

## Glossary

### Introduction to Suitability Adjudications for the DOD

---

**Adjudication**: The evaluation of pertinent data in a background investigation, as well as any other available information that is relevant and reliable, to determine whether a covered individual is suitable for Government employment.

**Agency**: The DOD Components.

**Agency/Component-wide debarment**: Bans an individual from employment in specific covered positions across that particular agency or component

**ANACI**: Access National Agency Check with Inquiries

**Applicant**: a person who is being considered or has been considered for employment.

**Appointee**: A person who has entered on duty and is in the first year of a subject-to-investigation appointment.

**Authorized management official**: A management official delegated the authority for designating position sensitivity, position classification, approving recruitment, relocation, retention, or extended assignment incentives, student loan repayments, or foreign language proficiency pay

**BI**: Background Investigation. An investigation conducted for high risk, public trust positions.

**CAF**: Consolidated Adjudications Facility. The central location for adjudicating decisions about personnel security, suitability for government employment, and eligibility for issuance of Common Access Cards in accordance with Homeland Security Presidential Directive 12 (Reference (q)).

**CDSE**: Center for Development of Security Excellence

**CFR**: Code of Federal Regulations

**Competitive service**: Positions in the Federal competitive service defined by Title 5 USC Chapter 21 and 5 CFR Part 1. A competitive status shall be acquired by career-conditional or career appointment through open competitive examination upon satisfactory completion of a probationary period, or may be granted by statute, executive order, or the Civil Service Rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted without taking an open competitive examination, subject to the conditions prescribed by the Civil Service Rules and Regulations.

**Covered positions:** A position in the competitive service, a position in the excepted service where the incumbent can be noncompetitively converted to the competitive service, and a career appointment to a position in the Senior Executive Service

**Critical sensitive:** A position sensitivity designation indicating the potential for exceptionally grave impact on the integrity or efficiency of the service or on the national security.

**CVS:** Central Verification System. A central data repository for viewing and recording information on existing security clearances, background investigations, suitability, fitness, and HSPD-12 determinations that enables reciprocity among Federal agencies.

**DAU:** Defense Acquisition University

**DCPDS:** Defense Civilian Personnel Data System

**DCSA:** Defense Counterintelligence and Security Agency

**Debarment:** A prohibition from taking a competitive service examination or from being hired (or retained in) a covered position for a specific time period. Debarment can be issued by the Agency or OPM.

**Derogatory information:** Information which may unfavorably impact suitability adjudication because of the nexus between the issue or conduct and the core duties of the position.

**DISS:** Defense Information System for Security

**DNI:** Director of National Intelligence

**DOD:** Department of Defense

**DODI:** Department of Defense Instruction

**DOD-wide debarment:** Bans an individual from employment across all agencies and components of the DOD.

**Employee:** a person who has completed the first year of a subject-to-investigation appointment.

**e-APP:** Electronic Application. An application that will eventually replace e-Qip as the mechanism by which federal applicants and employees will complete the investigative Standard Forms (SFs) and provide the necessary information to process their personnel background investigations.

**e-QIP:** Electronic Questionnaires for Investigations Processing

**Excepted service:** Excepted Federal service positions are subject to rules established by the respective agencies and are not subject to federal competitive qualification requirements, appointment, pay, and classification rules.

**FBI:** Federal Bureau of Investigation

**FIS:** Federal Investigative Standards

**Fitness:** The reference to a person's level of character and conduct determined necessary for an individual to perform work for, or on behalf of, a Federal agency as an employee in the excepted service (other than in a position subject to suitability) or as a contractor employee.

**High risk:** A final Position Designation reflecting the potential for exceptionally serious impact critical to the DOD mission or program, or the integrity or efficiency of the service.

**HSPD:** Homeland Security Presidential Directive

**HSPD-12:** Homeland Security Presidential Directive 12

**INV FORM 79A:** Report of Agency Adjudicative Action on OPM Personnel Investigations

**ISP:** Investigative Service Provider. The company or agency authorized to perform background investigations on personnel on behalf of the agency.

**Low risk:** A final Position Designation reflecting the potential for limited impact to the DOD mission or program, or the integrity or efficiency of the service.

**MBI:** Moderate Risk Background Investigation

**Moderate risk:** A final Position Designation reflecting the potential for moderate to serious impact on the DOD mission or program, or the integrity or efficiency of the service.

**MSPB:** Merit Systems Protection Board

**NAC:** National Agency Check

**NACI:** National Agency Check with Inquiries

**NACLC:** National Agency Check with LAW and Credit Check

**National Security positions:** Positions that involve activities of the Government that are concerned with the protection of the nation from foreign aggression or espionage, including development of defense plans or policies, intelligence or counterintelligence activities, and related activities concerned with the preservation of the military strength of the United States; and require regular use of, or access to, classified information. As defined in part 732 of Reference (c) and Reference (i)

**Non-critical sensitive**: A position sensitivity designation indicating the potential for moderate to serious impact on the integrity or efficiency of the service or on the National Security.

