

Common Mistakes Made on Background Investigation Paperwork

Fayetteville, N.C., VA Medical Center

- All questions on these forms must be answered. If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by marking "APPROX." or "EST."
- You must provide your middle name at birth. If no middle name, enter "NMN." If middle initial only, enter "IO."
- Addresses must be full Street address. P.O. Box addresses are not acceptable
- All dates provided on this form must be in mm/dd/yy or mm/yy format.
- All periods of employment (including unemployment) and residences must be accounted for within the past 5 years (low risk positions) or 7 years (moderate & high positions) with NO GAPS.
- If you need additional space to list your residences or employments/self-employments/unemployment's or education, you should use a continuation sheet, SF 86A. If additional space is needed to answer other items, use a blank piece of paper. Each blank piece of paper you use must contain your name and Social Security Number at the top of the page.
- Forms must be signed and submitted within 120 days of fingerprinting to meet OPM requirements.
- Providing incomplete or incorrect information on the questionnaires will cause a delay in processing. Please review carefully prior to sending your packet.
- Any changes that you make to this form after you sign it must be initialed and dated by you. (This includes all scratch-outs and white-outs). Under certain limited circumstances, we may modify the form consistent with your intent.
- Make a copy of all documents submitted and keep for your records.