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A – Term	Definition
Access	The ability and opportunity to gain knowledge of classified information.
Adjudication	Now referred to as trust determinations. 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: (i) suitable for Government employment; (ii) eligible for logical and physical access; (iii) eligible for access to classified information; (iv) eligible to hold a sensitive position; or (v) fit to perform work for or on behalf of the Government as a contractor employee. As defined in E.O. 13467.
Adjudication Facility	A facility with assigned adjudicators certified to evaluate personnel security investigations and other relevant information to determine if granting or continuing national security eligibility is clearly consistent with the interests of national security.
Adjudicative Guidelines	Guidelines established for determining eligibility for access to classified information or to hold a sensitive position.
Agency	Any Executive agency as defined in section 105 of Reference (ay); any Military Department as defined in section 102 of Reference (bd); and any other entity within the Executive Branch that comes into the possession of classified information.
Automated Record Checks (ARC)	A method for requesting, collecting, and validating electronically accessible and adjudicative relevant data using the most efficient and cost-effective technology and means available.

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B – Term	Definition

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C – Term	Definition
Central Verification System (CVS)	
Classified Information	Official information that has been determined, pursuant to reference (b) or any predecessor order, to require protection against unauthorized disclosure in the interest of national security and which has been so designated. The term includes NSI, RD, and FRD.
Classified National Security Information (CNSI)	

C – Term	Definition
Cohabitant	A person with whom an individual resides and shares bonds of affection, obligation, or other commitment, as opposed to a person with whom an individual resides for reasons for convenience (e.g., a roommate).
Commander	Heads of DOD Components, Defense Agencies, DOD Field Activities, and all other entities within the DOD headed by personnel specifically assigned to command positions within organizations.
Continuous Evaluation (CE)	A vetting process to review the background who has been determined to be eligible for access to classified information or to hold a sensitive position at any time during the period of eligibility.
Continuous Vetting (CV)	A personnel vetting scenario that occurs on an ongoing basis to maintain trust with established insiders. Based on required coverage, periodicity, or event driven. Replaces periodic reinvestigations.
Counterintelligence (CI)	Information gathered and activities conducted to identify, deceive, exploit, disrupt, or protect against espionage, other intelligence activities, sabotage, or assassinations conducted for or on behalf of foreign powers, organizations, or persons, or their agents, or international terrorist organizations or activities.
Covered Individual	A person who has access to classified information or who holds a sensitive position, excluding the President, employees of the President under 3 U.S.C. 105 or 107, the Vice President, employees of the Vice President under 3 U.S.C 106 or annual legislative branch appropriations actions, duly elected or appointed governors of a state or territory or an official who has succeeded to that office under applicable law, members of Congress, Justices of the Supreme Court, and Federal judges appointed by the President. As defined in SEAD 3.
Critical-Sensitive	A civilian position designation that has the potential to cause exceptionally grave damage to the national security.

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D – Term	Definition
Damage to the National Security	Harm to the national defense or foreign relations of the United States from the unauthorized disclosure of information, taking into consideration such aspects of the information as the sensitivity, value, utility, and provenance of that information.
DCSA Consolidated Adjudications Services (CAS)	
Defense Counterintelligence and Security Agency (DCSA)	A workforce comprised of Trusted Workforce Vetting, Industrial Security, Counterintelligence, Investigative Service Provider and Professional Education and Certification.
Defense Intelligence Agency (DIA)	
Defense Intelligence System of Security (DISS)	The DOD system of record for non-IC agencies case management and adjudications. It is a secure, end-to-end

D – Term	Definition
	information technology system that reduces the DOD national security eligibility determinations, suitability, and HSPD-12 process cycle.
Department of Defense (DOD)	
Department of Energy (DOE)	
Derogatory Information	Information that reflects on the integrity or character of an individual, or circumstances that suggests that their ability to safeguard national security information may be impaired, that their access to classified or sensitive information clearly may not be in the best interest of national security, or that their activity may be in conflict with the personnel security standards or adjudicative guidelines.
Director of National Intelligence (DNI)	The Security Executive Agent (SecEA) responsible for ensuring reciprocal recognition of national security eligibility among the agencies.
DOD Directive (DODD)	
DOD Instruction (DODI)	
DOD Manual (DODM)	
Due Process	An established administrative process designed to ensure the fair and impartial adjudication of facts and circumstances when an unfavorable national security eligibility determination is being considered. The process is offered to individuals before a final unfavorable determination of national security eligibility is made.

