

# Electronic Personal History Questionnaire

Personnel Management Solutions

**CURTISS -  
WRIGHT**

## Electronic Personal History Questionnaire

Curtiss-Wright's electronic Personal History Questionnaire (ePHQ) is a proven solution that provides substantial onboarding cost savings by reducing rework associated with illegible, incomplete, and lost PHQs. It provides a smart and flexible electronic version of the industry standard PHQs defined by NEI 08-06. ePHQ offers built-in comprehensive data validation, date gap validation, and scope expansion features, all of which ensure that applicants provide a complete, quality PHQ the first time without the need for time-consuming reviews or unnecessary interactions.

The efficient, electronic nature of ePHQ reduces turn-around time, and because ePHQ seamlessly integrates with Curtiss-Wright's Security Screening Information System, it can eliminate manual intervention and paper waste in the security screening process. Curtiss-Wright also offers the option of a secure hosting service for ePHQ, enhancing security and reducing internal IT costs. One utility saved an estimated four hours/worker of in-processing time with ePHQ, resulting in over \$400,000 in savings. They also achieved a plant in-processing record for the number of workers granted UAA in a single day.

## Key Benefits

- Regularly updated to align with NEI 08-06 and industry needs
- Supports all versions of the standard PHQ, including:
  - Initial Authorization
  - Updated Unescorted Access Authorization
  - Reinstatement (31 to 365 Days)
  - Reinstatement UAA (30 Days or Less)
  - Reinvestigation
  - Maintaining UAA/UA
- Questionnaire content adjusts to suit multiple needs, including personnel requiring reinvestigation and employees of approved contractor/vendors
- Comprehensive administrative tools create, track, print, store, and manage PHQs
- Enforces required entry validation rules
- Performs date gap analysis
- Automatically expands scope of inquiry based on FFD PDI
- Accepts security based electronic signatures
- Integrates seamlessly with SSIS, providing: One-click background check submittals, quick access to electronic PHQ copies, cross-population of key information from the PHQ into the SSIS, and the option to re-send the PHQ to applicant for additional details



The ePHQ makes it easy to get a quality personal history questionnaire the first time.



ePHQ's intuitive system makes it easy for users to spot and correct missing information,

## CONTACT INFORMATION:

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