

## KEY INFORMATION ABOUT THE SF86 (PDF) Version

- Various agencies use the Standard Form 86 (2008 version) in fillable Adobe PDF format. **Your SF86 must meet the guidelines below or ESSS will return it.**
- This form will be used to conduct a Single Scope Background Investigation (SSBI); therefore, you must provide **10 years** of data/information.
- Observe your **deadlines** or **clearance processing will be terminated**.
- If you are having problems with having your SSN populate in the bottom of each page after saving it on page 1 of the SF86, you may need to update your version of Adobe Reader. There is a free download on the Adobe website.
- If you need to provide additional information, use a Word document. Your name and social security number **MUST** appear at the top of each attachment. **Do Not use the SF86A form.**

## COMPLETING THE SF86

### IMPORTANT

**The Northrop Grumman Irving Texas address has been pre-populated on the form due to your HR & Security data are located in Texas. Enter Start Date, Position, Work hours.**

## Section 13A – Employment Activities (Northrop Grumman Entry)

- Entry #1 must be for **Northrop Grumman** even if you have not started work. Subcontractors use their actual employer
- Do not change the “Employer/Verifier” portion of this entry.
- Enter your actual work address in the “**Physical Location**” section. If you do not work in the Irving location you must provide your physical work address.
- Supervisor; You must list your supervisor by name. An organization cannot be your supervisor. Provide a physical address for your supervisor in this section.

13A EMPLOYMENT/UNEMPLOYMENT INFORMATION							
#1 Dates of Employment		Type of Employment					
Month/Year	To Month/Year	Employment code	Position title/Military rank	Work hours	Full-time	Part-time	
	Present	8					
<b>Employer/Verifier</b>							
Name of employer/verifier					Telephone number		
Northrop Grumman					855 737-8364		
Address of employer/verifier							
8710 Freeport Parkway							
City (Country)				State	ZIP Code		
Irving				TX	75063		
<b>Physical Location</b>							
Your actual work address (if different from employer address)					Telephone number		
City (Country)				State	ZIP Code		
<b>Supervisor (if different from employer)</b>							
Name and title					Telephone number		
Work address of supervisor							
City (Country)				State	ZIP Code		

## COMMON ERRORS

### Section 11 – Where You Have Lived

- **You must provide a full 10 years of residency history.** Do not list residences prior to your 18<sup>th</sup> birthday unless to provide a minimum of 2 years of residency history.
- If you need to enter additional residences than the form provides, please use a continuation sheet/page.
- Do NOT use P.O. Boxes. Entries in this section must be where you physically resided.
- For each residence within the last 3 years, a person that knew you at that address is required. Please select one of the following; neighbor, friend, landlord, business associate, or other.
- Do NOT use 'other' to list a relative as a verifier. Relatives (including in-laws) cannot be used as verifiers for this section.

### Section 12 – Where You Went to School

- List all schools you have attended, beginning with the most recent first and working back 10 years. List college or university degrees and dates they were received. If your most recent degree or diploma was received more than 10 years ago, list it no matter when it was received.

### Section 13A – Employment Activities

- **You must provide a full 10 years of employment history** or until your 18<sup>th</sup> birthday with no gaps. Do not list employments prior to your 18<sup>th</sup> birthday unless to provide a minimum of 2 years of employment history. Any breaks in consecutive months of employment must be explained.
- If you need to enter additional residences than the form provides, please use a continuation sheet/page.
- If you make any **unemployment entries**, do NOT list yourself or the unemployment office as the verifier. The verifier can be a relative or spouse/cohabitant; it must be a person.
- If you make any **self-employment entries**, do NOT list yourself or a relative. List a partner or customer of your business.

### Section 14 – Selective Service Record

- Males born **after December 31, 1959 must enter their registration number or an authorized exemption reason.** Go to <http://www.sss.gov/> to look up your Selective Service Number or the list of authorized exemptions (see the **Who Must Register chart.**)
- The **Selective Service Number is NOT your Social Security Number.** Even if you think you have an exemption, look it up anyway. Do NOT assume you have an exemption.

