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NARRATOR VOICE: "Welcome to The Personnel Vetting Process Webcast Series. This three-episode series introduces the process a newly hired Federal civilian, military member, or contractor will experience as part of the personnel vetting process."

NARRATOR VOICE: You are about to watch episode one of this three-episode series which will explore the pre-investigation stage of the personnel vetting process. At the conclusion of this webcast episode, we invite you to join us for parts two and three which will explore the investigation stage and the adjudication stage of personnel vetting.

HOST: Welcome to the w-CDSE Personnel Vetting radio hour where we discuss the latest and greatest things happening in the world of Personnel Vetting. I'm your host, Robert LaHart. I'm a Subject Matter Expert in this topic having completed extensive training through the Center for Development of Security Excellence and I want to take your calls and answer all your PV related questions! We have a great show planned for tonight. Let's get started off with our first caller on line one!

CALLER: Hi Robert! This is Dwight. First-time caller, long time listener. I'm so happy I was able to get through on the phone line tonight. I need your expertise.

HOST: That's what I'm here for! how can I assist you?

CALLER: I just got a job offer from the Department of Defense. I'm so excited to finally become a federal civilian employee after years of trying. As part of this job, I'm required to get a security clearance. I'm very nervous and have a lot of questions.

HOST: Congratulations on your new employment opportunity Dwight! What questions do you have?

CALLER: The Job offer states it's contingent upon me obtaining a security clearance, what exactly does that mean?

HOST: There are actually two components to your onboarding as a new federal employee. The human resources side and the security side. Obtaining a security clearance is part of the security side of onboarding. It may be easier to explain the security side by first defining the term Personnel Vetting. Personnel Vetting, or PV, describes the process in which trusted government personnel evaluate the reliable and relevant information from background investigations and other sources in order to make trust determinations for national security eligibility, suitability and fitness, or access to federal government facilities or information systems.

CALLER: OK

HOST: Based upon what you have told me, you are going to be vetted for a national security trust determination. In other words, you are going to undergo an investigation process and have an adjudicator determine whether or not you are an acceptable risk to national security in your new position. Also, you mentioned the term security clearance. That lingo has changed. You are actually going to be required to obtain a favorable national security eligibility trust determination. It means the same thing.

You are starting the initial vetting process now. Initial vetting occurs when someone such as yourself is attempting to establish trust with the government.

CALLER: What exactly do I need to do within this process to get started on obtaining my security eligibility?

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HOST: The whole vetting process is going to flow through your point of contact in the security office of your agency, most likely a security specialist. If they haven't contacted you yet they most certainly will be soon. If you were in the military the point of contact would be your special security office or SSO and if you were a contractor in industry your facility security officer or FSO would be the point of contact.

CALLER: Robert, what will my security specialist have me do?

HOST: One of the first things is they'll send you to get your electronic fingerprints done. They will direct you where to go for that. You will also get instructions on completing a Standard Form 86 or SF 86. This is a comprehensive form you will complete electronically using a program called eApp. eApp is a relatively new program that replaced what used to be known as eQip. In the near future the SF 86 is going to be replaced by the PVQ, or Personnel Vetting Questionnaire.

Hey, speaking of getting your fingerprints taken, that's a perfect segway into a quick commercial break with our sponsor, CDSE!

FEMALE NARRATOR:

Are you a security professional responsible for ensuring the successful capture and submission of electronic fingerprints but you just can't seem to figure out how to do it?

LET US HELP YOU!

Go to CDSE.edu and view the brand-new instructional video called "How to take successful electronic fingerprints!"

This video will walk you through the step-by-step process and offer helpful tips for those hard-to-get prints. You can find this video in the Personnel Security videos tab.

Don't delay.... VIEW IT TODAY!

HOST: Alright.... We're Back! As always, thank you to our wonderful CDSE sponsors...

What's your next question Dwight?

CALLER: What type of information will I need to list on the SF 86?

HOST: (Sigh) A lot of information. You are going to provide information on your citizenship status, current and former residences, places of employment, your financial situation, any criminal history and more.

CALLER: What if I don't know all the information required on the SF 86?

HOST: You need to do the best you can to provide what is required. Certainly, there could be a situation where maybe you cannot recall the exact address of a residence from a few years ago. In those cases, do your best to explain what you can recall. It's important that you complete this form as accurately and completely as possible because that's really going to help the investigator complete your investigation in a timely manner. One of the other things to keep in mind when completing your SF86 is that you only need to answer the questions as asked and provide relevant details.

If the investigator reviews your SF86 and has additional questions or needs something clarified, they will let you know. Effective two-way communication is key.

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CALLER: How long is it going to take to get eligibility?

HOST: There is no exact answer to that question. The time it takes to complete the national security vetting process will vary for everyone. There are a lot of variables that will impact the time frame. There are different investigation types which include a more thorough investigation than others and therefore take longer to complete. The investigation types are based upon the level of risk and sensitivity of the position, or the level of classified access needed for the position.

CALLER: And so I can't actually get started working this new job until the process is concluded?

HOST: Not necessarily. In some situations, the applicant will be granted what's called a temporary eligibility or interim eligibility. Being granted temporary eligibility depends on a few different factors that are outlined in a policy known as SEAD 8 which is available on the CDSE website under the personnel security toolkit tab.

CALLER: Should I tell my current employer about this process?

HOST: You mean should you tell your current employer that you are undergoing a background investigation for a new job?

CALLER: Yes, that's what I'm asking.

HOST: The decision of whether or not you want to tell your current employer is entirely your own. In some instances, your current employer will be contacted in regard to the investigation so they will likely find out.

CALLER: Thank you so much for the information tonight, this has been very helpful in setting my expectations for this first part of the PV process.

HOST: Thanks for calling! I'm glad we could be of assistance. Remember CDSE.EDU has a lot of different products that can be helpful in understanding various aspects of personnel vetting. When you conclude the pre-investigation stage and get ready to begin the investigation stage give us a call if you have any questions.

CALLER: Will do! Have a great night and thanks W-CDSE!

NARRATOR: This concludes episode one of the three-episode Webcast series, The Personnel Vetting Process. Please tune in for episode two as we explore the Investigation Stage of the PV process next.

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