

Job Aid

Elements of Federal Personnel Vetting Short

Note: Given the unique circumstances of the individual and the applicable personnel vetting domain, the role(s) involved with each element may vary and is not limited to those identified below.

Element	Description	Role(s) Involved
 Personnel Vetting Engagement	Two-way communication must occur between the individual and the Government at all appropriate points in the Federal personnel vetting process. This results in improved accuracy, validity, transparency, and efficiency at each step of the process.	• Individual • Security Practitioners
 Position Designation	Security practitioners apply standard criteria and business rules to make uniform and consistent position sensitivity and risk determinations to ensure that the individual holding that position undergoes the appropriate background investigation.	• Human Resources (HR) Specialist or Hiring Manager • Security Manager
 Determining Previous Vetting	Security practitioners determine if an individual has been previously vetted for a trust determination (adjudicative decision) and whether the previous vetting meets or exceeds the investigative requirements of the position and determine if additional personnel vetting is required.	• Human Resources (HR) Specialist or Hiring Manager • Security Manager • Adjudicator or Personnel Security Specialist

Element	Description	Role(s) Involved
 Vetting Questionnaire	The individual provides relevant background information initially, and updates their previously provided information, as required on the personnel vetting questionnaire (PVQ). Under Trusted Workforce 2.0, the PVQ will replace the Standard Form (SF) 85, 85-P, and 86.	- Human Resources (HR) Specialist or Hiring Manager - Security Manager - Individual
 Screening	Security practitioners review initial information collected from the individual to identify information of potential adjudicative concern. Screening is conducted prior to an investigation and up to the point of receiving high-yield checks (HYCs).	- Human Resources (HR) Specialist or Hiring Manager - Security Manager
 Preliminary Determination	Based on the results of the high-yield checks (HYCs), the agency makes an internal decision to allow the individual to enter on duty in advance of the completed background investigation and final adjudication.	- Security Manager - Adjudicator or Personnel Security Specialist
 Investigation	The investigative service provider (ISP) conducts the background investigation and submits the report of investigation (ROI) containing both positive and negative information about the individual to the adjudicative authority to make a trust determination.	- Investigative Service Provider (ISP) - Individual

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 Adjudication	The personnel security specialist or adjudicator makes a risk-based decision about whether the individual demonstrates the characteristics of a trusted person. As needed, the personnel security specialist or adjudicator may request further analysis support from the Insider Threat or Counterintelligence (CI) Officer and/or request additional information from the individual through the investigative service provider (ISP) or their security manager. The adjudication decision culminates in a favorable or unfavorable trust determination.	• Adjudicator or Personnel Security Specialist • Investigative Service Provider (ISP) • Insider Threat or Counterintelligence (CI) Officer • Security Manager • Individual
 Federal Personnel Vetting Record	Security practitioners must record personnel vetting actions and determinations, unless law or regulation authorizes withholding it from the Federal personnel vetting record. This includes investigative items and adjudicative information in the Government-wide repositories and agency internal systems of records for increased mobility and transparency.	• Human Resources (HR) Specialist or Hiring Manager • Adjudicator or Personnel Security Specialist • Security Manager • Appeal Board Authorities • Investigative Service Provider (ISP) • Continuous Vetting (CV) Analyst • Insider Threat or Counterintelligence (CI) Officer
 Information-Sharing	To the extent permitted by law, agencies share validated, relevant information throughout the personnel vetting process to improve transparency, ensure quality, and maximize efficiency.	• Human Resources (HR) Specialist or Hiring Manager • Security Manager • Adjudicator or Personnel Security Specialist • Investigative Service Provider (ISP) • Continuous Vetting (CV) Analyst • Insider Threat or Counterintelligence (CI) Officer • Appeal Board Authorities

Element	Description	Role(s) Involved
 Continuous Vetting	Security practitioners enroll an individual into a continuous vetting (CV) compliant capability for their corresponding investigative tier based on the position designation. If an activity is triggered, it may require further investigation and re-adjudication.	• Human Resources (HR) Specialist or Hiring Manager • Security Manager • Continuous Vetting (CV) Analyst • Individual • Investigative Service Provider (ISP) • Insider Threat or Counterintelligence (CI) Officer • Adjudicator or Personnel Security Specialist
 Review Proceedings	In the event of an unfavorable trust determination, the individual has rights for review proceedings, formerly known as Due Process and Appeals. In the Department of War (DOW), this is known as Security Review Proceedings (SRP).	• Adjudicator or Personnel Security Specialist • Security Manager • Appeal Board Authorities • Individual