

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A	
Access	The ability and opportunity to gain knowledge of classified information.
Activity	Department of Defense (DoD) unit, organization, or installation performing a function or mission.
Adjudication	The adjudication process is based on decisions made by applying a standard set of guidelines to an individual's specific circumstances.
Adverse Information	Any information that adversely reflects on the integrity or character of a cleared employee, that suggest that his or her ability to safeguard classified information may be impaired, that his or her access to classified information clearly may not be in the interest of national security, or that the individual constitutes as insider threat.
Applicant	A person other than an employee who has received an authorized conditional offer of employment for a position that requires access to classified information.
Authorized Person	A person who has a favorable determination of eligibility for access to classified information, has signed an approved Nondisclosure Agreement (NDA), and has a Need-to-Know (NTK).

[Back to Top](#)

B	
Business Structure	Organization framework legally recognized in a particular jurisdiction for conducting commercial activities, such as sole proprietorship, partnership, and corporation.

[Back to Top](#)

C	
Center for Development of Security Excellence (CDSE)	A nationally accredited, award-winning directorate within the Defense Counterintelligence and Security Agency (DCSA). CDSE provides security, training and certification products and services for the DoD and industry.
Certificate Pertaining to Foreign Interest (SF 328)	A survey with questions designed to help identify the presence of Foreign Ownership, Control, or Influence (FOCI) in an organization, and provides the basis around which the FOCI analysis process is organized. The form is completed using the Facility Clearance (FCL) system of record.
Commercial and Government Entity (CAGE) Code	A five position code that identifies companies doing or wishing to do business with the federal government. The first and fifth positions in the code must be numeric. The third and fourth positions may be any mixture of alpha/numeric excluding I and O. The code is used to

	support a variety of mechanized systems throughout the government.
Classification	Consists of three elements. What needs to be protected, how much protection is required and declassification of National Security information (NSI). It is a joint responsibility between the contractor and the U. S. government.
Classification Level	Classification levels are applied to NSI that, if subject to unauthorized disclosure, could reasonably be expected to cause damage, serious damage or exceptionally grave damage to national security. Each level has its own requirement for safeguarding information. The higher the level of classification, the more protection the classified information requires to reasonably prevent the possibility of its loss or compromise. Those levels, from lowest to highest, are CONFIDENTIAL, SECRET and TOP SECRET.
Classified Contract	Any contract requiring access to classified information by a contractor and its employees in the performance of the contract (a contract may be a classified contract even though the contract document is not classified). The requirements prescribed for a "classified contract" also are applicable to all phases of pre-contract activity, including solicitations (bids, quotations, and proposals), pre-contract negotiations, post-contract activity, or other Government Contracting Activity (GCA) program or project which requires access to classified information by a contractor.
Classified Information	Official information that has been determined, pursuant to Executive Order (E.O.) 13526 or any predecessor order to require protection against unauthorized disclosure in the interest of national security which has been designated. The term includes NSI, Restricted Data (RD) and Formerly Restricted Data (FRD).
Classified Information Nondisclosure Agreement (SF 312)	The SF 312 is an NDA between the U.S. Government and an individual who is cleared for access to classified information. An employee determined eligible for access to classified information must execute an NDA prior to being granted access to classified information.
Cleared Contractor/Company	All contractors/companies who safeguard classified information disclosed during all phases of the contracting, licensing, and grant process, including bidding, negotiation, award, performance, and termination. Any industrial, educational, commercial, or other entity that has been granted an FCL by a Cognizant Security Agency (CSA) and participating in the National Industrial Security Program (NISP)
Cleared Employees	All industrial or commercial contractor, licensee, certificate holder, or grantee of an agency, including all subcontractors; a personal services contractor; or any other category of person who acts for or on behalf of an agency as determined by the appropriated agency head

