your unemployment. A verifier cannot be an agency, such as Office of Unemployment. In addition, if you were self-employed, you will be required to list a verifier. The verifier must be someone you know personally, which includes relatives. It is important that you include complete contact information for all verifiers.

SECTION 2: WHERE YOU WENT TO SCHOOL

There are two questions in this section:

1. Have you attended any schools in the last 10 years?
2. Have you received a degree or diploma more than 10 years ago?

You must select yes to one of these questions, unless you enter a comment that you never graduated high school and do not have a GED. If you did not graduate high school or do not have a GED, enter the name and the last grade completed in the comment section.

A verifier will be required for school attendance in the last three years. You must provide complete and accurate information. If you attended school online, or did not get to know anyone on campus, you may use a professor's name and the school's physical address to complete the verifier entry. Contact information must be complete and accurate.

SECTION 3: MARITAL & RELATIONSHIP STATUS

If you are married, list your current spouse.

You are required to list their Social Security Number. Do not select Not Applicable because you do not wish to provide it.

If your spouse has taken your last name, you must provide their maiden name, as well as any other name they may have had, including names from previous marriages.

If your spouse's maiden name is the same as the married name, please provide a detailed explanation regarding the circumstances. Click the Maiden name checkbox to indicate the maiden name used and indicate the corresponding time period it was used. Do not check the "Not Applicable" box for other names used by your spouse if you both share the same name.

SECTION 3: PEOPLE WHO KNOW YOU WELL

List three people who know you well who you presently have contact with, such as friends or coworkers other than relatives (and who are NOT LISTED anywhere else in the application). All three references combined should cover the last seven years. You will need to provide full street addresses and contact information for each person.

It is important that you do not select "I don't know" for both phone number and address; provide an incomplete physical address; list P.O. boxes; or list a spouse, former spouse, relatives, or anyone else listed on the eApp. If you cannot obtain this information, then these references are not suitable for this section.

SECTION 3: RELATIVES

This section is where you will list your relatives, such as your mother, father, siblings, in-laws, and legal guardians. If you are married, you must check the box for Mother-in-law and Father-in-law and complete the entries. A complete list is shown. Do not omit entries for relatives because they are deceased, not close to you, or you lack information about them. You will be able to indicate deceased or explain why you are missing certain information when you make the entry. No other family members should be included in this section. Click the box next to those that apply, even if you are no longer in contact with this person. Click Save. You will now create an entry for every member of your family on the list.

If you make an entry for a living relative born in a foreign country but also a U.S. citizen, you must include a citizenship documentation number, or you will receive an error when reviewing your answers. The sequential document number is located in the upper right-hand corner. You must enter at least one document number proving legal residency or citizenship, or strongly explain in your comments why you are unable to obtain the number after making a good-faith effort. Use the optional comments section to explain if any information is missing because it cannot be provided despite exhaustive research, or if you have additional information to provide. Documents cannot be attached to your application.

For all relatives you are in contact with, you must provide personal details. Use the comments section to explain any special cases that prevent you from completing the entry. Ensure all information has been entered for each of your relatives. The only acceptable reason to have missing information is if you are estranged from the individual. In these cases, you must check “I don’t know the requested information” for the individual and provide comments for why you have no contact with this person.

SECTION 4: CITIZENSHIP

Your citizenship documents have sequential numbers that are required to complete the eApp. Search online for the name of the courthouse that issued your documents to find the complete address and provide this information on the eApp form.

For U.S. citizens born to U.S. parents in a foreign country, you will need to supply an FS240, FS540, or DS1350, or select other and provide a detailed explanation of the document.

SECTION 5: SELECTIVE SERVICE RECORD

If you are a male born after 1959, you may have a Selective Service Number, regardless of whether you have a history of military service. This is different from your Social Security Number. If you do not know your Selective Service Number, visit the Selective Service website to obtain it (<http://www.sss.gov>).

