Supplemental Instructions for Completing Standard Form 85 (SF-85)
"Questionnaire for Non-Sensitive Positions"

A properly executed SF-85 is essential for initiating a background investigation. A poorly executed form often causes additional investigation in order to resolve ambiguous or incomplete information. This delays completion of your investigation.

Please TYPE, insure information is recorded in a logical manner especially residence and employment. The form may contain NO HANDWRITTEN CORRECTIONS. Please answer ALL questions even if they do not apply to you. Type UNKNOWN, NONE, or N/A if it is not applicable.

Form SF-86 asks for information about you in a series of numbered categories. In some categories, OPM needs more information than is required by the form. This is to assure that your investigation is as complete as possible. Your careful attention to furnishing all the information required by the form and these supplemental instructions will assist OPM in completing your background investigation in a timely manner.

The supplemental instructions below relate to and are listed by the numbered categories on the form:

Items 1 -6 Self-explanatory

Item 7 **CITIZENSHIP**

After marking the box at the right be sure to follow the instructions next to the box you marked. For example, answer 7b, 7c, 7d, or 7e. Please answer each question; however, if the question does not apply to you type "NONE' or "N/A" (not applicable). If you or your spouse are naturalized citizens, provide date, place, and U.S. District Court where naturalized (information concerning spouse can be included under Item 18). If naturalized by derivative, provide above information on parents.

Item 8 **WHERE YOU HAVE LIVED**

There must be **no gaps** in time in your listings of the places you have lived for the past **5 years**. Month and year of beginnings and termination of each residence should be listed. If residence is in an apartment complex, the name of the complex and specific apartment number should be included. Also, include residences while in college. It is essential that addresses are complete. That is, street number, street name, city, state and zip code. For addresses listed in the past 5 years, provide a person who knew you at that address. Telephone numbers must also be completed with area codes. **DO NOT LEAVE ANY GAPS IN TIME**.

Item 9 **WHERE YOU WENT TO SCHOOL**

List the month and year you began and ended your schooling at each educational institution. List any high school, college/university, or vocational/trade school you have attended. Include complete addresses for all schools, including street number, street name, city, state and zip code. List degree, diploma, certificate, etc. and date received. If you received no such degree, indicate "NONE" or "N/A" (not applicable). If a general equivalency diploma was obtained, the state which issued it and date obtained should be noted.

Item 10 **YOUR EMPLOYMENT ACTIVITIES**

There must be **no gaps** in time in your employment history for the past **5 years**. List all employment, full or part-time, in chronological order (starting with current employment). All supervisors must be listed for each employment, including their telephone numbers with area codes. If not known, type "UNKNOWN" or "NONE." Insure complete address (street/city/state/zip code) is included for each employment and job description listed.

If a government employment or employment by some other large organization, show the department, bureau, division, and section or specific subdivision. This is particularly important for individuals who have had numerous assignments within the military, government, large corporations or institutions. If you are a member of a **military** reserve component or National Guard unit, list the organization, its location, and name of your immediate superior officer and the officer's phone number, if known, if not known, type "UNKNOWN", "NONE" or "N/A".

Include all periods of **self-employment** and **unemployment** including periods during which you were a **student**. For periods of unemployment, you must indicate (1) that you were a student and (2) how you were supported during that period (e.g. unemployment benefits, parents, spouse, etc.). Provide names, addresses and telephone numbers of persons who can verify **all** periods of unemployment or self-employment, such as individuals unemployed by your, landlords, parents, spouse, friends, roommates, competitors, or clients. **DO NOT LEAVE ANY GAPS IN TIME**.

Note: Employment listed on the Standard Form 85 needs to be the same as employment listed on the Optional Application for Federal Employment (OF-612) or the resume for the past 10 years.

Item 11 **PEOPLE WHO KNOW YOU WELL**

Please provide complete home or business address (including name of firm, street number, street name, city, state and zip code) and home or business telephone

number. The telephone number listed should be a daytime number where the reference can be reached during normal working hours. References should reside in the continental United States.

Item 12 **SELECTIVE SERVICE RECORD**

If you are a male born after December 31, 1959, please indicate whether or not you are registered with the Selective Service System. If yes, provide your registration number. **You may contact the Selective Service System at 847–688-6888 and they will provide you with your registration number**.

Item 13 **YOUR MILITARY RECORD** - Self-explanatory

Item 14 **ILLEGAL DRUGS AND ALCOHOL**

Follow the instructions carefully. **(Go back 1 year)**

Page 5 **CONTINUATION SPACE**

Use this space for additional answers to questions 8, 9 and 10.

Pages 5/6 **SIGNATURE/DATE**

We must have one completed **ORIGINAL** form. Our headquarters will not accept a photo copy. **Please make 3 copies of this form. Each copy must have an original signature and date on both pages 5 and 6**.

MISCELLANEOUS

When completing form, do not abbreviate names of cities. An abbreviation commonly used by residents of a city is not necessarily recognizable nationwide.