	who are granted Personnel Security Clearances (PCL) and are being processed for PCLs.
Cognizant Security Agency (CSA)	Agencies of the Executive Branch that have been authorized by E.O. 12829 to establish an industrial security program to safeguard classified information under the jurisdiction of those agencies when disclosed or released to U.S. industry. These agencies are the DoD, Department of Energy (DOE), Office of the Director of National Intelligence (ODNI), Nuclear Regulatory Commission (NRC) and Department of Homeland Security (DHS).
Company	A generic and comprehensive term which may include sole proprietorships, individuals, partnerships, corporations, societies, associations, and organizations usually established and operating to carry out a commercial, industrial, or other legitimate business, enterprise, or undertaking.
Compromise	An unauthorized disclosure of classified information.
CONFIDENTIAL	The classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security that the original classification authority is able to identify or describe.
Contractor	Licensees, grantees, and certificate holders, to the extent legally and practically possible within the constraints of applicable law and the Code of Federal Regulations.

[Back to Top](#)

D

Defense Counterintelligence and Security Agency (DCSA)	The DCSA is an agency of the DoD with field offices throughout the U.S. and provides the military services, defense agencies, other federal agencies and cleared contractor facilities with security support services. DCSA is the security agency in the federal government dedicated to protecting America's trusted workforce and trusted workspaces — real or virtual. DCSA joins two essential missions: Personnel Vetting and Critical Technology Protection, supported by Counterintelligence and Training, Education and Certification functions. DCSA services over 100 federal entities, oversees 10,000 cleared companies, and conducts approximately 2 million background investigations each year.
Defense Office of Hearing and Appeals (DOHA)	The DOHA provides hearings and issues decisions in PCL cases for contractor personnel doing classified work for all DoD components and other Federal Agencies and Departments. If the DoD Consolidated Adjudications Facility (DoD CAF) cannot favorably find that it is clearly consistent with the national interest to make a final eligibility determination, the case is referred to DOHA for further processing and/or where the case will be decided before an Administrative Judge.

D

Department of Defense (DoD)	The DoD is an executive branch department of the federal government of the U.S. charged with coordinating and supervising all agencies and functions of the government concerned directly with national security and the U.S. Armed Forces. The major elements of these forces are the Army, Navy, Marine Corps, and Air Force.
Department of Defense Security Agreement (DD Form 441)	The DD Form 441 is a DoD Security Agreement that is entered into between a contractor who will have access to classified information, and the DoD in order to preserve and maintain the security of the U.S. through the prevention of unauthorized disclosure of classified information.
Department of Defense Security Agreement Appendage (DD Form 441-1)	The DD Form 441-1 is the appendage to the DoD Security Agreement and lists—if applicable—cleared divisions or branches included in and covered by the provisions of the organization’s DoD Security Agreement (DD Form 441) and Certificate Pertaining to Foreign Interest (SF 328).
Document	Any recorded information, regardless of the nature of the medium or the method or circumstances of recording.
DoD Consolidated Adjudications Facility (DoD CAF)	The DoD CAF is the sole authority to determine security clearance eligibility of Non-Intelligence agency DoD personnel occupying sensitive positions and/or requiring access to classified material, including Sensitive Compartmented Information (SCI). The DoD CAF determines a final eligibility in accordance with the ODNI SEAD 4, National Security Adjudicative Guidelines, based on review and consideration from results and other available, reliable information collected from the national security background investigation.
DoD Contract Security Classification Specification (DD Form 254)	The DD Form 254 provides security guidance to both the contractor and the government. It is a legal document that directs the contractor about the proper protection of classified material released under the contract.
DoD Personnel Security System of Record	A system of record for personnel security, adjudication determination, clearance, verification, and history. The term applies not only to this system but to any successor of the DoD personnel security system of record.
Duties (for National Security)	Duties performed by individuals working for or, on behalf of, the Federal Government that are concerned with the protection of the United States (U.S) from foreign aggression or espionage, including development of defense plans or policies, intelligence or counterintelligence (CI) activities, and related activities concerned with the preservation of the military strength of the U.S including duties that require eligibility for access to classified information in accordance with E.O. 12968.

