

[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 obtain knowledge of national security information. An individual may have access to national security information by being in a place where such information is kept, if the security measures that are in force do not prevent the individual from gaining knowledge of such information.

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: (1) suitable for government employment; (2) eligible for logical and physical access; (3) eligible for access to classified; (4) eligible to hold a sensitive position; or (5) fit to perform work for or on behalf of the government as a federal employee, contractor, or non-appropriated fund employee (EO 13467, as amended). For the purpose of this BDR, the adjudicative process begins when the agency receives the investigative product from the investigative service provider and continues until the adjudicative determination is made, to include due process and appeal actions.

[Back to Top](#)

B

Background Investigations (BI)

[Back to Top](#)

C

Center for Development of Security Excellence (CDSE)

Code of Federal Regulations (CFR)

Common Access Card (CAC)

Confidential

Continuous Evaluation (CE)

The process to review the background of an individual 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. The Federal Investigative Standards state that CE is required for 5% of individuals cleared at the tier five level. CE leverages a set of automated record checks and business rules to assist in the on-going assessment of an individual's continued eligibility (EO 13467, as amended). For the purpose of this BDR, the CE process begins once an initial adjudicative determination is made and continues until the individual is no longer eligible for access to classified information or to hold a sensitive position.

Continuous Vetting (CV)	Reviewing the background of a covered individual at any time to determine whether that individual continues to meet applicable requirements.
Controlled Substance	Any controlled substance as defined in 21 U.S.C. 802.
Controlled Unclassified Information (CUI)	Information that requires safeguarding or dissemination controls pursuant to and consistent with applicable law, regulations, and government-wide policies but is not classified under Executive Order 13526 or the Atomic Energy Act, as amended.
Counterintelligence (CI)	Information gathered and activities conducted to identify, deceive, exploit, disrupt, or protect against espionage, other intelligence activities, sabotage, or assassinations conducted by or on behalf of foreign powers, organizations, or persons, or their agents, or international terrorist organizations or activities.
Covered Individual	A person who performs, or who seeks to perform work for or on behalf of the executive branch (e.g., federal employee, military member, or contractor, or otherwise interacts with the executive branch such that the individual must undergo vetting).
Credentialing	The process of evaluating a background investigation against a set of standards to determine whether to issue an individual a physical artifact (such as a PIV card) or a data object (such as a digital certificate) for a lawful government purpose (physical and logical access to classified information or material; physical and logical access to controlled facilities, areas, or information; or for a role as an official government representative in a law enforcement, investigative, security, or other designated function).
Critical-sensitive	

[Back to Top](#)

D	
Defense Counterintelligence and Security Agency (DCSA)	Serves as an Investigative Service Provider, or ISP. It conducts national security investigations for DOD and other federal agencies, works with other federal agencies to determine investigative standards, and maintains inter-agency agreements.
Department/Agency (D/A)	Any “executive agency” as defined in 5 U.S.C. §105, including the “military departments,” as defined in 5 U.S.C. §102, and any other entity within the executive branch that comes into possession of classified information or has positions designated as sensitive.
Department of Energy (DOE) L Access	Permits an individual to have access, on a “need to know” basis, to Confidential Restricted Data, Secret and Confidential Formerly Restricted Data, or Secret and Confidential National Security Information, required in the performance of duties, provided such information is not designated “CRYPTO” (classified cryptographic

	information), other classified communications security (“COMSEC”) information, or intelligence information.
Department of Energy (DOE) Q Access	Permits an individual to have access, on a “need to know” basis, to Top Secret, Secret, and Confidential Restricted Data, Formerly Restricted Data, National Security Information, or special nuclear material in Category I or II quantities as required in the performance of duties.
Director of National Intelligence (DNI)	
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.

[Back to Top](#)

E	
Electronic Application (e-App)	
e-Adjudication	Process consists of applying a set of business rules to the results of national security investigations to identify cases that contain derogatory information.
Eligibility	A formal determination that a person meets the personnel security requirements for access to classified information, occupancy of a sensitive position, suitability or fitness for Government employment; eligibility for logical and physical access; or fitness to perform work for or on behalf of the Government as a contractor employee.
Enhanced Subject Interview (ESI)	An in-depth interview between a trained and certified investigator and the Subject to develop a full understanding of the Subject's background as a required part of an investigation and to offer the Subject an opportunity to explain, clarify, refute, or mitigate issues or discrepant information. The ESI shall explore the presence or absence of all potentially disqualifying conditions and mitigating factors.
Executive Order (E.O.)	An order issued by the President to create a policy and regulate its administration within the Executive Branch.
Expandable Focus Investigation (EFI)	Tailored investigative leads conducted to develop and resolve identified issues and explore the potential for other pertinent issues sufficient to make an informed decision when an application (whether electronic or hard copy), investigation, or CE identifies potential issues.

[Back to Top](#)

F	
Federal Employees and Contractors Only (FEDCON)	

F

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.

[Back to Top](#)

G

[Back to Top](#)

H

Homeland Security Presidential Directive 12 (HSPD-12)

High Tier (HT)

[Back to Top](#)

I

Intelligence Community Directive (ICD)

Intelligence Community Policy Guidance (ICPG)

Intelligence Reform and Terrorism Prevention Act (IRTPA)

Investigation

Collection and analysis of pertinent facts and data to support a determination of whether a covered individual is, and continues to be:

- a. eligible for access to classified information
- b. eligible to hold a sensitive position
- c. suitable or fit for Federal employment
- d. fit to perform work for or on behalf of the Federal Government as a contractor or non-appropriated fund employee or
- e. authorized to be issued a Federal credential

Investigative Record

The official record of all data obtained on the Subject from Trusted Information Providers, suitability and/or security applications and questionnaires, and any investigative activity conducted under these standards.

