

This guide will assist you in the completion of your SF-86 as well as identify common errors that will result in your submitted questionnaire being returned for corrections.

Contact Information: Provide your personal and USNA email as well as a cell number.

Verifiers: Several sections will require you to provide contact information for a person who can verify the information you are providing. You may not use the same verifier twice and it should not be someone listed in the Relatives section or the People Who Know You Well section.

Sections 1-4 – Identifying Information: This section collects information about where you were born. You must enter your full legal name. A common mistake in this section is reporting the County where you were born. Many people enter United States (country) instead of the actual County in the state they were born.

Section 9 - Dual/Multiple Citizenships: Be thorough in answering every question in this section. If you possess or have possessed foreign passports, then ALL foreign passports (not solely the most recent) need to be reported on the form, to include all travel on them. This includes multiple passports from the same foreign country.

Section 11 – Where You Have Lived: You must list every residence you have lived at since you were 18 years old, and/or for a MINIMUM of 2 years from the date you're submitting this form. This includes the USNA, NAPS, any college you lived at, and your parents' home. List USNA as your current residence. Your verifier for USNA and NAPS should be someone that attends/attended with you.

Example: You turned 18 during Plebe summer; therefore, you need to report 2 years of residence history from the day you are submitting your form.

****USNA ADDRESS: 101 Calvert Road, Annapolis, MD 21402****

Section 12 – Where You Went To School: You must list all schools you have attended for a minimum of 2 years and any degrees. Your entries must include USNA, any prior colleges, and high school. You will need to provide a verifier for each school who knew you when you attended the school.

Section 13A – Employment Activities: You must list every employer since you were 18 years old, and/or for a MINIMUM of 2 years. Do NOT list USNA as an employer. Attendance at USNA is NOT Active Duty service. Your time at USNA should be listed as Unemployment. Do NOT select Other.

Your attendance at NAPS is Active Duty service and should be reported in the employment section. Your supervisor at NAPS should be your Company Officer or Senior Enlisted Leader, preferably one still assigned there. You may not have overlapping periods of employment and unemployment. This is a common mistake.

Example: You turned 18 at NAPS or you are 17 at the time of submitting this

form. You need to provide 2 years of employment history from the day you are submitting this form. Every form must have a minimum of 2 years history. If you are 22 now, then you will be going back to your 18th birthday.

Section 14 – Selective Service: If you registered with Selective Service, you must enter your registration number. If don't know your registration number, you can find it at: <https://www.sss.gov/>. If you have not registered, you may enter "N/A" in the explanation field due to your attendance at USNA and commitment to serve upon graduation.

Section 15 – Military History: Attendance at USNA is NOT Active Duty military service. Your answer to "Have you EVER served in the U.S. Military" should be NO, UNLESS you attended NAPS or you have prior military service. If this applies to you, you will answer yes and provide your dates of service as the time you attended or were enlisted. These dates must match the dates in Section 13A – Employment Activities. 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.

Section 16 – People Who Know You Well: In this section you will list three people, peer age, who know you well. It is preferable that at least one of the people are current USNA attendees with you (unless you are a PLEBE). If you are a PLEBE, you should list three individuals you were close with prior to arriving at USNA—this could be high school friends, friends you made while at college/NAPS, or friends you played on sports teams with before moving to the USNA. You MUST have contact information including mailing addresses for the people listed in this section. A common mistake is to enter contacts for which you do not have an address for and entering N/A in the address sections. Your SF86 WILL be returned for missing information in this section. Only list contacts for whom you can provide all required information. Do not list the mailing address for someone you know well if they are currently attending college elsewhere. List the CURRENT address for the individual and best number for them.

Section 18 – Relatives: It is understood that some Midshipmen may not have contact with one or both parents. You must still enter them and provide their LAST KNOWN address, even if the last known address was where you lived with them years ago.

You are required to list ALL your brothers, sisters, half-siblings (children of just one of your parents if applicable), and stepsiblings (children of your stepparent(s) if applicable) even if you did not grow up with them or have ever met them.

Some relatives may be foreign nationals or naturalized citizens. You must make every effort to get citizenship document information for any relatives you are required to list if applicable. If the relative is foreign born and now a U.S. citizen, attempt to first provide his/her Naturalization Certificate before a U.S. Passport. If, after every effort is made, you are unable to get the document number for a citizenship document, you should

enter "Unknown" for the document number and give an explanation in the explanation section. Please be aware that an investigator may require you to make additional attempts to gain this information after your case goes to investigation or adjudication.

The following link has instructions on how to obtain US Citizenship docs/info:

<https://www.uscis.gov/sites/default/files/document/guides/A4en.pdf>

Section 19 – Foreign Contacts: Report any foreign contacts that you have close and/or continuing contact with and you are BOUND to by affection, influence, common interests, and/or obligation. Do not list persons from the immediate family section. Midshipmen need to determine whether they are bound to a foreign contact, no one else can make this decision for you. The intent of the form is to not collect every foreign national you have come in contact with in school, work, or life. The intent is to collect foreign nationals you are close with and bound to.

A FOREIGN CONTACT is anyone that is NOT solely a US Citizen. This could be someone who is solely a citizen of another country OR someone who is a dual citizen of another country and the US.

If your foreign contact is a company mate/fellow Midshipman (foreign exchange student), **currently** attending USNA then they DO NOT need to be reported. If you remain in close and/or continuing contact with a foreign exchange student after they leave USNA then they must be listed on your form.

Section 20C – Foreign Travel: Foreign travel on government orders is not reported. However, if you took a personal trip to a foreign country following your trip (or remained in the country where you had been stationed), this trip is required.

For each entry, a purpose is needed. If the purpose was to "visit family and/or friends", then you MUST consider reporting those persons as foreign contacts if you have close and/or continuing contact with them. DO NOT list "visit family and/or friends" if you visited persons who are solely US citizens vacationing/residing/stationed in another country. This is likely considered tourism.

Sections 21-29 – These sections must be completed honestly and completely. Failure to disclose information will have greater consequences should investigators learn information contrary to what you have disclosed in these sections.

Section 25 – Investigations and Clearance Record: 1/C, 2/C, and 3/C Midshipmen answer YES to the question "Has the government EVER investigated your background and/or granted you a security clearance eligibility/access?" and enter info from your Tier 3 (SECRET) investigation as a plebe, completing any additional questions regarding this statement. If you were prior Enlisted and had a clearance/investigation, then enter that investigation/clearance and any after such. If this is your first investigation, simply answer No.