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<b>A</b>	
<b>Access</b>	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.
<b>Access National Agency Check with Inquiries (ANACI)</b>	
<b>Adjudication</b>	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.
<b>Air Force Office of Special Investigations (AFOSI)</b>	
<b>Automated Record Checks (ARC)</b>	A method for requesting, collecting, and validating electronically accessible and adjudicative relevant data using the most efficient and cost-effective technology and means available.
<b>Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)</b>	

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<b>B</b>	
<b>Background Investigations (BI)</b>	
<b>Broadcasting Board of Governors (BBG)</b>	
<b>Bureau of Engraving and Printing (BEP)</b>	
<b>Bureau of Fiscal Service (BFS)</b>	

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<b>C</b>	
<b>Center for Development of Security Excellence (CDSE)</b>	
<b>Central Intelligence Agency (CIA)</b>	
<b>Central Verification System (CVS)</b>	
<b>Cohabitant</b>	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 with for reasons of convenience (e.g., a roommate).

<b>C</b>	
<b>Central Intelligence Agency (CIA)</b>	
<b>Confidential</b>	
<b>Consolidated Adjudications Facility (CAF)</b>	The Department of Defense (DOD) Consolidated Adjudications Facility (CAF) is the sole authority to determine security clearance eligibility of non-Intelligence.
<b>Continuous Evaluation (CE)</b>	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.
<b>Continuous Vetting (CV)</b>	Reviewing the background of a covered individual at any time to determine whether that individual continues to meet applicable requirements.
<b>Controlled Substance</b>	Any controlled substance as defined in 21 U.S.C. 802.
<b>Controlled Unclassified Information (CUI)</b>	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.
<b>Counterintelligence (CI)</b>	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.
<b>Covered Individual</b>	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).
<b>Credentialing</b>	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).
<b>Critical-sensitive</b>	

Customs and Border Protection (CBP)

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<b>D</b>	
<b>Defense Central Index of Investigations (DCII)</b>	DCII is an automated central index that identifies investigations conducted by DOD investigative agencies.
<b>Defense Counterintelligence and Security Agency (DCSA)</b>	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.
<b>Defense Information System for Security (DISS)</b>	The DOD system of record for case management and adjudications for non-IC agencies. It is a secure, end-to-end Information Technology system that reduces the DOD national security eligibility determinations, suitability, and HSPD-12 process cycle times by electronically collecting, reviewing, and sharing relevant data among appropriate government agencies.
<b>Defense Intelligence Agency (DIA)</b>	
<b>Defense Office of Hearings and Appeals (DOHA)</b>	
<b>Defense Security Service (DSS)</b>	
<b>Department of Defense (DOD)</b>	
<b>Department of Defense Manual (DODM)</b>	
<b>Department of Energy (DOE)</b>	
<b>Department/Agency (D/A)</b>	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.
<b>Department of Energy (DOE) L Access</b>	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.
<b>Department of Energy (DOE) Q Access</b>	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.
<b>Department of Health, Education and Welfare (DHEW)</b>	
<b>Department of Homeland Security (DHS)</b>	
<b>Department of Justice (DOJ)</b>	
<b>Department of State (DOS)</b>	
<b>Department of the Navy (DON)</b>	

<b>Derogatory Information</b>	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.
<b>Director of National Intelligence (DNI)</b>	
<b>Due Process</b>	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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<b>E</b>	
<b>Electronic Application (e-App)</b>	
<b>Electronic Questionnaires for Investigations Processing System (e-QIP)</b>	e-QIP is a web-based automated system designed to facilitate the processing of standard investigative forms used when conducting background investigations for federal security, suitability, fitness and credentialing purposes.
<b>e-Adjudication</b>	Process consists of applying a set of business rules to the results of national security investigations to identify cases that contain derogatory information.
<b>Eligibility</b>	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.
<b>Enhanced Subject Interview (ESI)</b>	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.
<b>Executive Order (E.O.)</b>	An order issued by the President to create a policy and regulate its administration within the Executive Branch.
<b>Expandable Focus Investigation (EFI)</b>	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.

