

## Glossary of Terms (for purposes of this course only)

Applicant: An individual applying for a Common Access Card (CAC). The applicant may be a current or prospective Federal hire, a Federal Employee, or a contractor.

Background Investigation: An investigation required for determining the eligibility of an applicant for CAC credentialing.

Common Access Card (CAC): Within DOD the CAC serves as the Personal Identity Verification Card required by Homeland Security Directive-12 and its implementing guidance. The card stores identity credentials so that the claimed identity of the cardholder can be verified against the stored credential by another person or an automated process.

CAC Issuer: An authorized identity card creator that procures blank identity cards, initializes them with appropriate software and data elements for the requested identity verification and access control application, personalizes the card with the identity credentials of the authorized subjects, and delivers the personalized cards to the authorized subjects along with appropriate instructions for protection and use.

CAC Sponsor: An individual, active duty member or civil servant, who can act on behalf of the department to request a CAC for an Applicant.

Cardholder: An individual possessing an issued CAC.

Civilian employee: DOD civilian employees are individuals appointed to positions by designated officials. Appointment to appropriated fund positions are either permanent or time-limited and the employees are on full-time, part-time, or intermittent work schedules. In some instances, the appointments are seasonal with either a full-time, or intermittent work schedule. Positions are categorized further as Senior Executive Service, Competitive Service, and Excepted Service positions. In addition, the Department of Defense employs individuals paid from non-appropriated funds (NAFs), as well as foreign national citizens outside the United States, its territories and possessions, and in DOD activities overseas. The terms and conditions of host-nation citizen employment are governed by controlling treaties, agreements, and memorandums of understanding with the foreign nations.

Competitive service positions: Competitive service consists of all civil service positions in the executive branch, except: positions which are specifically excepted from the competitive service by or under statute; positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs; and positions in the Senior Executive Service.

Contractor employee: An employee of a firm, or individual under contract or subcontract to the Department of Defense, designated as providing services or support to the Department who requires physical and/or logical access to the facilities and/or systems of the Department.

Credential: Evidence attesting to one's right to credit or authority; in this case the CAC and data elements associated with an individual that authoritatively binds an identity (and, optionally, additional attributes) to that individual.

Debarment: A prohibition from taking a competitive service examination or from being hired (or retained in) a covered position for a specific time period.

Derogatory information: Information which potentially justifies an unfavorable credentialing determination.

Drugs: Mood and behavior-altering substances, including drugs, materials, and other chemical compounds identified and listed in sections 801-830 of title 21, U.S.C. (also known as "The Controlled Substances Act of 1970, as amended" (Reference (z)) (e.g., marijuana or cannabis, depressants, narcotics, stimulants, hallucinogens), and inhalants and other similar substances.

Drug abuse: The illegal use of a drug or use of a legal drug in a manner that deviates from approved medical direction.

Excepted service positions: Excepted service consists of those civil service positions which are not in the competitive service or the Senior Executive Service.

Fitness: The 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 a position subject to suitability) or as a contractor employee

Identity proofing: The process of providing sufficient pre-determined evidence (Form I-9 documents) to tie the individual authoritatively to the identity established within the identity management system. This data collection is undertaken during the identity vetting process.

Identity vetting: Activity associated with building up sufficient credible, referenced documentation and associated data to provide reasonable evidence of personal identity; the collection and aggregation of sufficient positively referenced data to establish the attributes of identity within the identity management systems; and processing and validating personal identity against law enforcement and terrorist databases.

Information system: The entire infrastructure, organization, personnel, and components for the collection, processing, storage, transmission, display, dissemination, and disposition of information.

Investigative Service Provider (ISP): A federal agency authorized to conduct investigations utilizing federal staff and/or contractor personnel

Logical and physical access: Access other than occasional or intermittent access to federally controlled facilities or information systems.

National Agency Check with Written Inquiries (NACI): A formerly-used personnel security investigation combining a National Agency Check and written inquiries to law enforcement agencies, former employers and supervisors, references, and schools.

Reasonable basis: A reasonable basis to believe occurs when a disinterested observer, with knowledge of the same facts and circumstances, would reasonably reach the same conclusion.

Suitability: refers to person's identifiable character traits and conduct sufficient to decide whether an individual's employment or continued employment would or would not protect the integrity or promote the effectiveness or efficiency of the Federal service.

Tier 1 Investigation: the minimum level of personnel security investigation currently being scheduled to conduct HSPD-12 background investigations.

Unacceptable risk: A threat to the life, safety, or health of employees, contractors, vendors, or visitors; to the U.S. Government physical assets or information systems; to personal property; to records, including classified, privileged, proprietary, financial, and medical records; or to the privacy rights established by The Privacy Act of 1974, as amended, or other law that is deemed unacceptable when making risk management determinations.