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E – Term	Definition
Electronic Application (e-App)	A web-based tool for self-reporting biographic details, declarations, clarifications, and mitigating information necessary to conduct investigations.
Employee	For purposes of the National Insider Threat Policy, “employee” has the meaning provided in section 1.1(e) of E.O. 12968; specifically: a person, other than the President and Vice President, employed by, detailed or assigned to, a department or agency, including members of the Armed Forces; an expert or consultant to a department or agency; an industrial or commercial contractor, licensee, certificate holder, or grantee of a department or agency, including all subcontractors; a personal services contractor; or any other category of person who acts for or on behalf of a department or agency as determined by the appropriate department or agency head.
Executive Order (E.O.)	

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F – Term	Definition
Federal Personnel Vetting (FPV)	

F – Term	Definition
Federal Personnel Vetting Investigative Standards	Standards for background investigations to determine eligibility for logical and physical access, suitability for Government employment, eligibility for access to classified information, eligibility to hold a sensitive position, and fitness to perform work for or on behalf of the Government as a contractor employee
Foreign Intelligence Entity	Any known or suspected foreign organization, person, or group (public, private, or governmental) that conducts intelligence activities to acquire U.S. information, block or impair U.S. intelligence collection, influence U.S. policy, or disrupt U.S. systems and programs.
Foreign National	Any person who is not a citizen or national of the United States.

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H – Term	Definition
High Tier (HT)	Investigative tier under TW 2.0 that includes positions designated as non-sensitive high-risk public trust and/or critical-sensitive high-risk public trust or special-sensitive high-risk public trust.

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I – Term	Definition
Illegal Drug	A controlled substance as identified in the Controlled Substances Act but does not include a substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law. A controlled substance included in Schedule I or II, as defined by Section 802(6) of E.O. 12564.
Initial Vetting	A personnel vetting scenario that assesses whether a subject can be trusted when first assigned. The level of investigation is based on the investigative tier for the position designation.
Insider Threat	The threat an insider will use her or his authorized access, wittingly or unwittingly, to do harm to the security of the United States. This can include damage to the United States through espionage, terrorism, unauthorized disclosure of national security information, or through the loss or degradation of departmental resources or capabilities. As defined in DODD 5205.16.

I – Term	Definition
Investigative Service Provider (ISP)	A federal agency which conducts personnel security investigations. DCSA is the primary ISP for the Federal Government..
Issue Information	Any information that could adversely affect a person’s national security eligibility.

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L – Term	Definition
Letter of Denial (LOD)	
Letter of Intent (LOI)	
Letter of Revocation (LOR)	
Limited Access Authorization (LAA)	Authorization for access to confidential or secret information granted to non-U.S. citizens and immigrant aliens, limited to only that information determined releasable by a U.S. Government designated disclosure authority to the country of which the individual is a citizen, in accordance with DODD 5230.11.
Low Tier (LT)	Investigative tier under TW 2.0 that includes positions designated as non-sensitive and low risk. The minimum investigative tier for eligibility for physical and/or logical access or credentialing determinations.

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M – Term	Definition
Meritorious Waiver	A determination made by authorized adjudicators that an individual meeting the criteria of the Bond Amendment has sufficiently explained, refuted, or mitigated the potential disqualifiers as to be deemed eligible for access to classified information.
Mixed-Civilian	A civilian position designation that involves job duties with different levels of impact on national security.
Moderate Tier (MT)	Investigative tier under TW 2.0 that includes positions designated as non-sensitive moderate-risk public trust and/or non-critical sensitive moderate-risk public trust.

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N – Term	Definition
National Background Investigation Services (NBIS)	A consolidated IT system for end-to-end personnel vetting.

N – Term	Definition
National Security	The national defense or foreign relations of the United States. National security includes defense against transnational terrorism.
National Security Duties	Duties performed by individuals working for or, on behalf of, the Federal Government that are concerned with the protection of the United States from foreign aggression or espionage, including development of defense plans or policies, intelligence or CI activities, and related activities concerned with the preservation of the military strength of the United States, including duties that require eligibility for access to classified information in accordance with E.O. 12968.
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	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 a possessor of classified information that a prospective recipient, in the interest of the national security, has a requirement for access to, knowledge of, or possession of the classified information in order to perform tasks or services essential to the fulfillment of an official U.S. Government program. Knowledge of, possession of, or access to, classified information will not be afforded to any individual solely by virtue of the individual's office, position, or security eligibility.
Non-Critical Sensitive	A civilian position designation that can cause significant damage to national security.
Non-Sensitive	A civilian position designation that poses no potentially adverse effects on national security.
North Atlantic Treaty Organization (NATO)	
Notice of Intent to Appeal (NOIA)	
Notification of Intent (NOI)	

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O – Term	Definition
Office of Personnel Management (OPM)	

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P – Term	Definition
Periodic Reinvestigation (PR)	A national security investigation conducted to update a previously completed investigation on persons holding a national security position or performing national security duties to determine whether that individual continues to meet national security requirements. Periodic

