



Department of Homeland Security  
Office of the Chief Procurement Officer and Office of the Chief Security Officer

## GLOSSARY OF PERSONNEL SECURITY TERMS

### STAKEHOLDERS

Chief Security Officer (CSO)	The CSO has Department-wide responsibility for the supervision, oversight and direction of the Department's Security Programs for personnel, information technology and communications systems, facilities, property, equipment, information and other material resources. The CSO establishes unified policies and business practices across the Department to ensure the efficient and effective use of resources in performing the actions needed to achieve functional excellence in the Security Program.
Personnel Security Division (PSD)	The PSD is responsible for evaluating and reporting the effectiveness of the DHS Personnel Security Program; determining individuals' suitability, fitness, eligibility to occupy a national security position or eligibility for access to classified information; and notifying the appropriate program office of the suitability, fitness, or eligibility adjudicative decision.
Chief Procurement Officer (CPO)	The CPO is responsible for ensuring that contracting officials and program officials consider whether personnel security or clearance requirements are applicable and insert appropriate agency or federal security program requirements in DHS solicitations, contracts, agreements, or other transactions.
Contracting Officer's Representative (COR)	The CORs are appointed by the Contracting Officer (CO) in writing to perform specific functions in managing a contract. The COR provides technical directions to the contractor employee within the confines of the agreement. The CO and the COR work together to ensure the contract requirements are clearly communicated to the contractor employee. The COR is the primary liaison between PSD and the industry representative and is responsible for submitting the DHS form 11000-25 <sup>1</sup> (Contract Suitability/Security Screening Request Form) and applicable security packages for contractor applicants to PSD.
Facility Security Officer (FSO) / Industry Security Professional (ISP)	An individual who has a "need to know" as it pertains to security matters for a contract. The FSO/ISP serves as a security subject matter expert for industry as well as a liaison between the contractor employee or individual, and COR for security matters.

### TERMS

Adjudication	An examination of an individual's character and conduct over a sufficient period of time to make a determination of fitness to work on a DHS contract; and/or an examination of an individual's loyalty and trustworthiness to make a determination of eligibility for access to Sensitive Compartmented Information (SCI) and/or Special Access Programs (SAP), materials, or areas.
Adjudicator	A personnel security specialist who performs adjudications (see above).
Background Investigation	A generic term used to describe the various types of investigations into an individual's background that are used to determine an individual's fitness to work on a DHS contract and/or eligibility for access to SCI, SAP, materials, or areas. Investigations are conducted using a variety of methods including the completion of standard form questionnaires, electronic inquiries, written or telephonic inquiries, or through personal contact with individuals.

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<sup>1</sup> Current (04/09) version under revision



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Agency	Special government organizations set up for a specific purpose such as the management of resources, financial oversight of industries or national security issues.
Component	Operational and support elements that make up the Department.
Contract	A mutually binding legal agreement obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them, as defined in the <a href="#">Federal Acquisition Regulations (FAR)</a> .
Contractor Employee	An individual who performs work on behalf of any federal agency under a contract, or subcontract.
Derogatory Information	Information that potentially justifies an unfavorable fitness or access determination. Such information may prompt a request for additional investigation or clarification to resolve an issue.
DHS Facility	DHS-owned buildings or leased space and controlled access space, whether for single or multi-tenant occupancy, and its grounds and admittance, all or any portion of which is under the jurisdiction, custody or control of the Department. It includes DHS-controlled commercial space shared with non-government tenants; DHS-owned contractor employee-operated facilities; and facilities under a management and operating contract such as for the operation, maintenance, or support of a Government-owned or-controlled research, development, special production, or testing establishment.
Entry on Duty (EOD) Determination	A preliminary risk management decision (favorable or unfavorable) by the PSD that an individual may or may not commence work on a designated contract or task order before the required background investigation is completed and/or the final fitness determination is rendered. The EOD determination is not a substitute for the required background investigation and does not represent a final fitness determination. Paperwork is required for each assignment, for PSD to ensure appropriate vetting has occurred.
Fitness	The level of character and conduct determined necessary for a contract individual to perform work on behalf of a federal agency. <sup>2</sup>
Fitness Determination	A decision by the PSD that an individual has or does not have the level of character and conduct required to perform work on a designated contract or task order on behalf of DHS. Paperwork is required for each assignment for PSD to ensure security records accurately reflect a contractor employee's office and position of assignment and that appropriate vetting has occurred.
Information Technology (IT) Systems	IT is defined by <a href="#">40 U.S.C. § 11101</a> (6). For purposes of this Instruction, IT Systems include technology systems that are (1) owned, leased, or operated by a Component; (2) operated by a contractor employee on behalf of DHS; or (3) operated by another federal, state, or local government agency on behalf of DHS.
Letter of Intent/Interrogatory (LOI)	Official letter of notification to the individual of issue(s) of concern for fitness, allowing the individual to provide additional information to refute or mitigate the concern(s). Due to the Privacy Act, LOIs are sent only to the individual, who is given 15 calendar days to respond.
National Security Position(s)	As defined by <a href="#">5 CFR 1400.102</a> : National security positions include any position in a department or agency, the occupant of which could bring about, by virtue of the nature of the position, a material adverse effect on the national security. Such positions may or may not require eligibility for access to classified information.

