

## **SF-86 Completion Instructions**

The following is a list of errors that are typically found when an applicant completes an eQip application

1. For the section on **Where You Live**: You must list the Naval Academy as your current residence. When it is time for the Defense Counterintelligence and Security Agency (DCSA) Special Agent to interview you, they will come to your current residence, which is the U.S. Naval Academy (USNA) as you live here while you attend school.

Address: 101 Buchanan Road Annapolis, MD 21402

2. For the section on **Where you Work**: Your time at the USNA should be listed as Unemployment. Do not utilize the same person that you previously listed as your education verifier.

NAPS: If you attended NAPS, please include this as your second entry in the Employment Section. It will ask for a Supervisor. Please provide a cell phone if possible for your supervisor/company officer. If you do not recall this information, please list your student leader. Also note, that you will need to provide a couple other verifiers for this section, so provide people who currently attend the USNA and who also knew you well at NAPS.

3. For the section **Where you went to school**: Make sure to list the Naval Academy as you currently attend school here.

Address: 101 Buchanan Road Annapolis, MD 21402

List the dates that you have attended the USNA and provide a verifier who is currently a student at the USNA and who has known you well during this period.

If you studied abroad or at another academy for a semester, please provide the college information of each additional school as required.

If at all possible, the listed verifier for each additional educational institution should be someone at the USNA who also attended the Prep schools other than NAPS (see Employment section for NAPS) or college with you. If nobody from the USNA went with you, then please provide someone who can verify your attendance at these other colleges.

List one additional person with whom you went to school with as a reference within Section 16, People Who Know You Well of the SF-86.

4. For the section on **Military History**:

Do NOT enter your time at the USNA under the Military Section of your security forms. Your attendance at the USNA does not count as credible military service and listing your time at the USNA as military service may actually cause a delay with your investigation.

**PRIOR MILITARY BEFORE ATTENDING USNA:**

Within the employment section, make sure that you provide the full address of your duty stations(s) as well as the name, location and phone number(s) of your supervisor at each duty station.

For your last duty station of six (6) months or more, please provide the name and phone number of a coworker within the comments section.

**NAPS:** This timeframe is credible Military Service. From the beginning of NAPS until you left NAPS, you were considered Active Duty, Navy, Enlisted. After your completion of NAPS, you are honorably discharged. Please complete that information as well.

**5. ONLY LIST AN INDIVIDUALS NAME ONCE ON THE APPLICATION.** For People Who know you well, and verifiers for where you have lived, verifiers for where you have gone to school, and supervisors listed under employment, **DO NOT** use the same person multiple times. You must list a different person each time. Additionally, you **CAN NOT** list family members in any of those sections, that is what the relative's section is for.

**The following are additional guidance.**

Make sure you complete every section completely and truthfully.

Sections 1-7: Self-explanatory.

Section 8: USNA email address will be given when you arrive and input your cell number.

Section 9: Citizenship: If you are a dual citizen that is fine. Please keep your NON-US passports at home. Ensure you have input the required information on the form as this can be a problem.

Section 10: Citizenship information: If you are a US Citizen born abroad ensure you input your FS-240 information.

Section 11: Where you have lived: Your address at USNA is 101 Buchanan Road, Annapolis, MD 21402. You are going back 2 years of residence from your 18th birthday.

Section 12: Where you went to school: The address for USNA is 101 Buchanan Road, Annapolis, MD 21402. You will receive the rest once you start the online process. You are working back only 2 years from your 18th birthday.

Section 13: Employment activities: You will not be considered Active Duty until you have been commissioned and graduated. List any other employment in which you received a W-2. Anything before your 18th birthday must have 2 years of history without any breaks. Unemployment is considered work history and will be entered for any breaks in employment.

Section 14: Selective Service: Males born after 1959 go to the following website to locate your Selective service number. <https://www.sss.gov/Home/Verification>

Section 15: Military history: You are not considered active duty until you graduate. So unless you were enlisted duty prior to arriving at the Naval Academy, the answer will be "NO." This includes anyone who attended NAPS.

Section 16: People who know you well: Can be friends from High School, Coaches or family friends. CANNOT be relatives.

Section 18: Make sure you input all your relative's citizenship information to include document type and number, the e-Qip cannot be completed without this information.

NOTE: For additional guidance, click on and review the **FAQ links** below this message:

[First-time User Login Instructions \(dcsa.mil\)](#) (Ctrl+Click to follow the link)

[Applicant Click-to-Sign Instructions \(dcsa.mil\)](#) (Ctrl+Click to follow the link)

[Guide for the Standard Form \(SF\) 86 \(dcsa.mil\)](#) (Ctrl+Click to follow the link)