[Back to Top](#)

E

Electronic Processing	The capture, storage, manipulation, reproduction, or transmission of data in all forms by any electronically-powered device. This definition includes, but is not limited to, computers and their peripheral equipment, word processors, office equipment, telecommunications equipment, facsimiles, and electronic accounting machines, etc.
Eligibility Determination	The decision to grant eligibility for access to classified information or performance of national security duties.
Employee	A person, other than the President and Vice President of the U.S., employed by, detailed or assigned to, an agency, including members of the Armed Forces; an expert or consultant to an agency; an industrial or commercial contractor, licensee, certificate holder, or grantee of an agency, including all subcontractors; a personal services contractor; or any other category of person who acts for or on behalf of an agency as determined by the appropriate agency head.
Entity	A generic and comprehensive term which may include sole proprietorships, partnerships, corporations, limited liability companies, societies, associations, institutions, contractors, licensees, grantees, certificate holders, and other organizations usually established and operating to carry out a commercial, industrial, educational, or other legitimate business, enterprise, or undertaking, or parts of these organizations. It may reference an entire organization, a prime contractor, parent organization, a branch or division, another type of sub-element, a sub-contractor, subsidiary, or other subordinate or connected entity (referred to as “sub-entities” when necessary to distinguish such entities from prime or parent entities), a specification location or facility, or the headquarters/official business location of the organization, depending upon the organization’s business structure, the access needs involved, and the responsible CSA’s procedures. The term “entity” as used in the National Industrial Security Program Operating Manual (NISPOM), DoD 5220.22-M refers to the particular entity to which an agency might release, or is releasing, classified information, whether that entity is a parent or subordinate organization.
Espionage	The act or practice of spying or of using spies to obtain secret intelligence. Overt, covert, or clandestine activity, usually used in conjunction with the country against which such an activity takes place (e.g., espionage against the U.S.)
Executive Order (E.O.)	An order issued by the President of the U.S. to create a policy and regulate its administration within the Executive Branch.

E

Excluded

A determination by the CSA that Key Management Personnel (KMP) can be formally excluded from classified access. The applicable KMP will affirm as appropriate and provide a copy of the exclusion action to the CSA. This action will be made a matter of record by the organization's governing body.

Exclusion Resolutions

An exclusion action record, with language affirming that applicable KMP will not require, will not have, and can be effectively and formally excluded from, access to all classified information disclosed to the company and does not occupy a position that would enable them to adversely affect the organization's policies or practices in the performance of classified contracts.

[Back to Top](#)

F

Facility

A plant, laboratory, office, college, university, or commercial structure with associated warehouses, storage areas, utilities, and components, that, when related by function and location, form an operating entity.

Facility (Security) Clearance (FCL)

An administrative determination that, from a security viewpoint, a company is eligible for access to classified information of a certain category (and all lower categories). FCL is also referred to as an entity eligibility determination.

FCL System of Record

The electronic system that all companies must use while in process for an FCL or to report a changed condition. It is also a repository of information about DoD cleared contractor facilities. The system has internal users (with full access such as DCSA personnel) and external users (with limited access).

FCL Orientation Handbook

A handbook that provides guidance on the FCL process, including Facility Security Officer (FSO) responsibilities, business structure and excluded tier entities, accounts and systems, critical deadlines, preparing for the initial security review and other detailed information about the FCL process.

FCL Sponsorship

A request for a company FCL, when a definite classified procurement need to access classified information has been established. A company must be sponsored by either a company currently cleared to participate in the NISP or a GCA.

Facility Security Officer (FSO)

A U.S. citizen employee, appointed by a contractor who will supervise and direct security measures necessary for implementing the NISPOM and related federal requirements for classified information.

