



Letter of Designation for Vetting Assistant

A Mandatory Reference for ADS Chapter 319

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Letter of Designation for Vetting Assistant

TO: [INSERT NAME OF VETTING ASSISTANT] (B/IO/Mission)
FROM: [INSERT NAME OF AA/MD] (AA/Bureau/IO or MD/Mission)
CC: SEC/Counterterrorism Information Security (CTIS)
SUBJECT: Vetting Assistant Designation Letter
DATE:

By this Letter of Designation, [NAME OF AA/AA EQUIVALENT/MISSION DIRECTOR] of [Bureau/Independent Office] hereby designates [NAME OF VETTING ASSISTANT] with responsibility for the duties of a Vetting Assistant for the [INSERT NAME OF VETTING PROGRAM], effective as of [EFFECTIVE DATE].

These duties include receiving/coordinating personal identifying information from Agency implementing partners and prospective implementing partners for the purpose of vetting, responding to questions about information implementing partners and prospective implementing partners should include on the Partner Information Form (PIF) or enter in the Partner-Vetting System (PVS) portal by implementing partners or prospective implementing partners, coordinating with SEC relative to vetting, and conveying the vetting determination to awardees, potential awardees, subawardees or potential subawardees that are subject to vetting.

The [ASSISTANT ADMINISTRATOR/MISSION DIRECTOR] of [BUREAU/INDEPENDENT OFFICE/MISSION] makes your appointment as a Vetting Assistant. By signing this Letter of Designation, you hereby accept the designation, and that the designation requires you to adhere to the requirements placed upon Vetting Assistants as provided herein. SEC/CTIS will maintain and store copies of all Letters of Designation and all records regarding Non-Disclosure Agreements, in accordance with established records management procedures.

Periodic review of the requirements of the designation as the Vetting Assistant is essential for maintaining familiarity with the terms and conditions of the position.

I. ROLES and RESPONSIBILITIES

A. Vetting. The Vetting Assistant must do the following:

- Adhere to the Vetting Standard Operating Procedures/Order (hereinafter, “Vetting Procedures/Order”) (Tab A);
- Comply with Automated Directives System (ADS) Chapter 568 (National Security Information Program) and Executive Order 13526 (Classified National Security Information) regarding the handling of classified national-security information, and consult with SEC for guidance;

- Enter data from the PIF into the PVS Application for Organizations and/or Key Individual(s) required for vetting, as needed;
- Review data from the PIF entered into the PVS Portal for completeness, and communicate with the applicant or proposed subrecipient to clarify data provided or to obtain additional information, as needed; and
- Approve and submit the PIF or information entered into the PVS Portal to SEC for vetting.

B. Eligibility and Ineligibility Recommendations. The Vetting Assistant will coordinate with SEC and receive the recommendation of eligibility.

- For recommendations of eligibility, SEC will enter the final determination into PVS, and the Vetting Assistant will coordinate with the Contracting Officer/Agreement Officer (CO/AO) or Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR), as appropriate, on the notification of eligibility to awardees, potential awardees, subawardees or potential subawardees, as appropriate; the notification of the vetting decision must not include information regarding prime award decisions (the CO/AO is responsible for notifying applicants of award decisions);
- For recommendations of ineligibility, the Vetting Assistant will receive a notice from the Vetting Official of an ineligible final determination; the Vetting Assistant will coordinate with the CO/AO or COR/AOR, as appropriate, on transmitting the notification of ineligibility to awardees, potential awardees, subawardees or potential subawardees, as appropriate;
- The Vetting Assistant must adhere to approved procedures contained within the Vetting Procedures/Order if a decision is made to find an organization or individual eligible after SEC has recommended that the organization or individual be ineligible; and
- The Vetting Assistant must handle and store the information contained in SEC assessments in accordance with security classification markings, and under no circumstance disclose it, share it, or release it to unauthorized individuals, individuals without an official need-to-know, and/or award offerors/applicants.

II. LIMITATIONS

A. Scope of Authority. The Vetting Assistant will provide only the final eligibility determination to prime awardees and/or the CO/AO as relevant. Should the Vetting Assistant become aware of the vetting recommendation, he or she will not communicate the vetting recommendation to the CO/AO, or awardees, potential awardees, subawardees or potential subawardees. The Vetting Assistant will not

divulge information used during the formulation of the recommendation or determination.

- B. Notification of Eligibility or Ineligibility. The Vetting Assistant must communicate all notices of eligibility or ineligibility to prime awardees and/or the CO/AO or the COR/AOR, as appropriate, by using the notification of eligibility or ineligibility template (Tab B), as appropriate, unless the Assistant Administrator for the Bureau for Management (AA/M), the Director of SEC, and the General Counsel (GC) provide express, written prior approval for a different notice, by individually signed Action Memorandum filed with the Agency's Executive Secretariat.
- C. Deliberate or negligent failure by the Vetting Assistant to comply with rules and regulations for protecting sensitive or classified national security information raises doubt of an individual's trustworthiness, judgment, reliability or willingness/ability to safeguard information and is a serious security concern that can result in termination of this designation as a Vetting Assistant and in revocation of a security clearance.
- D. These provisions are consistent with and do not supersede, conflict with, or otherwise alter, the employee obligations, rights, or liabilities created by existing statute or Executive Order related to (1) classified information; (2) communications to Congress; (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety; or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive Orders and statutory provisions are incorporated into this Letter of Designation and are controlling.

III. TRAINING

Training as Vetting Assistant is required. SEC provides Counterterrorism-Awareness training for personnel assigned to a Vetting Support Unit or its equivalent. All personnel who will review SEC's vetting recommendations/assessments must complete this training prior to being appointed as a Vetting Assistant. The training includes the Vetting Assistant's responsibilities concerning SEC's procedures related to vetting and generating eligibility recommendations. Vetting Assistants must also complete Intelligence 101 and Information-Security training offered by SEC/CTIS. Further, it is the responsibility of the Vetting Assistants, trained by the Office of the Chief Information Officer within the Bureau for Management on the use of the Secure Portal and PVS database, to train awardees and potential awardees on completing the PIF and entering information into the PVS portal, and on other aspects of the vetting program for which the Vetting Assistant is responsible.

ACKNOWLEDGEMENT

Your signature below confirms that you:

- (1) Accept this appointment;

- (2) Have completed the requisite training, in accordance with Section III of this Letter of Designation; and
- (3) Agree to comply with all duties, responsibilities, and limitations outlined in this Letter of Designation, particularly those pertaining to the handling and protection of classified and sensitive information.

I HEREBY ACCEPT THIS APPOINTMENT AND ACKNOWLEDGE MY DUTIES AND RESPONSIBILITIES AS A VETTING ASSISTANT:

(Name) _____ (Signature) _____ (Date) _____

VETTING ASSISTANT

I HEREBY MAKE THIS DESIGNATION OF A VETTING ASSISTANT RESPONSIBLE FOR THE DUTIES AND RESPONSIBILITIES DESCRIBED HEREIN:

(Name) _____ (Signature) _____ (Date) _____
[BUREAU/MISSION TITLE]/APPOINTING OFFICIAL

Tab

- A – Vetting Order/Procedures
- B – Notice of Eligibility/Ineligibility Templates

cc: SEC/CTIS