Enclosed is information that will assist you in preparation for your first day at Honeywell. Please make sure to read through all pages. Complete the task on page 4, and bring appropriate documents referenced on pages 3 and 5. A checkbox is provided next to each page for your convenience.

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LOCATION

Please arrive at the Kansas City National Security Campus at 7:30 a.m. as New Employee Orientation starts promptly at 8:00 a.m. The address is 14510 Botts Road, Kansas City, MO 64147. You may park in a space marked ‘Visitor’ your first day. After your first day you may park in any of the many unreserved spots. Please see attached map.

Personal Appearance

The attached Personal Appearance Policy has been attached for your convenience.

Health/Safety & Environment

Honeywell FM&T is a smoke free/tobacco free workplace (this includes e-cigarettes). The Honeywell FM&T Substance Abuse Policy will be reviewed with you on your first day.

Write down your make/model and license plate number of each vehicle you may drive to the plant to obtain parking decals for your vehicle.
SECURITY

You will sign-in with Personnel Security in the Main Lobby.

You are not allowed to take photos on site or in parking lot without security's approval.

You will need to bring acceptable identification/documentation on your first day in order to receive your badge, and to gain access to the facility. Security will only be able to accept state or federal government issued photo IDs to facilitate access.

Below is a list of acceptable forms of ID.

- Valid and compliant state Driver’s licenses
- U.S. passport
- U.S. passport card
- U.S. military ID (active duty or retired military and their dependents, and DoD civilians)
- DHS-designated enhanced driver’s license, Minnesota & Washington are included in that list
- Federally recognized, tribal-issued photo ID
- HSPD-12 PIV card
- Transportation worker identification credential

The Following items are prohibited from being carried into some areas of our building:

- Cellular phones, laptop and pagers
- Calculators with data ports
- USB storage devices
- Cameras, recording devices, and MP3 players
- Copying devices,
- Wireless keyboards,
- Remote control devices
- Transmitters, two-way radios, short wave radios, and scanners

The Following items are not allowed on property at any time:

- Weapons (including but not limited to firearms, explosives, and knives).
- Alcohol

Your manager will provide additional information regarding this on your first day.

HUMAN RESOURCES

Instructions on how to complete your I9 is located on page 4. **You must complete Section 1 of your I9 prior to your first day of employment.**

I-9 requirements you will also need to bring proof of identity and proof of citizenship. See page 4 for a listing of acceptable documents for I9.
Steps for Completing Electronic I-9 Form at a Honeywell Facility

Please read through these instructions carefully and completely. The I-9 Form contains two sections: Section 1 to be completed by the new hire/rehire and Section 2 to be completed by an authorized I-9 administrator after your supporting original document(s) is/are reviewed.

- Section 1 may be completed any time after you have accepted the offer of employment with Honeywell and must be completed by the end of your first day.
- Section 2 may not be completed before your hire date and must be completed by your third day of work.

Failure to comply will result in an unpaid suspension on day four (4) of your employment. Further failure to comply will result in termination on day nine (9) of your employment. All Honeywell hires and rehires should follow the below instructions. If you have any questions, please call the I-9 Process Specialists at 1 877 252 3080.

**Step 1: Open the I-9 Express Website to Complete Section 1**

3. Click Go.

**Step 2: Login**

1. In the Enter the text above field, enter the characters displayed in the picture above the field.
2. Click Continue.

**Step 3: Complete the I-9 information.**

1. In the fields provided, enter your name, address, date of birth, Social Security number, email address and Telephone Number. Note: If you are unsure about your hire date, you may leave that field blank.
2. Check the correct box indicating your citizenship status, and enter required information:
   - If Lawful Permanent Resident: enter your Alien#/ USCIS#
   - If Alien authorized to work: enter last day you are eligible to work in US and Alien#/ USCIS# or I-94 number. NOTE: If you obtained your I-94 from CBP in connection with your arrival in US, include; Passport # and Country of Issuance.
3. Click Continue. Note: A message will display with the applicable fields highlighted in green if there are mistakes you need to correct.

**Step 4: Review Your Information**

1. Carefully review your information. If any information is incorrect, click the Change Information link.
2. Sign your I-9 electronically by selecting the checkbox. Note: To change the language to English or Spanish, click the appropriate link.
3. Click Continue.

**Step 5: Logout**

1. Review your information in the Employee Summary section. Review the list of employment eligibility documents you will be asked to present on your first day of work. Note: The list of documents varies according to the citizenship status you entered in Step 3. You must bring the original documents for the I-9 Administrator to view. Expired documents are not acceptable. You may print a copy of this page for your records.
2. Click Logout.
3. When the “thank you” page opens, close the Internet Explorer Web browser to ensure your information is cleared from the browser’s memory.