Foreign Interest

Any foreign government, agency of a foreign government, or representative of a foreign government; any form of business enterprise or legal entity organized, chartered or incorporated under the laws of any country other than the

F

U.S. or its territories, and any person who is not a citizen or national of the U.S.

Foreign Investment

A company or individual from one nation invests in assets or ownership stakes of a company based in another nation.

Foreign National

Any person who is not a citizen or national of the U.S.

Foreign Ownership, Control, or Influence (FOCI)

A U.S. company is considered to be operating under FOCI whenever a foreign interest has the power—direct or indirect, whether or not exercised, and whether or not exercisable—to direct or decide matters affecting the management or operations of that company in a manner that may result in unauthorized access to classified information or may adversely affect the performance of classified contracts.

[Back to Top](#)

G

Government Contracting Activity (GCA)

An element of an agency designated by the agency head and delegated broad authority regarding acquisition functions.

[Back to Top](#)

H

[Back to Top](#)

I

Industrial Security

That portion of information security concerned with the protection of classified information in the custody of U.S. industry.

Industrial Security Representative (IS Rep)

Local representative from the DCSA that provides advice and assistance to establish the security program and to ensure a facility is in compliance with the NISP.

Information

Any knowledge that can be communicated or documentary material, regardless of its physical form or characteristics.

Insider

Cleared contractor personnel with authorized access to any government or contractor resource, including personnel, facilities, information, equipment, networks, and systems.

Insider Threat

The likelihood, risk, or potential that an insider will use his or her authorized access, wittingly or unwittingly, to do harm to the U.S. national security. Insider threats may include harm to contractor or program information, to the extent that the information impacts the contractor or agency's obligations to protect classified NSI.

Insider Threat Program Senior Official (ITPSO)

A U.S. citizen employee, appointed by a contractor who will establish and execute an insider threat program.

Intelligence

The product resulting from the collection, evaluation, analysis, integration, and interpretation of all available

I	
	information, that concerns one or more aspects of foreign nations or of areas of foreign operations, and that is immediately or potentially significant to military planning and operations. Includes foreign intelligence and counterintelligence as defined by E.O. 12333, as amended, or by a successor order.
Intelligence Community (IC)	Elements or any other department or agency as may be designated by the U.S. President, or designated jointly by the ODNI and the head of the department or agency concerned, as an element of the IC, and as defined by the National Act of 1947, as amended, or by a successor order.
Investigation	The action of investigating something or someone; formal or systematic examination or research.
Investigative Service Provider (ISP)	A federal agency or federal contract agency that conducts National Security Background Investigations for the DoD.
Interim FCL Determination	An interim FCL, also referred to as an entity eligibility determination is made on a temporary basis pending completion of the full investigative requirements. If results are favorable following completion of full investigative requirements, the interim eligibility for access to classified information will be updated to be final. When a contractor with an interim FCL determination is unable or unwilling to comply with the requirements of the NISPOM and CSA-provided guidance regarding the process to obtain a final FCL, the CSA will withdraw the interim FCL.
Interim PCL Determination	An interim PCL, or eligibility for access to classified information, as appropriate, is granted to an individuals on a temporary basis, pending completion of the full investigative requirements, provided there is no evidence of adverse information that calls into question an individual's eligibility for access to classified information. If results are favorable following completion of full investigative requirements, the interim eligibility for access to classified information will be updated to be final. When an interim PCL determination has been made and derogatory information is subsequently developed, the CSA may withdraw the interim PCL.

[Back to Top](#)

J

[Back to Top](#)

K	
Key Management Personnel (KMP)	A company's Senior Management Official (SMO), FSO, ITPSO, and all other company officials who either hold majority interest or stock, or have (direct or indirect) authority to influence or decide matters affecting the management or operations of the company or classified

K

contract performance. Essential KMPs require an eligibility determination before a facility is granted an FCL. Other applicable KMPs may be formally excluded from classified access.