Investigative Service Provider (ISP)

An agency authorized by law, regulation, or designated by the Director of National Intelligence (DNI) or the Director of the Office of Personnel Management (OPM), in their role as Security or Suitability Executive Agent, respectively, to conduct personnel security investigations of persons to ascertain whether such persons satisfy the criteria for obtaining or retaining: (1) eligibility for access to classified information; (2) eligibility to hold a sensitive position; (3) suitability or fitness for Government employment; (4) eligibility for logical and physical access; or (5) fitness to perform work for or on behalf of the Government as a contractor employee.

[Back to Top](#)

J

[Back to Top](#)

K

[Back to Top](#)

L

Limited Access Authorization (LAA)

Logical and Physical Access	Access other than occasional or intermittent to federally-controlled facilities or federally-controlled information systems.
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Low Tier (LT)

[Back to Top](#)

M

Merit Systems Protection Board (MSPB)

Moderate Tier (MT)

[Back to Top](#)

N

National Background Investigation Services (NBIS)

National Industrial Security Program Operating Manual (NISPOM)

National Security Eligibility	Eligibility for access to classified information or eligibility to hold a sensitive position, to include access to sensitive compartmented information, restricted data, and controlled or special access program information.
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National Security Position	Positions that involve activities of the U.S. Government concerned with the protection of the nation from foreign aggression or espionage, as defined under Executive Orders 12968 and 5 CFR 1400. These include positions involved with developing defense plans or policies; intelligence or counterintelligence activities; foreign relations, and related activities concerned with preserving the military strength of the United States; and positions that require regular use of, or access to, classified information.
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[Back to Top](#)

O

Office of Management and Budget (OMB)

Office of Personnel Management (OPM)

Office of the Director of National Intelligence (ODNI)

[Back to Top](#)

P

Performance Accountability Council (PAC)

Periodic Reinvestigation (PR)	An investigation conducted to update a
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P

previously completed background investigation on a person occupying a public trust position, a position requiring access to classified information, or occupying a sensitive position, to determine whether that individual continues to meet the requirements for the position.

Personally Identifiable Information (PII)

Personnel Security Appeal Board (PSAB)

Personnel Vetting (PV)

Point of Contact (POC)

Position Designation

The process of assessing the duties and responsibilities of a position to determine the degree of potential damage to the efficiency or integrity of the service from misconduct of an incumbent of a position. This assessment also determines if a position's duties and responsibilities present the potential for position incumbents to bring about a material adverse effect on the national security, and the degree of that potential effect, which establishes the sensitivity level of a position. The results of this assessment determine what level of investigation should be conducted for a position.

Public Trust Position

Any position so designated under Title 5 CFR Part 731.

[Back to Top](#)

Q

[Back to Top](#)

R

Reciprocity

The process of accepting background investigations and adjudications conducted by other authorized agencies unless an agency determines that a particular background investigation or adjudication does not sufficiently address the standards used by that agency in accordance with EO 13764.

Restricted Data (RD)

[Back to Top](#)

S

Scope

The time period to be covered and the sources of information to be contacted during the prescribed course of a national security investigation.

Secret

Security Executive Agent (SecEA)

Security Executive Agent Directive (SEAD)

Sensitive Compartmented Information (SCI)

Sensitive Position

Any position within or in support of an agency in which

S

the occupant could bring about, by virtue of the nature of the position, a material adverse effect on national security regardless of whether the occupant has access to classified information and regardless of whether the occupant is an employee, military service member, or contractor.

Special Access Programs (SAPs)

Suitability

A determination regarding a person's identifiable character traits or conduct sufficient to decide whether an individual's employment or continued employment would or would not protect the integrity or promote the efficiency of the service. Suitability has the meaning and coverage provided in 5 CFR Part 731.

Suitability Executive Agent (SuitEA)

[Back to Top](#)

T

Tier 2 (T2)

Tier 3 (T3)

Tier 3R (T3R)

Tier 3 Reinvestigation

Tier 4 (T4)

Tier 5 (T5)

Tier 5R (T5R)

Tier 5 Reinvestigation

Top Secret

Trusted Workforce 2.0 (TW 2.0)

[Back to Top](#)

U

Unauthorized Disclosure

A communication, confirmation, acknowledgement, or physical transfer of classified information, including the facilitation of, or actual giving, passing, selling, publishing, or in any way making such information available to an unauthorized recipient.

Under Secretary of Defense for Intelligence and Security (USD(I&S))

United States (U.S.)

[Back to Top](#)

V

Vetting

Process by which covered individuals undergo investigation, evaluation, and adjudication of whether they are, and remain over time, suitable or fit for Federal employment, eligible to occupy a sensitive position, eligible for access to classified information, eligible to serve as a non-appropriated fund employee or a contractor, eligible to serve in the military, or authorized to be issued a Federal credential. Vetting includes all steps in the end-to-end process, including determining need (appropriate position designation), validating need (existence of a current investigation or adjudication),

V

collecting background information via standard forms, investigative activity, adjudication, providing administrative due process or other procedural rights, and ongoing assessments to ensure that individuals continue to meet the applicable standards for the position for which they were favorably adjudicated.

[Back to Top](#)

W

[Back to Top](#)

X

[Back to Top](#)

Y

[Back to Top](#)

Z

[Back to Top](#)