**Step 6: Present Documents to I-9 Administrator for Section 2**

Employees Starting at a Honeywell Facility: You should contact an I-9 administrator to complete Section 2 of the I-9 Form. Bring original supporting document(s) with you when you meet with the I-9 Administrator. If you do not know who to contact on your first day of work, please call 1 877 252 3080 to obtain additional information for completing your I-9 Form.

Remote Employees Completing I-9 at a Honeywell Facility: To determine the closest Honeywell location, please call the I-9 Process Specialists at 1 877 252 3080. You will need to provide the I-9 Process Specialist with the location where you will be working during your first three days of work (city, state). The I-9 Process Specialist will provide the address of the local Honeywell facility and the contact information of an I-9 Administrator. Call the I-9 administrator within your first three days of work. Bring original supporting document(s) with you when you meet with the I-9 administrator.
Option I: Provide a document from List A
Option II: Provide one document from List B, which establishes identity, and one document from List C, which establishes employment authorization.

### LIST A: Documents that establish both identity and Employment Authorization
All documents must be unexpired.

| 1. | U.S. Passport or Passport Card |
| 2. | Permanent Resident Card or Alien Registration Receipt Card (Form I-551) |
| 3. | Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV) |
| 4. | Employment Authorization Document (Card) that contains a photograph (Form I-766) |
| 5. | In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport |
| 6. | Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI |

### LIST B: Documents that establish identity
All documents must be unexpired.

**For individuals 18 years if age or older:**

| 1. | Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| 2. | ID Card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| 3. | School ID card with a photograph |
| 4. | Voter's registration card |
| 5. | U.S. military card or draft record |
| 6. | Military dependent's ID card |
| 7. | U.S. Coast Guard Merchant Mariner Card |
| 8. | Native American tribal document |
| 9. | Driver's license issued by a Canadian government authority |

**For persons under age 18 who are unable to present a document listed above:**

| 10. | School record or report card |
| 11. | Clinic, doctor or hospital record |
| 12. | Day-care or nursery school record |
### LIST C: Documents that establish Employment Authorization

All documents must be unexpired.

1. **U.S. Social Security account number card** that is unrestricted. A card that includes any of the following restrictive wording is not an acceptable List C document:
   - NOT VALID FOR EMPLOYMENT
   - VALID FOR WORK ONLY WITH INS AUTHORIZATION
   - VALID FOR WORK ONLY WITH DHS AUTHORIZATION
   
   **NOTE:** A copy (such as metal or plastic reproduction) is not acceptable

2. **Certification of Birth Abroad issued by the U.S. Department of State** (Form FS-545)

3. **Certification of Report of Birth issued by the U.S. Department of State** (Form DS-1350)

4. **Original or certified copy of a birth certificate issued by a state, country, municipal authority, or outlying possession of the United States bearing an official seal**

5. **Native American tribal document**

6. **U.S. Citizen ID Card (Form I-197)**

7. **Identification Card for Use of Resident Citizen in the United States** (Form I-179)

8. **Employment authorization document issued by DHS (other than those listed under List A)**

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**Important Information Regarding your Documents**

- If your name has changed due to life event changes (marriage, divorce, legal name change of birth name, and changes such as Jr, Sr, etc) please ensure that all issuing agencies have the correct information. Examples would be Passports, Driver’s Licenses, Social Security Cards, Permanent Resident Cards, Visas, etc.

- If your Social Security Card states on the back “not valid if laminated” and you have laminated the card, the document can not be used for the purposes of I-9 verification.

- Birth Certificate must be an original or a certified copy issued by a state, country, municipal authority, or territory of the United States and must bear an official seal. Some hospitals will issue “certificates of birth” for family records and will indicate this on the document; these types of certificates do not have a record number and do not bear the official seals.

- If your physical appearance has been altered and the photograph on the document that you are providing does not represent your (i.e. a stranger would not be able to make a determination that the person standing before them is the person in the photo), you should have your photo updated with the appropriate agency.
GETTING STARTED

What?
Electronic Questionnaire for Investigations Processing (eQIP)

Who?
U.S. Office of Personnel Management (OPM) uses the eQIP to conduct your background investigation.

Why?
You have been selected for a position that requires a DOE Security Clearance!

When & Where?
Upon successful completion of your pre-employment background investigation, you’ll receive an email from Kansas City National Security Campus Personnel Security with a link to complete the eQIP.

- The email will also include instructions for ensuring completion of your Security Acknowledgement, drug screening and USAccess Enrollment. All must be completed prior to submittal of your eQIP.

NOTE: The eQIP MUST be completed within 30 days of that email, or your offer will be rescinded.

The sooner you successfully submit your eQIP, the sooner OPM is requested to begin your clearance investigation.

