

Security In-Processing (SIP) Form Instructions

In order to facilitate the military check-in process and reduce delays due to missing information or the need for follow-up questions from the case controller, the following information is provided to assist the candidate in completing the SIP in its entirety.

All fields should be filled in and all questions answered on the SIP, including all applicable supplemental forms (e.g., Additional Contact Sheet [ACS], Military Continuation Sheet [MCS], etc.). Requested information that is either unknown or not applicable should be explicitly indicated as such.

Total Pages Submitted with Package: Include the SIP form and all supplemental forms in your count.

Section 1: Biographical Information

Items 1-10. Avoid the use of abbreviations, particularly for information related to the candidate's place of birth (city, town, state, province, country). Use an MCS if more than one name is provided for "Other Names Used."

Section 2: Affiliation Information

Seek guidance from your SSO if additional assistance is needed.

Section 3: Contact Information

Avoid the use of abbreviations. For your address, please provide the specific address for which you are currently residing and not your mailing address. Phone numbers should be either home and / or mobile. A personal email address is preferred.

Section 4: Citizenship Information

Choose one option from the list to indicate current citizenship status. If you are a naturalized U.S. citizen, please provide the naturalization number reflected on your naturalization certificate. The date / place your naturalization certificate was issued should also be entered. Additional inputs for dual / multiple citizenships should be provided on an MCS.

Section 5: Security Questionnaire

Please note: Questions 37-48 are asking for information that has occurred since your last background investigation. These questions require a written statement for "Yes" responses detailing all of the facts surrounding the matter. Specific areas of interest have been included for reference below.

34. **Have you ever undergone a polygraph examination? If yes, provide the date and place you underwent your most recent polygraph examination. If you have been scheduled, or will be scheduled to undergo a polygraph examination, provide the date and place of the scheduled examination.** Provide as much information as possible including the agency that conducted the examination, if known.
35. **Have you ever undergone a background investigation? If yes, provide the date of your most recent background investigation closed.** Provide as much information as possible including the agency that conducted the investigation, if known.
36. **Do you have immediate family members (parents, step-parents, full/step/half siblings, spouse, children, step/adopted children, in-laws, cohabitants, and/or fiancé(e)) who were not born in the U.S., even if deceased or estranged? Do you have close and/or continuing contact with a non U.S. citizen or dual U.S. citizen with whom you are bound by affection, kinship, influence, and/or obligation? If yes, refer to the Additional Contact Sheet (ACS) for additional reporting guidance.** If "Yes", but the associate does not meet the threshold for reporting on an ACS, please include an explanation on an MCS.
37. **Do you maintain any business, financial (to include foreign bank / investment accounts), or property interest in a foreign country?** Include the specific location, type of property (e.g., land) or financial interest (e.g., bank account), how it was acquired and from whom (e.g., a specific individual, company, etc.), the date acquired, purchase price, the estimated value at acquisition, and the current estimated value.

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38. **Have you been involved in the loss or mishandling of classified information or material?** Include the date the incident(s) occurred and duty station / location, a detailed description of the circumstances surrounding the incident(s), the disposition of the information or material involved, the outcome (e.g., Article 15, counseling, etc.), and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.
39. **Since your last background investigation, have you been involved in the misuse of any U.S. Government information system(s)?** Include the date the incident(s) occurred and duty station / location, a detailed description of the circumstances surrounding the incident(s), the disposition of the systems involved, the outcome (e.g., Article 15, counseling, etc.), and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.
40. **Have allegations of criminal conduct been made about you, regardless of whether you were formally charged, prosecuted, or convicted?** Include the date the incident(s) / arrest(s) / charge(s) occurred and duty station / location, a detailed description of the circumstances surrounding the incident(s), the outcome (e.g., Article 15, civil / criminal charges, fines, etc.), and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.
41. **Have you been involved in any alcohol-related incidents (e.g., DUI / DWI, assault, child or domestic abuse, disturbing the peace, etc.)?** Include the date the incident(s) occurred and duty station / location, a detailed description of the circumstances surrounding the incident(s), the outcome (e.g., Article 15, civil / criminal charges, fines, treatment, etc.), and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.
42. **Have you experienced financial difficulties that resulted in bankruptcy, repossession, foreclosure, tax lien, wage garnishment, judgment, charge-off, or collection?** Include the date the financial difficulty / difficulties occurred and duty station / location, a detailed description of the circumstances surrounding the incident(s) including what led to the financial difficulty, the type of financial difficulty (e.g., bankruptcy, collection account, wage garnishment, etc.), amount involved, the outcome (e.g., Article 15, civil / criminal charges, fines, counseling, etc.), the current status of the account(s) and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.
43. **Have you possessed, bought, sold, used, or transferred any illegal drug or controlled substance, as defined by Federal statute?** Include the date the incident(s) occurred and duty station / location, a detailed description of the circumstances surrounding the incident(s), the type and amount of controlled substance involved, the outcome (e.g., Article 15, civil / criminal charges, fines, treatment, etc.), and if / when the incident(s) were reported to the appropriate security points-of-contact and / or the individual's chain of command.
44. **Have you been hospitalized receiving inpatient treatment for any period of time for a mental health or alcohol-related condition?** Include whether the inpatient treatment received was voluntary or involuntary; the specific date(s) (Month(s), day(s), and year(s)) of treatment and the name of the facility where treatment was provided.
45. **Have you been ordered to consult with a mental health professional by a court or administrative agency?** Include the specific date(s) (Month(s), day(s), and year(s)) of the evaluation(s), the name of the court or administrative agency directing such evaluation(s) and the final disposition of the evaluation(s).
46. **Have you been diagnosed by a medical professional (e.g., physician, psychologist, psychiatrist, or clinical social worker) with a psychotic disorder, schizophrenia, schizoaffective disorder, delusional disorder, bipolar mood disorder, borderline personality disorder, or antisocial personality disorder?** Include the specific diagnosis and the date the diagnosis was made.
47. **Have you gone on personal travel outside of the U.S.; attended any unofficial or official language immersion course or study abroad; or attended or participated in any unofficial conferences, trade shows, seminars, or meetings outside of the U.S.?** Include dates of travel (may be estimated, but month / year and length of trip are required at a minimum), country or countries visited, and the purpose of the travel (e.g., vacation, language immersion,

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study abroad, conference, etc.). If personal travel was done while on a deployment or overseas Permanent Change of Station (PCS), please note that in the explanation.

48. **Have you ever been involved in an unreported security-related incident?** Include the date the incident(s), who was involved, the location where it occurred, a detailed description of the circumstances surrounding the incident(s) and an explanation for why the incident was not reported.