



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5510

Ser N09N2/9U223279

SEP 15 2009

From: Chief of Naval Operations

Subj: Department of Navy Implementation and Transition to  
the Office of Personnel Management (OPM) Electronic  
Questionnaires for Investigations Processing (e-QIP)

1. By October 1, 2009, the Department of the Navy (DON) will transition to the Office of Personnel Management (OPM) Electronic Questionnaires for Investigations Processing (e-QIP) for processing the Standard Form (SF) 85 and SF-85 Public Trust.

2. The DON JPAS/JCAVS Program Manager, Ms. Shirley Maddox-Stubbs, is responsible for the implementation, oversight, and required e-QIP training for all Echelon II Security Managers. After the Echelon II Security Manager is trained on the new process, training of subordinate security managers will be based on "train the trainer" concept. Dates for training will be sent via separate cover.

3. On July 23, 2009 this office sent out the initial e-mail request for a copy of your organizational chart. As of today, input has been received from the following commands:

FLTFORCOM Norfolk VA  
DIRSSP Arlington VA  
COMNAVRESFOR Norfolk VA  
COMNAVSPECWAR Coronado CA  
USNA Annapolis MD  
COMNAVAIRSYSCOM Patuxent River MD  
OPNAVSUPPACT Arlington VA  
COMNAVSAFECEN Norfolk VA  
COMSPAWARSYSCOM San Diego CA  
DIR NCIS Washington Navy Yard DC  
NAVIPO Washington DC  
NDW Washington Navy Yard  
COMPACFLT Pearl Harbor HI  
NETC Pensacola FL

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4. If you did not provide a copy of your organizational  
chart, please forward a copy to the JPAS/JCAVS Program  
Manager and included the below information by the close of  
business, September 18, 2009:

Command Name:

UIC:

SON:

SMO Level:

5. Your command will not be scheduled for e-QIP training  
until the information is received. The information is  
required to establish your hierarchy via the OPM Portal.

6. Additionally, our CNO letter 5510 Ser N09N2/9U223239 of  
August, 6 2009 requested that each Security Management  
Office (SMO) update their contact information in JPAS by  
December 31, 2009. Our office will begin validating this  
requirement in JPAS and deleting any SMO code that has not  
initiated an investigation within JPAS for the past year.

7. My point of contact for e-QIP is Ms. Shirley Maddox-  
Stubbs at (202) 433-8853 and the SMO point of contact is  
Ms. Michelle Sawall at (202)433-2019. Please forward all  
questions to the CNO\_N09N2\_24E@navy.mil address.



C. L. KLINE

Assistant for Information  
and Personnel Security

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