[Back to Top](#)

L

[Back to Top](#)

M

Material

Any product or substance on or in which information is embodied.

Mitigation/Negation Agreement

An agreement with information that tends to explain or refute factors that could otherwise support denial, revocation, or the granting of access to classified information with an exception.

[Back to Top](#)

N

National Industrial Security Program (NISP)

The NISP was established by E.O. 12829 for the protection of classified information released or disclosed to industry in connection with classified contracts. The NISP applies standards for the protection of classified information released or disclosed to contractors of all federal executive branch departments and agencies. Requirements of the NISP are stated in the NISPOM.

National Industrial Security Program Operating Manual (NISPOM), DoD 5220.22-M

A manual issued in accordance with the NISP that prescribes the requirements, restrictions, and other safeguards to prevent unauthorized disclosure of classified information.

National Security

The national defense of foreign relations of the U.S. National security includes defense against transnational terrorism.

National Security Adjudicative Guidelines

Guidelines established for determining eligibility for access to classified information. These guidelines are in accordance with the ODNI Security Executive Agent Directive (SEAD) 4, National Security Adjudicative Guidelines.

National Security Background Investigation

Any investigation required for the purpose of determining the eligibility of DoD military and civilian personnel, contractor employees, consultants, and other persons affiliated with the DoD for access to classified information, acceptance or retention in the Military Departments, assignment or retention in sensitive duties, or other designated duties requiring such investigation. It also includes investigations of allegations that arise subsequent to adjudicative action and require resolution to determine an individual's current eligibility for a national security position.

N

National Security Eligibility	The status that results from a formal determination by an adjudication facility that a person meets the personnel security requirements for access to classified information or to occupy a national security position or one requiring the performance of national security duties.
National Security Information (NSI)	Information that has been determined, pursuant to E.O. 13526, to require protection against unauthorized disclosure and is so marked when in documentary form.
Need-to-Know (NTK)	A determination made by an authorized holder of classified information that a prospective recipient has a requirement for access to, knowledge, or possession of the classified information to perform tasks or services essential to the fulfillment of a classified contract or program.

[Back to Top](#)

O

Office of the Director of National Intelligence (ODNI)	The U.S. Government agency that retains authority over access to intelligence sources and methods. The ODNI is also the U.S. Government national authority responsible for developing uniform and consistent policies and procedures to ensure the effective, efficient, and timely completion of national security investigations and adjudications relating to determinations of eligibility for access to classified information or eligibility to hold a sensitive position, as well as other security duties as delineated in E.O. 13467.
---	--

[Back to Top](#)

P

Performance Work Statement (PWS)	States the work in terms of outcomes or results, rather than methods of performance. It defines measurable performance standards and financial incentives.
Personnel Security	A security discipline that assesses the loyalty, reliability, and trustworthiness of individuals for initial and continued eligibility for access to classified information.
Personnel (Security) Clearance (PCL)	An administrative determination that an individual is eligible, from a security point of view, for access to classified information of the same or lower category as the level of the PCL being granted. PCL is also referred to as national security eligibility determination.
Prime Contract	A contract let by a GCA to a contractor for a legitimate government purpose.
Procurement	The process of finding and agreeing to terms, and acquiring goods, services, or works from an external source, often via a tendering or competitive bidding process.

[Back to Top](#)

Q

Questionnaire for National Security Positions (SF-86)	The standard form that the DoD uses for most national security background investigations. The form is generally completed electronically via a secure system.
--	---

[Back to Top](#)

R

Risk	The probability of loss from an attack, or adverse incident; it is a function of threat (adversaries' capabilities, intentions, and opportunities) and vulnerability (the inherent susceptibility to attack). Risk may be quantified and expressed in terms such as cost in loss of life, dollars, resources, programmatic impact, etc.
-------------	---

[Back to Top](#)