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F	
<b>Federal Bureau of Investigation (FBI)</b>	
<b>Federal Employees and Contractors Only (FEDCON)</b>	
<b>Federal Investigative Standards (FIS)</b>	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.
<b>Federal Investigative Elements</b>	Specific checks that are required to be conducted based on the type of investigation needed. The FIS define when these checks are required, ensuring high-quality investigations that can be reciprocally accepted. These checks can include: Citizenship/Legal Status, Credit/Financial History, Date and Place of Birth, Education, Employment, FBI Checks, Foreign Activities, Intelligence Indices Check, Local Law Enforcement Agency Checks, Prior/Current Investigative Records, Public Records, Selective Service Registration, Social Security Number, Terrorist/Subversive Activities, U.S. Military Discharge, and Publicly Available Electronic Information.
<b>(FinCEN)</b>	Financial Crimes Enforcement Network
<b>Fitness</b>	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.
<b>Foreign Intelligence Entity (FIE)</b>	Known or suspected foreign state or non-state organizations or persons that conduct 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. The term includes foreign intelligence and security services and international terrorists.
<b>Frequently Asked Question (FAQ)</b>	

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<b>Homeland Security Presidential Directive 12 (HSPD-12)</b>
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**I**

<b>Immigration and Customs Enforcement (ICE)</b>
<b>Information Technology (IT)</b>

**I**

**Intelligence Community (IC)**

**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

**Internal Revenue Service (IRS)**

**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.

**Islamic State of Iraq and ash-Sham (ISIS)**

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**J**

**Joint Verification System (JVS)**

**Joint Worldwide Intelligence Community Systems (JWICS)**

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**L**

**Limited Access Authorization (LAA)**

**Logical and Physical Access**

Access other than occasional or intermittent to federally-controlled facilities or federally-controlled

**L**

information systems.

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**M**

**Merit Systems Protection Board (MSPB)**

**Moderate-Risk Background Investigation (MBI)**

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**N**

**National Agency Check (NAC)**

**National Agency Check with Law and Credit (NACLC)**

**National Background Investigations Bureau (NBIB)**

**National Background Investigation Services (NBIS)**

**National Crime Information Center (NCIC)**

**National Geospatial-Intelligence Agency (NGA)**

**National Industrial Security Program Operating Manual (NISPOM)**

**National Reconnaissance Office (NRO)**

**National Security Agency (NSA)**

**National Security Background Investigation**

The collection and analysis of pertinent facts and data to support a determination of whether a covered individual is, and continues to be: (i) eligible for access to classified information; (ii) eligible to hold a sensitive position; (iii) suitable or fit for federal employment; (iv) fit to perform work for or on behalf of the Federal Government as a contractor or non-appropriated fund employee; or (v) authorized to be issued a federal credential (EO 13467, as amended). For the purpose of this BDR, the background investigation process begins once the investigative service provider obtains the information needed from the agency to begin the background investigation and continues until the background investigation is completed, according to federal investigative standards.

**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.

**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.

**N**

**Noncritical-sensitive**

**Non-sensitive**

**North Atlantic Treaty Organization (NATO)**

**Nuclear Command and Control-Extremely Sensitive Information (NC2-ESI)**

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**O**

**Office of Management and Budget (OMB)**

**Office of Personnel Management (OPM)**

**Office of the Director of National Intelligence (ODNI)**

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**P**

**Performance Accountability Council (PAC)**

**Periodic Reinvestigation (PR)**

An investigation conducted to update a 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 Reliability Program (PRP)**

**Personnel Security Appeal Board (PSAB)**

**Personnel Security Program (PSP)**

Program established to ensure that only loyal, trustworthy, and reliable individuals are granted access to classified information or assignment to a sensitive position.

**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.

**Program of Instruction (POI)**

**Public Trust Position**

Any position so designated under Title 5 CFR Part 731.

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**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.

**Reimbursable Suitability Investigation (RSI)**

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**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)**

**Security/Suitability Investigations Index (SII)**

SII is a centralized database used to record personal background investigations conducted by authorized ISPs.

**Sensitive Compartmented Information (SCI)**

**Sensitive Position**

Any position within or in support of an agency in which 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.

**Single Scope Background Investigation (SSBI)**

**Single Scope Background Investigation –  
Periodic Reinvestigation (SSBI-PR)**

**Special Access Programs (SAPs)**

**Special-sensitive**

**Standard Form (SF)**

**Standard Operating Procedure (SOP)**

**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)**

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**T**

**Tennessee Valley Authority (TVA)**

**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)**

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**U**

**U.S. Citizenship and Immigration Services (USCIS)**

**U.S. Coast Guard (USCG)**

**U.S. Postal Inspection Service (USPIS)**

**U.S. Secret Service (USSS)**

**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.)**

**United States Agency for International Development (USAID)**

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**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), 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.

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