ENROLLMENT & SECURITY ACKNOWLEDGEMENT

What to expect with Enrollment
- You will receive an email from HSPD-12 Administration with steps for locating a credentialing facility near you.
- Enrollment will include fingerprinting, having your photo taken, and providing 2 acceptable forms of ID to show proof of identity.

NOTE: You will receive a USAccess attachment for more information on providing the appropriate forms of ID at enrollment.

When Enrolling
- Your Sponsoring Organization is the “Department of Energy”.
- You must select either a “Shared” or “Dedicated DOE” credentialing center.

DOE F 5631.18 Security Acknowledgement is a 2-sided required form, required when requesting a DOE Security Clearance.

- May be returned to your Personnel Security POC via email, in-person, or fax (816-488-1650).

Enrollment and the Security Acknowledgement must be completed prior to eQIP certification and submittal.

PREPARING FOR THE eQIP

The eQIP is a time-consuming process. Use the following list to begin gathering information.

For the past 7 years, you are required to provide:
- Foreign contacts, activities, and business interests
- Illegal drug use or activities, to include misuse of prescription drugs
- Financial issues (i.e., bankruptcy, delinquency, credit counseling, etc.)
- Unauthorized or misuse of Information Technology systems

For the past 10 years, you are required to provide:
- Residence(s) (Addresses, contact information of someone who knew you lived at each that isn’t a roommate or relative)
- Employment information (Job title, contact information of supervisor, business address and phone number)
- Education
- Public record civil court actions

To increase accuracy when completing the eQIP, the use of a computer instead of a handheld device is highly recommended.
PREPARING FOR THE EQIP (cont’d)

You’ll be asked for contact information for people who know you:

- People Who Know You Well (you MUST list 3)
  - Cannot be someone listed somewhere else on the eQIP.
- Relatives (including deceased)
  - Mother & Father (including biological, step, foster, adoptive)
  - Mother-in-Law/Father-in-Law (biological to spouse only)
  - Sibling (to include biological, step, half, foster, adoptive)
  - Children (to include biological, adoptive, and foster)

NOTE: Be prepared to list date and place of birth, citizenship, all other names used, middle names/initial and address.

Obtaining required information of relatives may take some time.

Section 5 – Other Names Used

Yes

- Include commonly used nicknames and maiden names.

Section 11 – Where You Have Lived

Dates of Residence From (Month/Year) To (Month/Year)

- Include all places you have lived.
- No gaps in months or years.

Street Address

- Must include suffix (i.e., St., Terr., Ave., Ct., etc.).
- If no suffix, the comment should state “Address is correct as written”

Section 13A – Employment Activities

Dates of Employment From (Month/Year) To (Month/Year)

- No gaps in months or years. If unemployed, include times for unemployment.

Most recent position title

- Must list the position you were hired for at Honeywell FM&T.

Street Address

- Must list Honeywell FM&T as current employer AND shown as a “Federal Contractor.”
- “From” date is current month you are completing the for
- “To” date is “Present”
- Add comment listing your actual start date.

Section 14 – Selective Service Record

Were you born a male after December 31, 1959?

- If “Yes”...

Have you registered with the Selective Service System (SSS)?

- This is almost always “Yes”.
- Go to www.sss.gov to obtain your registration #, if needed.
PREPARING FOR THE EQIP (con't)

Section 17 – Marital/Relationship Status

Provide other names used by your cohabitant.

- If your cohabitant has changed their name, you must include their maiden name/previous name used.
- If they have changed their name multiple times, all names must be listed.

Section 18 – Relatives

Check all that apply

- You must list all, even if deceased.
  - Mother & Father (including biological, step, foster, adoptive)
  - Mother-in-Law/Father-in-Law (biological to spouse only)
  - Sibling (to include biological, step, half, foster, adoptive)
  - Children (to include biological, adoptive, and foster)
- Be prepared to list date and place of birth, citizenship, other names used, and address.

Other Names Used

- If your family member had a maiden name or previously used name, they must be listed here with the month/year they used that name.
- If they have had multiple married names or previously used names, they must all be listed by month/year.

COMMON ERRORS WHEN COMPLETING THE eQIP

- Other Names Used: All other names used must be included (i.e., if you commonly go by a nickname or you have a maiden name, it must be included).
- Address: Street addresses must include the suffix (i.e., St., Ave., Ct., etc.). If there is not a suffix, in the comments please include “address is correct as written”.
- Employment
  - For the purpose of this request, Honeywell FM&T is your current employer and must be listed as such.
  - No gaps in employment are allowed. If you had a gap in employment, that time must be included as “Unemployed”.
  - Your Manager is your hiring manager included on previous emails, not the Security or SourceRight personnel.
- Selective Service: If you are a male over 18 years old, your Selective Service info must be included.
- People Who Know You Well: Please note that the form does not allow you to list someone in this section that has been listed somewhere else on the form.

Contact your KCNSC Security POC with eQIP questions.