### Section 16 – People Who Know You Well (Phone Numbers/Addresses)

- You must provide ALL information for your three personal references. The references must be people you presently know. If you cannot obtain this information, they are not suitable references for this section.
- Individuals that you use in this section cannot be used as verifiers in any other section.
- These individuals, whose combined association with you must cover the last 7 years, including up to present day.

### Section 17 – Spouse/Cohabitant Social Security Numbers

- You must provide a social security number if your current spouse/cohabitant's country of citizenship is the United States.

### Section 17 – Marital Status (Spouse’s Other Names)

- You must provide an entry for “Other Names Used” by spouse if your current spouse’s last name is not their maiden name.

### Section 18 – Relatives

- **You must provide an entry for your in-laws if you are married.** Provide as much information as possible. For unknown information, you must provide a detailed explanation why you are unable to provide the information.
- Do NOT omit entries for relatives because they are deceased, not close to you, or you lack some information. You will be able to indicate deceased or explain why you are missing certain information on a separate sheet if needed.
- If you make an entry for a living relative born in a foreign country, who is also a US citizen, you must enter at least one of the listed document numbers or strongly explain in your comments why you are unable to obtain the number after making a good-faith effort.
- If you need to enter additional residences than the form provides, please use a continuation sheet/page.

### Section 20C – Foreign Travel

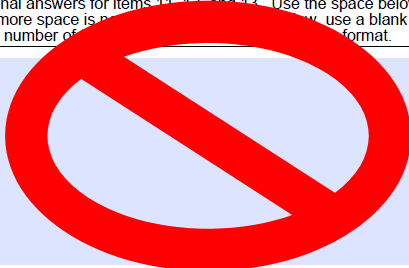
- Do NOT use the ‘many short trips’ note to avoid making multiple entries for separate visits to the same country over the course of many years or for different countries visited. This note is intended for border crossings near where you permanently reside.

### Section 26 – Financial Record

- You must provide complete information for all entries for a debt, Do NOT input a response such as ‘I don’t know’.
- Do NOT enter incomplete addresses. Look up the address of the court or bank on their website.
- Look up information on your [Credit Report \(https://www.annualcreditreport.com/cra/index.jsp\)](https://www.annualcreditreport.com/cra/index.jsp).

### Continuation Space

- **DO NOT USE THIS SPACE FOR ADDITIONAL INFORMATION.** The government will not accept your SF86 if information is entered here.

CONTINUATION SPACE
Use the continuation sheet(s) (SF 86A) for additional answers for items 11, 12, and 13. Use the space below to continue answers to all other items and provide any information you would like to add. If more space is needed, use a blank sheet(s) of paper. Start each sheet with your name and SSN. Before each answer, identify the number of the item being answered in the format.


## Continuation Page (Separate Word Document)

- For additional information/entries, use a Word document. **Your name and social security number MUST appear at the top of each attachment.**
- Email the Word document as an additional attachment with your SF86. ESSS will convert the document to a PDF prior to submission to the customer.

## ERROR FREE?

Please read and follow the document instructions carefully. When you think you have avoided the errors noted here and you are ready to submit your SF86 for review, follow these steps.

- 1. SAVE a copy of your SF86 (will include signature pages)**
  - Your file must remain fillable/editable, do not secure or lock the document.
  - You should retain a copy of the completed form for your records.
- 2. EMAIL your saved SF86 file to ESSS at [ESSS@ngc.com](mailto:ESSS@ngc.com) for review.**
  - If you do not receive a request for revision or a request for signature forms after 2 business days contact the ESSS Help Desk.
- 3. Once your forms have been reviewed for completeness you will be instructed on how to submit your signature pages to ESSS.**
  - If revisions are requested:
    1. Make only the revisions requested
    2. Save a copy of your SF86
    3. EMAIL your saved SF86 to ESSS at [ESSS@ngc.com](mailto:ESSS@ngc.com)

**If you have any questions while completing the SF86 please contact the ESSS Help Desk at 855 737-8364**

## Link to SF86 form

**[SF86-2008-version](#)**

## EMAIL

**If you are sending the attachment from a non-Northrop Grumman email address (Northrop Grumman email accounts will end with [@ngc.com](mailto:@ngc.com)) or a known free public internet service provider such as AOL, Gmail, or Yahoo please follow the instructions at [WinZip](#) or contact the ESSS Help Desk.**