S

SECRET	The classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security that the original classification authority is able to identify or describe.
Secure (Electronic) System	A secure web-based automated system that collects and facilitates timely and accurate processing of background investigation requests, fingerprints, and demographic information. It may also serve as an electronic tool for self-reporting biographic details, declarations, clarifications, and mitigating information necessary to conduct background investigations for suitability and national security eligibility determinations.
Security Clearance	A national security eligibility determination by competent authority that an individual is eligible for access to NSI, under the standards of NISPOM. Also called a clearance. The individual must have both eligibility and access to have a security clearance. Eligibility is granted by the adjudication facilities, and the access is granted by the individual agencies.
Security Training Education and Professionalization Portal (STEPP)	The learning management system used by CDSE. STEPP maintains a list of courses, student information and course transcripts.
Security Violation	A failure to comply with the policy and procedures established by the NISPOM that reasonably could result in the loss or compromise of classified information.
Senior Management Official (SMO)	The SMO is the contractor's official responsible for company policy and strategy. The SMO is a U.S. citizen employee occupying a position with ultimate authority over the facility's operations and directs actions necessary for the facility's safeguarding of classified information (even if the access to classified information by the facility's employees is solely at other contractor facilities or government locations).

S

Sensitive Compartmented Information (SCI)	A subset of Classified National Intelligence concerning or derived from intelligence sources, methods, or analytical processes, that is required to be protected within formal access control systems established by the Director of National Intelligence.
Sensitive (Information/Position)	An agency, installation, person, position, document, material, or activity requiring special protection from the disclosure, loss, misuse, alteration, or destruction of that could cause embarrassment, compromise, or threat to the security of the sponsoring power and/or adversely affect national security or governmental interests.
Special Access Program (SAP)	Any program that is established to control access, distribution, and to provide protection for particularly sensitive classified information beyond that normally required for TOP SECRET, SECRET, or CONFIDENTIAL information. A SAP can be created or continued only as authorized by a senior agency official delegated such authority pursuant to E.O. 13526.
Statement of Work (SOW)	Designed to describe not only what is to be done but also how it is to be done.
Subcontract	Any contract entered into by a contractor to furnish supplies or services for performance of a prime contract or a subcontract. Per NISPOM, a subcontract is any contract, subcontract, purchase order, lease agreement, service agreement, Request for Quote (RFQ), Request for Proposal (RFP), Invitation for Bid (IFB), or other agreement or procurement action between contractors that requires or will require access to classified information to fulfill the performance requirements of a prime contract.
System for Award Management (SAM)	A database where a company may register to obtain a CAGE Code.

[Back to Top](#)

T

Threat (to National Security)	An entity capable of aggression or harm to the U.S.
TOP SECRET	The classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security that the original classification authority is able to identify or describe.
Transmission	The sending of information from one place to another by audio, microwave, laser, or other non-connective methods, as well as by cable, wire, or other connective medium; information or data transmitted electronically. Transmission also includes movement involving the actual transfer of custody and responsibility for a document or other classified material from one authorized addressee to another.

[Back to Top](#)

U

Unauthorized Access	A person not authorized to have access to specific classified information in accordance with the requirements of the NISPOM.
Unauthorized Disclosure	A communication or physical transfer of classified national intelligence, including SCI, to an unauthorized recipient.
Unauthorized Person	A person not authorized to have access to specific classified information in accordance with the requirements of the NISPOM.
Upgrade	A determination that certain classified information, in the interest of national security, requires a higher degree of protection against unauthorized disclosure than currently provided, coupled with a changing of the classification designation to reflect such a higher degree.

[Back to Top](#)

V

Vetting	A process to review the background of an individual to determine (or has been determined) whether that individual meets (or continues to meet) applicable requirements to be eligible for access to classified information or to hold a sensitive position.
----------------	---

[Back to Top](#)

W

--	--

[Back to Top](#)

X

--	--

[Back to Top](#)

Y

--	--

[Back to Top](#)

Z

--	--

[Back to Top](#)