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Letter of Designation for Vetting Official

A Mandatory Reference for ADS Chapter 319

New Edition Date: 01/15/2021

Responsible Office: M/MPBP

File Name: 319map\_011521

**Letter of Designation for Vetting Official**

TO: [INSERT NAME OF VETTING OFFICIAL] (B/IO/Mission)

FROM: [INSERT NAME OF AA/MD] (AA/Bureau/IO or MD/Mission)

CC: SEC/Counterterrorism Information Security (CTIS)

SUBJECT: Vetting Official Letter of Designation

DATE:

By this Letter of Designation, [Assistant Administrator/AA Equivalent Title/Mission Director, NAME OF AA/AA EQUIVALENT/MISSION DIRECTOR] of [Bureau/Independent Office/Mission] hereby designates [NAME OF VETTING OFFICIAL] with responsibility for the duties of a Vetting Official for the [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 or prospective implementing partners should include on the Partner Information Form (PIF) or enter in the Partner-Vetting System (PVS) portal; receiving the eligibility or ineligibility recommendations from the USAID Office of Security (SEC); coordinating with SEC as needed to support a SEC request for release of information from originating Agencies; assisting the Bureau/Independent Office/Mission (B/IO/M) in making a final eligibility determination based on SEC’s eligibility or ineligibility recommendation; coordinating with SEC relative to vetting; and conveying the vetting determination to awardees, potential awardees, subawardees or potential subawardees subject to vetting, as well as to the relevant Contracting or Agreement Officer (CO/AO) and Contracting Officer’s Representative (COR) or Agreement Officer’s Representative (AOR).

The [ASSISTANT ADMINISTRATOR/MISSION DIRECTOR] of [BUREAU/INDEPENDENT OFFICE/MISSION] makes your appointment as a Vetting Official. 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 Officials 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 Official is essential for maintaining familiarity with the terms and conditions of the position.

1. ROLES AND RESPONSIBILITIES
2. Vetting. The Vetting Official must do the following:

* Maintain a Top-Secret security clearance;
* Establish user accounts to access the PVS application and portal;
* Adhere to the (NAME OF MISSION/BUREAU) Vetting Order (hereinafter, “Vetting 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;
* Review and verify for accuracy submitted material to determine if a vetting approval from USAID is already in effect for the Key Individual(s) in question; if a Vetting Assistant is also appointed, the Vetting Official may delegate these responsibilities to that person;
* Enter data from the PIF into the PVS Application for organizations or Key Individual(s) required for vetting, as needed; if a Vetting Assistant is also appointed, the Vetting Official may delegate these responsibilities to that person;
* Review data from the PIF entered into the PVS Portal for completeness, and communicate with the applicant to clarify the data provided, or to obtain additional information, as needed; if a Vetting Assistant is also appointed, the Vetting Official may delegate these responsibilities to that person;
* Ensure to designate proper priority for each awardee, as needed; and
* Approve and submit the PIF or information entered into the PVS Portal to SEC for vetting; if a Vetting Assistant is also appointed, the Vetting Official may delegate these responsibilities to that person.

1. Eligibility and Ineligibility Recommendations. The Vetting Official will coordinate with SEC and receive the recommendation of eligibility/ineligibility:

* For recommendations of eligibility, SEC will enter the final determination into PVS, and the Vetting Official will coordinate with the CO/AO or COR/AOR, as appropriate, on transmitting the notification of eligibility to awardees, potential awardees, subawardees or potential subawardees, as relevant; the notification of the vetting decision must not include information regarding award decisions (the CO/AO is responsible for notifying applicants of prime award decisions);
* For recommendations of ineligibility, the Vetting Official will receive an assessment and notice from SEC of an ineligible recommendation, and coordinate with the appropriate Bureau- or Mission-designated official or officials for a final determination regarding eligibility, in accordance with the procedures at Tab A;
* The Vetting Official must adhere to approved procedures contained within the Vetting Order if a decision is made to find an organization or individual eligible after SEC has recommended that the organization or individual be ineligible;
* The Vetting Official must handle and store 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.

1. LIMITATIONS
2. Scope of Authority. The Vetting Official will provide only the final eligibility or ineligibility determination to awardees, potential awardees, subawardees or potential subawardees, as relevant. The Vetting Official will not communicate the vetting recommendation to the CO/AO, or awardees, potential awardees, subawardees or potential subawardees. The Vetting Official will not divulge information used during the formulation of the recommendation or determination.
3. Notification of Eligibility or Ineligibility. The Vetting Official shall communicate all notices of eligibility or ineligibility to potential awardees or potential subawardees by using the notification of eligibility or ineligibility templates (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.
4. Deliberate or negligent failure by the Vetting Official 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 the termination of this designation, and the revocation of a security clearance.
5. 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.**
6. TRAINING

Training as a Vetting Official 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 Official. The training includes the Vetting Official’s responsibilities concerning SEC’s procedures related to vetting and generating eligibility recommendations. Vetting Officials must also complete Intelligence 101 and Information Security-training offered by SEC/CTIS. Further, it is the responsibility of the Vetting Official, who will be trained by the Office of the Chief Information Officer within the Bureau for Management on the policies and procedures described in the Vetting Order, as well as on setting up of PVS portal accounts, to train awardees and potential awardees on the policies and procedures described in the Vetting Order, on completing the PIF and entering information into the PVS portal, and on other aspects of the vetting program for which the Vetting Official 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 Designation Letter;
3. Have executed a Non-Disclosure Agreement that is on file with SEC; and
4. 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 OFFICIAL:

(Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_\_\_\_\_\_

VETTING OFFICIAL

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

(Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_\_\_\_\_\_

[BUREAU OR MISSION TITLE]/APPOINTING OFFICIAL

Tabs

A – Vetting Order/Procedures

B – Notice of Eligibility/Ineligibility Templates

cc: SEC/CTIS

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| **USAID OFFICE OF SECURITY VALIDATION OF BACKGROUND INVESTIGATION AND CLEARANCE INFORMATION (SF312/4414 attached)** | | | | |
| TYPE OF INVESTIGATION | DATE OF INVESTIGATION | | CLEARANCE LEVEL | |
| VERIFIED BY *(Print name)* | | SECURITY MANAGER SIGNATURE | | DATE |