Only after checking for your number should, you consult the list of authorized exemptions at the Selective Service site to see if one applies to you.

If you are exempt, provide a detailed explanation for the circumstances.

If you are not exempt according to the official list, did not register, and you are under the age of 26, you should register immediately, or you may be denied an interim clearance. If you are over the age of 26, provide a detailed explanation for the circumstances that you believe prevented you from registering.

SECTION 6: FOREIGN CONTACTS

A foreign contact is a friend with whom you, your spouse, or your cohabitant have a bond of affection, influence, common interests, or obligation to the extent that one or both of you would be willing to act on or be influenced on their behalf. Additionally, a living foreign national relative, by birth or marriage, not already listed in Section 3 (Relationships), such as a foreign national grandparent or sister or brother-in-law with whom you have had contact in the last seven years, meets the criteria and should be listed. If you check “I don't know,” provide an explanation of why the information is unattainable.

SECTION 6: FOREIGN COUNTRIES YOU HAVE VISITED

Any country you have visited outside of the United States and its territories in the past seven years must be reported unless it was on official business for the U.S. government. Any personal travel or travel on behalf of Northrop Grumman must be listed, as this is not considered official business for the U.S. government. Do not use the button “many short trips” to avoid making multiple entries for separate visits to the same country over the course of many years or for different countries visited. This button is intended for border crossings close to your permanent residence.

SECTION 7: BANKRUPTCY

List complete information when listing debts.

For bankruptcies, provide each debt that falls under any category listed. You **MUST** provide an account number for each debt listed. If the account number is unobtainable, provide a detailed explanation.

Do not enter incomplete addresses. You will need to look for the address on the court or bank website. For information you do not have, provide a detailed explanation in the optional comment section. To obtain a free credit report, you may go online to various providers.

REVIEW, SUBMIT, AND PRINT

Review

After completing the form, review your answers to all questions to make sure the form is complete and accurate. If incomplete, click the “back to section” button to fix any errors. Once complete you are ready to read, digitally sign, and date the Certification, Release of Information, and HIPAA

and Credit reporting disclosure. Click the '+' sign to open, read, and sign. Once you are complete, a green check mark will display.

Submit

You are now ready to submit your form. Click "Submit your SF-86" to release your application to your sponsoring agency. This process must be completed in order for your agency to process your investigation. Once your application is released and transmitted, ESSS will receive it the next business day, at which time they will review it to ensure that it meets predefined DoD standards. Meeting these requirements ultimately means your investigation will be processed more quickly. The review reduces your chances of rejection by the adjudicating agency, and it shortens the length of your investigation by ensuring your investigator does not need to seek additional information.

Print

It is a good idea to print a copy of your form for your records. Northrop Grumman is not allowed to save copies of your SF-86 once the investigation is complete.

USEFUL AND HELPFUL LINKS

Here are some useful and helpful links:

Phone Numbers		
Enterprise Security Shared Services:	855-737-8364	310-263-5251 (FAX)
Defense Counterintelligence and Security Agency Help Desk:	888-282-7682	
Email		
Enterprise Security Shared Services:	ESSS@ngc.com	
Web Pages		
eApp Application:	https://eapp.nbis.mil/	
Selective Service:	http://www.sss.gov	
Selective Service Authorized Exemption List:	https://www.sss.gov/About/Return-to-the-Draft/Postponements-Deferments-Exemptions	
eApp Applicant Click-to-Sign Instructions:	https://nbib.opm.gov/record-providers/digitally-signed-releases/eApp-applicant-click-to-sign-instructions.pdf	
Address		
HR and Security Records Location:	Northrop Grumman 8710 Freeport Parkway Irving, TX 75063 855-737-8364	

CLOSING

If you have any questions while filling out your security clearance application a Security Services Representative will be happy to assist you. Please call 855-737-8364, Monday through Friday from 7:00 a.m. to 6:00 p.m., Central Standard Time (CST).