

### SUITABILITY, FITNESS, AND CREDENTIALING CHECKLIST

REVIEW ITEM	MET/NOT MET	COMMENTS/SUGGESTIONS
Is the individual handling investigation and background check submissions for T1, T2, and T4, the Security Manager, Human Resource Manager or Background Check Administrator?		
If other than the Security Manager, has an individual with SSBI been appointed in writing to submit investigations, and background checks?		
Has the position identified been properly verified to determine the investigative requirements in the OPM Position Designation Tool?		
Does the person have access to DISS-JVS, and CVS?		
Is there an approved DD Form 2962, DD 2875, and INV70B on file granting access and are the training dates within one year of the signed form?		
Has the individual received current PII, Cyber Awareness, and OPM Fundamentals of Suitability for Suitability Adjudicators, OPM Advanced Course for Adverse Actions, Introduction to HSPD-12 CAC Credentialing and DISS training?		
Are there current training certificates on file for PII, Cyber Awareness, OPM Suitability, and HSPD-12?		
Does the appointee have a favorably adjudicated background investigation?		
Are investigations being initiated within 14 days of applicant submission?		
Are 95% of e-QIP submissions filled out correctly?		
Is the investigation within scope?		
Has the individual been submitted for a re-investigation?		

REVIEW ITEM	MET/UNMET	COMMENTS/SUGGESTIONS
Has the individual been enrolled in CE?		
Has the individual been the subject of any adverse actions?		
Is the SOI entered on all fingerprint submissions?		
Is the UIC/Org entered on all T1, T2, and T4 investigation submissions?		
Are all required pre-employment forms complete for accuracy?		
Are there positions that have fiduciary responsibility?		
Are there any that required a Special Agreement Check for credit?		
Has the SAC request been submitted and processed?		
Have those personnel been submitted for T2, or T4?		
Are there individuals assigned to the organization working with minors under the age of 18?		
Have they been properly vetted for child care?		
Does the organization have a favorable interim checklist on file for personnel placed on Line-of-Sight-Supervision (LOSS)?		
Are there any employees that have been on LOSS more than 120 days?		
Is there a final favorable checklist on file removing the employee from loss?		
Are one year and five year reverifications being tracked? How?		
How is PII stored?		
Has the organization submitted a Privacy Impact Assessment (PIA) request to the CIO/G6?		
Has the PIA been approved by CIO/G6?		
Does the organization have individuals filling positions as Service-Points-of-Contact (SPOC), Trusted Agent Security Managers (TASM), or Trusted Agents (TA)?		

REVIEW ITEM	MET/UNMET	COMMENTS/SUGGESTIONS
Is there an approved DD 2875 on file?		
Has all TASS/EMMA training been completed?		
Is there documentation on file identifying the organization as the sponsor?		
Is there an appointed individual verifying the two sources of identification and contract the contractor will be working for?		
Is there an appointed individual to conduct HSPD-12 interim requests?		
Is the DD Form 1172-2 properly completed to include the remarks section data for submission in TASS?		
Is the information submitted in TASS verified every 180 days for continued eligibility?		
For personnel determined ineligible, are the CAC cards retrieved?		
For CAC cards retrieved, does the organization have documentation that cards retrieved are properly disposed at the ID Card facility within 1 week of retrieval?		
Is there documentation for receipt of cards by the ID Card facility?		
Is the documentation maintained for 12 months?		
Are the other than favorable cases adjudicated in DISS-JVS?		
Are all unfavorable suitability actions reported to OPM within 30 days after adjudication or within 90 days of the final report?		
Are contractors receiving due process and appeals for cases adjudicated unfavorable?		
Are policies being followed in accordance with DODI 1400.25, volume 731, DODI 1400.25, volume 1403, DODI 5200.02, DODI 5200.46, DODI 1402.05 and applicable OPM and Executive Orders?		