



Betsy Hanson
Facility Security Officer

Vista International Operations
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PRINT OUT THIS EMAIL SO YOU FOLLOW DIRECTIONS EXACTLY

Below is the website you need to get into to complete your EQIP. When you get into EQIP you need to use the tab key so you can go to the next field. Also make sure your computer has certain browsing tabs clicked. **Go to TOOLS, INTERNET OPTIONS, ADVANCED TAB (SCROLL ALL THE WAY DOWN) MAKE SURE Use TLS 1.0 is checked.**

Please fill out as much information as possible in each section and use the "additional comments" block at the end of the EQIP if you need to add anything else. The more information provided the better the chance of approval.

<http://www.opm.gov/e-qip/> This is the website to start your form for a clearance.

Get started with EQIP.

1. You will need to set up a login and password for EQIP.
2. The **PASSWORD** will come from me, Betsy Hanson betsy.hanson@viops.com in an encrypted word document.
3. After you login with the password I have you it will ask you "GOLDEN QUESTIONS" you will need to put the following information.
 - a. **LAST NAME** = your last name
 - b. **CITY YOU WERE BORN IN** = **UNKNOWN**
(You have to put Unknown or it won't work)
 - c. **YEAR YOU WERE BORN** = the year you were born

Once you are past this part you will need to create a login name and a password. Please follow their criteria

If you should have any problems creating your EQIP password you can contact JPAS at the following number: 1-888-282-7682. Hit 1 for touchtone then hit 4 for EQIP then hit 3 if you're trying to get into EQIP to start your paperwork.

NEXT:

EVERYBODY DOES THIS PART WRONG SO PLEASE FOLLOW DIRECTIONS EXACTLY OR IT WILL SLOW DOWN YOUR PROCESS BY AT LEAST A WEEK OR TWO.

When you are filling out the area that asks you to name your employers **VISTA IS YOUR FIRST EMPLOYER.**

Vista International Operations the corporate address you need to put is:

Vista International Operations
1479 Gillispie Street Suite 309
Rock Island Arsenal

Direct: (563) 326-7007

Fax: (563) 326-6404

Wireless (309) 373-7324

An 8(a) Alaska Native Corporation

Email: betsy.hanson@viops.com

Web Site: viops.com

Rock Island, IL 61201
Phone Number: 563-326-7007

Then it will ask you if your job site is a different address: Yes it is put the job site you're located at put the address for your job site as if someone were to mail you a letter there.

OTHER PROBLEMS YOU MAY ENCOUNTER:

1. It always asks you for country you do not need to put USA all the time. After the first time you put in USA leave the rest of the blank if it asks you for your country.
2. If you have any break in dates for places you've lived it will assume you are homeless. So basically don't have any break in dates for the last 7 years of places you have lived. **EXAMPLE:** So if you say I lived this place from 03/07 – 07/07 then the previous address you put 12/99 – 02/07 the form assumes you were homeless from 02/07 – 03/07. So the proper way to put it would be: you would have to put 03/07 – 07/07 then the previous address as 12/99 – 03/07. The form sees no break in where you lived.
3. The same works for employment. If you have any break in dates for employment you must put unemployed.

MALES AND SELECTIVE SERVICE

Below is the website you need to go into to get your selective service number if you were born on or before January 1, 1960. **Your selective service number IS NOT your social security number.**

<http://www.sss.gov/default.htm>

As the company FSO I am required to read your EQIP to make sure it is free from errors. The NISPOM, Chapter 2, paragraph 2-202 authorizes me to review your EQIP and protect the information accordingly while it is being processed by the proper agency.

SIGNATURE PAGES - You **MUST** sign your name on the signature pages exactly how your name appears in your EQIP form. **RIGHT EXAMPLE:** (EQIP form) JOHN LEE JONES your signature pages must be signed *John Lee Jones*.

WRONG EXAMPLE: (EQIP form) JOHN LEE JONES if you signed *John L. Jones* on the signature pages it will be rejected.

Betsy Hanson
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Vista Defense Technologies, LLC
Vista Chenhall Tek Joint Venture, LLC

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