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<sup>2</sup> The term 'fitness' is sometimes mistakenly interchanged with 'suitability;' however, suitability only applies to federal individuals in the competitive service.



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	DHS positions that do require access to classified information, require a Secret or Top Secret security clearance. <sup>3</sup>
	<p>Secret Information, the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security of the United States.</p> <p>Top Secret Information, the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security of the United States.</p>
Position Risk Level	An assessment (low, moderate, or high) of a position to determine its potential for adverse impact to the integrity or efficiency of the service, its effect on the agency or on the agency's mission.
	<p>Low Risk Positions (non-Public Trust) that have the potential for limited impact on the integrity and efficiency of the federal service and have no clearance or other sensitive national security duties. These positions involve duties and responsibilities of limited relation to an agency or program mission.</p> <p>Moderate Risk Positions that have the potential for moderate to serious impact on the integrity and efficiency of the federal service. Moderate risk positions involve duties that are considerably important to the agency or program mission with significant program responsibility or delivery of service.<sup>4</sup></p> <p>High Risk Positions that have the potential for exceptionally serious impact on the integrity and efficiency of the federal service. These positions involve duties that are especially critical to the agency or program mission with a broad scope of responsibility and authority.<sup>5</sup></p>
Reciprocity	Acceptance of an industry security clearance, another federal agency's in-scope investigation that meets or exceeds the requirement, and/or a final adjudicative determination barring any exception or newly developed adverse information.
Request for Proposal (RFP)	An RFP is a written request asking contractors to submit specifications and prices that fit the customer's requirements. A request for proposal is a notice issued when an organization wants to buy something and chooses to make the specifications available to many other companies so they can submit competitive bids.
Request for Quote (RFQ)	An RFQ is a type of bidding solicitation in which a company or organization asks outside vendors to provide a cost quote for the completion of a particular project or program. A Request For Quote is a variation of a Request For Proposal (RFP), and typically provides more information to the bidder about the project's requirements. It often requires the bidder to break down costs for each phase of the project so as to allow the soliciting company to compare different bids.

<sup>3</sup> Contractor security clearances are granted by DoD, not DHS. DHS may determine SCI eligibility after the contractor has obtained their final TS clearance from DoD.

<sup>4</sup> This position is considered a "Public Trust" position. A "Public Trust" position may involve policy making, major program responsibility, public safety and health, law enforcement duties, fiduciary responsibilities, or other duties demanding a significant degree of public trust and positions involving access to or operation or control of financial records, with a significant risk for causing damage or realizing personal gain.

<sup>5</sup> Ibid.



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Sensitive Compartmented Information (SCI)	Classified information concerning, or derived from, intelligence sources, methods, or analytical processes requiring handling exclusively within formal access control systems established by the Office of the Director of National Intelligence.
Sensitive Information	<p>Any information, the loss, misuse, disclosure, unauthorized access to, or modification of, which could adversely affect the national or homeland security interest, the conduct of federal programs, or the privacy to which individuals are entitled. This definition includes all of the following categories of information:</p> <ul style="list-style-type: none"><li>a. Controlled Unclassified Information (CUI): As defined and addressed by <a href="#">E.O. 13556</a>.</li><li>b. Protected Critical Infrastructure Information (PCII): As described in the Critical Infrastructure Information Act of 2002, <a href="#">6 U.S.C. section 211224</a>, its implementing regulations, <a href="#">6 CFR Part 29</a>, or the applicable PCII Procedures Manual.</li><li>c. Sensitive Security Information (SSI): As described in <a href="#">49 CFR Part 1520</a>.</li></ul>
Statement of Work (SOW)	An SOW is a document, routinely employed in the field of project management, which defines project-specific activities, deliverables and their respective timelines, all of which form a contractual obligation upon the vendor in providing services to the client.