

COMMON eAPP ERROR AND MISTAKES

This guide provides recommendations and tips for areas of the eAPP that are often misunderstood, overlooked, and/or filled out incorrectly.

TIPS FOR A MORE EFFICIENT
BACKGROUND INVESTIGATION

Video Resource: [Click here](#)

| eAPP Section | Topic | Recommendation |
|--------------|-------------------------------------|--|
| Intro | General Questions | If you have previously completed a background investigation questionnaire, ensure the information in the system is updated by deleting any old or irrelevant entries. This includes removing residences and employments over five (5) years and fixing any mistakes from previous investigations. Remember to update the addresses and phone numbers of relatives and “people who know you well.” |
| 1-7 | Identifying and Contact Information | Include all full names, aliases, and nicknames you have ever gone by and the period of time you used them. This includes your maiden name, and name(s) in a former marriage, etc. |
| 8-10 | Passport and Citizenship | List passport information, even if expired. For naturalized citizens and legal aliens, you’ll need your naturalization/immigration paperwork |
| 11 | Residential History | <p>List the places where you have lived, beginning with your present residence, working back five (5) years. Do not list residences before your 18th birthday, unless to provide a minimum of two (2) years of residence history. Residences for the entire period must be accounted for without breaks. This means that if you split your time between multiple locations during a period, you should list all residences. Note: List the addresses of your physical location, not home of record:</p> <ul style="list-style-type: none">• Stationed on a ship? List the ship home port address.• Deployed overseas? Provide the country and FPO/APO address• Away at college? List the dorm, apartment, or relative’s address where you lived during the semesters. <p>You are not required to list temporary locations of less than 90 days that did not serve as your permanent or mailing address. For any address in the last three (3) years, a verifier must have been to the residence to verify it. The best verifiers are neighbors, roommates, and landlords — spouses do not count.</p> |
| 12 | Education | <p>List any school attendances in the last five (5) years (except for certificate programs) regardless of whether you earned a diploma/degree or not. Indicate if the school was attended online. List any degrees/diplomas earned more than five (5) years ago.</p> <ul style="list-style-type: none">• Do not list education before your 18th birthday unless to provide a minimum of two (2) years of education history.• Do not list military training, including MOS school, basic training, Navy “A” school, etc. |

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| 13 | Employment | <p>List all employment in full, without ANY breaks for the last five (5) years:</p> <ul style="list-style-type: none"> • Do not stretch employment dates to fill gaps when you were unemployed. • No job is too short or insignificant to list. • Include unpaid internships, summer work, and “under the table” jobs. • Do not list tentative or future employments. • Military Service: For service members, do not list military services as one entry: <ul style="list-style-type: none"> ○ List each military duty station as separate entries. Be sure to include the physical address, to include if you were stationed or deployed overseas. ○ Reserve/National Guard Service should be listed in the employment section. • Avoid the use of acronyms/abbreviations. • Terminations: Whether or not you agree, if the employer would say that you were fired, terminated, or left under unfavorable circumstances, list and explain. This includes any disciplines, warnings, reprimands, etc. |
| 14 | Selective Service Record | <p>If you are a male born after December 31, 1959, you are required to register with the Selective Service on your 18th birthday.</p> <p>If you are already in the military and did not register, list the Selective Service Number you have been issued.</p> <p>Note: Selective Service Number is not your Social Security Number.</p> |
| 15 | Military History | The only question in this section is have you served in the military. It is a yes/no question. |
| 16 | Police Records | <p>For this section, report information regardless of whether the record in your case has been sealed, expunged, or otherwise stricken from the court record, or the charge was dismissed.</p> <ul style="list-style-type: none"> • Note the difference in time frames. Make sure you know when it’s asking you to self-report offenses from seven years ago to present. • Traffic violations resulting in fines of less than \$300 do not need to be listed unless related to another case. |
| 17 | Drug Activity | <p>In the last seven (7) years, have you illegally used drugs and/or controlled substances, or misused prescription drugs? Report it. Even if marijuana is “legal” where you live or where you have traveled or visited to, Federal employment follows Federal law, meaning that the possession or use of marijuana is a criminal offense.</p> <ul style="list-style-type: none"> • Counseling: Any counseling for drug use, whether illegal, prescription, over the counter, etc., needs to be listed. |
| 18 | Investigations / Clearances | <p>ALL prior investigations and clearances must be listed, not just the most recent one.</p> <ul style="list-style-type: none"> • Any denied, suspended, or revoked clearances or access authorizations must be listed — even if you do not agree with it, if it was a mistake, or it was mitigated and reinstated. |
| 19 | Finances | SF85 will ask in the last five (5) years have you failed to file or pay taxes delinquent Federal debt. |