**Non-sensitive**: A position sensitivity designation indicating the potential for impact on the integrity or efficiency of the service, but very little impact on the National security.

**OF 306**: Optional Form 306 (Declaration for Federal Employment)

**OPM**: Office of Personnel Management

**OPM debarment**: Bans an individual from employment in all covered positions within the entire federal government.

**PDS**: Position Designation System

**PDT**: Position Designation Automated Tool. An automated tool provided by the OPM to assist in determining the level of risk and sensitivity of positions in the competitive service, positions in the excepted service where the incumbent can be noncompetitively converted to competitive service, and initial career appointments in the SES. Position designation determines the type of investigation required and how closely an individual is screened for a position.

**PIPS**: Personnel Investigations Processing System

**POC**: Point of contact

**Position description**: The official description of management's assignment of duties, responsibilities, and supervisory relationships to a position.

**PPR**: Phased Periodic Reinvestigation

**PRI**: Periodic Reinvestigation

**Public trust**: As described in part 731 of Reference (c). Positions of public trust are moderate- and high-risk positions that may involve access to, operation of, or control of: policy, programs, IT systems, public safety and health, law enforcement, financial or personal records, or other duties requiring a significant degree of public trust.

**Qualifications**: a person's experience, education, knowledge, skills, and abilities related to his or her ability to perform the duties of the job.

**Reciprocity**: Recognition of favorable fitness or suitability determinations when the determination was based on criteria equivalent to standards established by the OPM.

**Request for personnel action**: An automated form (e.g., Standard Form (SF) 52), submitted to the HRO by an authorized management official when seeking to appoint,

separate, or make other personnel changes to civilian employees or encumbered civilian positions.

**SAC**: Special Agreement Checks

**SES**: Senior Executive Service

**SF**: Standard Form

**SF 85**: Questionnaire for Non-sensitive Positions

**SF 85P**: Questionnaire for Public Trust Positions

**SF 86**: Questionnaire for National Security Positions

**SII**: Security/Suitability Investigations Index

**Special sensitive**: A Position Designation reflecting the potential for inestimable damage to the National Security.

**SSBI**: Single Scope Background Investigation

**SSBI-PR**: Single-Scope Background Investigation–Periodic Investigation

**STEPP**: Security Training, Education, and Professionalization Portal

**Suitability**: Refers to a person’s identifiable character traits and/or conduct that may have an impact on the integrity or efficiency of the service.

**Suitability actions**: An action described in 5 CFR 731.203. The actions taken include cancellation of eligibility for employment, removal, cancellation of reinstatement eligibility of employment, or debarment that may be taken by OPM or an agency with delegated authority under the procedures in 5 CFR 731 subparts C and D.

**Suitability determination**: A decision that a person is suitable or is not suitable for employment in a covered position within the Department of Defense.

**Tier 1**: The investigation for positions designated as non-sensitive, low-risk. Replaces the NACI.

**Tier 2**: The investigation for positions designated as non-sensitive, moderate-risk public trust. Replaces the MBI (Moderate Risk Background Investigation).

**Tier 2R**: The reinvestigation for positions designated as non-sensitive, moderate-risk public trust. Replaces the NACLC, which was used for the reinvestigation.

**Tier 3**: The investigation for positions designated as non-critical sensitive and/or requiring eligibility for “L” access or access to Confidential or Secret information. Replaces the NACLC (National Agency Check with LAW and Credit Check)

**Tier 3R:** The reinvestigation for positions designated as non-critical sensitive and/or requiring eligibility for “L” access or access to Confidential or Secret information. Replaces the NACLC (National Agency Check with LAW and Credit Check)

**Tier 4:** The investigation for positions designated as non-sensitive, high-risk public trust. Replaces the BI (Background Investigation).

**Tier 4R:** The reinvestigation for positions designated as non-sensitive, high-risk public trust. Replaces the PRI (Periodic Reinvestigation).

**Tier 5:** The investigation for positions designated as critical sensitive, special sensitive and/or requiring eligibility for “Q” access or access to Top Secret or Sensitive Compartmented Information (SCI). Replaces the SSBI (Single Scope Background Investigation).

**Tier 5R:** The reinvestigation for positions designated as critical sensitive, special sensitive and/or requiring eligibility for “Q” access or access to Top Secret or Sensitive Compartmented Information (SCI). Replaces the SSBI-PR (Single Scope Background Investigation Periodic Reinvestigation) or the PPR (Phased Periodic Reinvestigation).

**U.S.:** United States

**U.S.C.:** United States Code