P – Term	Definition
	reinvestigations will be replaced completely with CV for all vetting domains.
Personnel Security	Refers specifically to the national security personnel vetting domain.
Personnel Security Investigation (PSI)	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.
Personnel Security Program (PSP)	
Personnel Vetting	Assessment of the trustworthiness of individuals based on the core characteristics to protect people, property, information, and mission. Encompasses all vetting domains, including suitability, fitness, national security, and credentialing.
Position Designation System (PDS)	Assesses the duties and responsibilities of a position to determine the degree of potential damage to the efficiency or the integrity of the service by misconduct of an incumbent or the potential for an incumbent to bring about a material adverse effect on the national security. Results of the assessment determine the level of investigation.
Position Designation Tool (PDT)	Tool hosted by DCSA to guide personnel through the PDS process.
Public Trust	Positions at the high or moderate risk levels would normally be designated as "Public Trust" positions. Such positions may involve policy making, major program responsibility, public safety and health, law enforcement duties, fiduciary responsibilities or other duties demanding a significant degree of public trust, and positions involving access to or operation or control of financial records, with a significant risk for causing damage or realizing personal gain.

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R – Term	Definition
Re-establishment of Trust	A personnel vetting scenario that applies when a former trusted insider returns to U.S. Government affiliation. Additional vetting occurs to address the new position designation, time away, and individual record.

R – Term	Definition
Reportable Behavior	Acts by persons with favorable national security eligibility determinations that may not be consistent with the interests of national security.

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S – Term	Definition
Scope	The time period to be covered and the sources of information to be obtained during the prescribed course of a national security investigation.
Security Clearance	A personnel security determination by competent authority that an individual is eligible for access to national security information, under the standards of this manual. Also called a clearance. The individual must have both eligibility and access to have a security clearance. Eligibility is granted by the central adjudications service, and the access is granted by the individual agencies.
Security Executive Agent (SecEA)	The DNI is 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.
Security Incident	An event that may indicate that an organization's systems or data have been compromised or that measures put in place to protect them have failed. In IT, an event is anything that has significance for system hardware or software and an incident is an event that disrupts normal operations.
Security Professional	U.S. Government military or civilian personnel (including but not limited to security managers and special security officers) whose duties involve managing or processing personnel security actions relating to the DOD PSP.
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.
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 Special Access Program can be created or continued only as authorized by a senior agency official delegated such authority pursuant to reference (b).
Special-Sensitive	A civilian position designation that may potentially cause inestimable damage to the national security or adverse impact to the efficiency of the DOD or military services.

S – Term	Definition
Standard Form (SF)	
Standard Form 85 (SF 85)	Questionnaire for Non-Sensitive Positions.
Standard Form 85-P (SF 85P)	Questionnaire for Public Trust Positions.
Standard Form-86 (SF 86)	Questionnaire for National Security Positions. The standard form that the DOD uses for most national security background investigations. The automated version of the SF 86 is the e-QIP. As used in this manual, includes SF 86C and related forms.
Statement of Reasons (SOR)	

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T – Term	Definition
Transfer of Trust	A personnel vetting scenario that applies when an individual moves from one agency to another. Agencies must accept determinations for the same type and level. Previously referred to as reciprocity.
Trust Determination	Suitability, fitness, national security, and credentialing determinations that determine an individual can be trusted to protect people, property, information, and mission.
Trusted Workforce (TW) 2.0	A whole-of-government approach to reforming the personnel security process. Establishes a single vetting system for the U.S. Government.
TS	Top Secret

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U – Term	Definition
Upgrade	A personnel vetting scenario that applies when there is an initial favorable trust determination, the subject has been enrolled in compliant continuous vetting, and the subject has a new position requiring a higher level investigation. Additional vetting is conducted for the difference between the current and new tiers.
Unfavorable National Security Determination	A denial or revocation of eligibility for access to classified information and or to occupy a sensitive position.
United States Code (U.S.C.)	

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V – Term	Definition
Vetting Domains	Specific subsets of unique investigation and adjudication types to include suitability, fitness, national security, and credentialing.

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W – Term	Definition
Waiver	Access eligibility granted or continued despite the presence of substantial issue information that would normally preclude access. “Substantial issue information” for this purpose means information in the individual’s history that does not meet the standards of national

W – Term	Definition
	security adjudicative guidelines in the August 30, 2006, USD(I) Memorandum. DOD Component heads may approve waivers only when the benefit of access clearly outweighs any security concern raised by the shortcoming. A waiver may require special limitations on access, additional security monitoring, and other restrictions beyond normal need-to-know on the person's handling of classified information. (see "exception")
Whole-Person Concept	The consideration of all available, reliable information about the subject, past and present, favorable and unfavorable, in reaching a trust determination.

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