

# Suitability and Fitness Reference Job Aid

## *Introduction to Suitability and Fitness for Security Practitioners*

### Trusted Workforce 2.0 Three-Tier Investigative Model

Position Designation	Investigative Tiers	Eligibility
Non-Sensitive/Low-Risk	Low Tier (LT)	Minimum investigation for physical/logical access Access (HSPD-12) Credentialing
Non-Sensitive/Moderate-Risk Public Trust	Moderate Tier (MT)	No national security sensitivity
Non-Critical Sensitive/Moderate-Risk Public Trust	Moderate Tier (MT)	Eligibility for access to Confidential/Secret information Eligibility for L access
Non-Sensitive/High-Risk Public Trust	High Tier (HT)	No national security sensitivity
Critical-Sensitive/High-Risk Public Trust Special-Sensitive/High-Risk Public Trust	High Tier (HT)	Eligibility for access to Top Secret information Eligibility for access to Sensitive Compartmented Information (SCI) Eligibility for Q access

### Five Personnel Vetting Scenarios

Personnel Vetting Scenario	Description
Initial Vetting	Establishes trust with an individual who is not previously vetted
Continuous Vetting	Assesses risk in near real-time of trusted insiders
Upgrades	Quickly raises the level of vetting and/or trust determination when required
Transfer of Trust	Streamlines trusted insiders' movement between agencies and organizations
Re-establishment of Trust	Simplifies re-entry to Federal employment after a break-in-service

## Suitability and Fitness Factors

Factor	Concern	Examples of Conduct
Factor 1: Misconduct or Negligence in Employment	Conduct involving questionable judgment, unreliability, dishonesty, or unwillingness to follow rules or regulations raises questions about whether an individual's employment or continued employment would adversely impact the integrity or efficiency of the service.	<ul style="list-style-type: none"> <li>Misconduct: intentionally doing something wrong in the employer's estimation <i>Examples:</i> <ul style="list-style-type: none"> <li><i>Repeated unexcused absences</i></li> <li><i>Using a company vehicle to run personal errands while on the clock</i></li> </ul> </li> <li>Negligence: an act or omission that a reasonable person in the employee's circumstances should know is contrary to the employer's expectations <i>Example:</i> <ul style="list-style-type: none"> <li><i>Accidentally failing to turn on the security system upon being the last to leave</i></li> </ul> </li> </ul>
Factor 2: Criminal Conduct	Criminal conduct creates doubt about an individual's judgment, reliability, and trustworthiness and calls into question an individual's willingness to comply with laws, rules, and regulations.	<ul style="list-style-type: none"> <li>Offenses involving danger to a person</li> <li>Criminal sexual behavior</li> <li>Arson, criminal mischief, and other property destruction</li> <li>Weapons offenses</li> <li>Theft and related offenses</li> <li>Offenses against public order and decency</li> <li>Drug and alcohol offenses</li> </ul>
Factor 3: Material, Intentional False Statement, or Deception or Fraud, in Examination or Appointment	Providing intentional false statements or engaging in deception or fraud in the competitive hiring process circumvents the Federal hiring procedures created to ensure fair and open competition.	<ul style="list-style-type: none"> <li>Withholding information or furnishing false information</li> <li>Omitting relevant information <i>Example:</i> <ul style="list-style-type: none"> <li><i>Performance discharge from the same type of job</i></li> <li><i>Drug use conviction for a job in the medical field</i></li> </ul> </li> <li>Falsifying relevant experience, education, etc.</li> </ul>

Factor	Concern	Examples of Conduct
Factor 4: Dishonest Conduct	Dishonest conduct creates doubt about an individual's reliability and trustworthiness and calls into question an individual's willingness to comply with laws, rules, norms, and standards.	<ul style="list-style-type: none"> <li>• Deliberate financial irresponsibility with continuing, valid debts</li> <li>• Illegal dishonest activities including: <ul style="list-style-type: none"> <li>○ Theft</li> <li>○ Acceptance of a bribe</li> <li>○ Falsification of claims and business records</li> <li>○ Perjury</li> <li>○ Forgery</li> </ul> </li> <li>• Deliberate lies, fraud, or deceit</li> </ul>
Factor 5: Excessive Alcohol Use Without Evidence of Rehabilitation	Excessive use of alcohol may impact an individual's ability to complete their duties and/or cause them to behave or act in a manner that puts their own safety or the safety of others at risk.	<ul style="list-style-type: none"> <li>• Regular binge/heavy drinking</li> <li>• A pattern of alcohol-related arrests.</li> <li>• Write-ups, counseling, or other disciplinary actions that clearly stem from alcohol-related employment problems</li> </ul>
Factor 6: Illegal use of Narcotics, Drugs, or Other Controlled Substances, Without Evidence of Rehabilitation	Illegally using drugs or other controlled substances can raise questions about an individual's reliability and trustworthiness and/or willingness to comply with laws, rules, and regulations.	<ul style="list-style-type: none"> <li>• Testing positive for drug(s) without a medically acceptable reason</li> <li>• Failure to complete a drug treatment program</li> <li>• Expressed intent to continue to use drugs illegally</li> <li>• A pattern of drug-related arrests</li> <li>• Write ups, counseling, or other disciplinary actions that clearly stem from drug-related employment problems</li> </ul>
Factor 7: Knowing and Willful Engagement in Acts or Activity Designed to Overthrow the U.S. Government by Force	All Federal employees must be loyal to the United States.	<p>Knowing/willful engagement in acts/activities designed to overthrow the U.S. government by force. To be disqualifying:</p> <ul style="list-style-type: none"> <li>• Acts must be overt and illegal</li> <li>• Advocacy must be the incitement or indoctrination to commit defined illegal acts</li> <li>• Association requires the individual know the organization's unlawful goals <ul style="list-style-type: none"> <li>○ Is the individual to be an active member?</li> <li>○ Does the individual seek to further its unlawful goals?</li> </ul> </li> </ul>

Factor	Concern	Examples of Conduct
Factor 8: Any Statutory or Regulatory Bar that Prevents Lawful Employment	<p>Federal statutes and/or regulations may prevent lawful employment.</p> <p>This includes statutory and regulatory debarments that apply to general employment with the Government, specific positions within the Government, or performance of particular duties within the Federal Government.</p>	<ul style="list-style-type: none"><li>• Examples of general Government employment bars include:<ul style="list-style-type: none"><li>○ Bar for participation in a strike against the government</li><li>○ Bar for failure to register for the Selective Service</li></ul></li><li>• Example of a duty-specific bar includes:<ul style="list-style-type: none"><li>○ Barred from positions that require guns/ammunition for conviction of crime/domestic violence</li></ul></li></ul>
Factor 9: Violent Conduct	<p>Violent behavior that does not fall squarely under another factor.</p> <p>Includes violent conduct that occurs outside of the workplace or that may not be considered criminal or dishonest in nature.</p>	<ul style="list-style-type: none"><li>• Spousal abuse (even if there are no criminal charges) that led to a protection from abuse order</li><li>• Physical fights or use of excessive force or brutality against others</li><li>• Sexually or physically violent conduct that leads to a civil protection order but not criminal charges</li></ul>