



Department of Defense **INSTRUCTION**

NUMBER 6495.03
September 10, 2015

USD(P&R)

SUBJECT: Defense Sexual Assault Advocate Certification Program (D-SAACP)

References: See Enclosure 1

1. **PURPOSE.** This instruction:

a. Establishes policy, assigns responsibilities, and prescribes procedures for the implementation, management, and oversight of the D-SAACP in accordance with the certification requirements in section 584 of Public Law 112-81 (Reference (a)), DoD Directive (DoDD) 6495.01(Reference (b)), DoD Instruction (DoDI) 6495.02 (Reference (c)), and in accordance with the authority in DoDD 5124.02 (Reference (d)).

b. Incorporates and cancels Directive-type Memorandum 14-001 (Reference (e)).

2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense.

3. **POLICY.** It is DoD policy that individuals who perform the duties of Sexual Assault Prevention and Response Program Managers with direct access to victims, Sexual Assault Response Coordinators (SARCs), and Sexual Assault Prevention and Response Victim Advocates (SAPR VAs) as described in Reference (c) and the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandum (Reference (f)) must undergo the required background investigation and complete the D-SAACP certification process in accordance with this instruction. Only SARCs and SAPR VAs are identified as positions of public trust.

4. **RESPONSIBILITIES.** See Enclosure 2.

5. **PROCEDURES.** See Enclosure 3.

6. INFORMATION COLLECTION REQUIREMENTS

a. The Unrestricted Reports of Sexual Assault, referred to in paragraph 4a(1)(c)1 of Enclosure 3 of this instruction, do not require licensing with a report control symbol in accordance with section 8 of Enclosure 3 of Volume 1 of DoD Manual 8910.01 (Reference (g)).

b. The 8-day report, referred to in paragraph 4a(1)(c)2 of Enclosure 3 of this instruction, does not require licensing with a report control symbol in accordance with section 8 of Enclosure 3 of Reference (g).

7. RELEASABILITY. **Cleared for public release.** This instruction is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This instruction is effective September 10, 2015.



Brad R. Carson
Acting Under Secretary of Defense for
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) Section 584 of Public Law 112-81, “National Defense Authorization Act (NDAA) for Fiscal Year 2012,” December 31, 2011
- (b) DoD Directive 6495.01, “Sexual Assault Prevention and Response (SAPR) Program,” January 23, 2012, as amended
- (c) DoD Instruction 6495.02, “Sexual Assault Prevention and Response (SAPR) Program Procedures,” March 28, 2013, as amended
- (d) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (e) Directive-type Memorandum 14-001, “Defense Sexual Assault Advocate Certification Program,” January 14, 2014 (hereby cancelled)
- (f) Under Secretary of Defense for Personnel and Readiness Memorandum, “Sexual Assault Prevention and Response Program Manager Standards,” March 10, 2015
- (g) DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014
- (h) DoD Directive 5100.87, “Department of Defense Human Resources Activity (DoDHRA),” February 19, 2008
- (i) Office of Personnel Management Federal Investigations, “Federal Investigative Standards Implementation Plan,” November 4, 2014
- (j) Chapter 47 of Title 10, United States Code (also known as “The Uniform Code of Military Justice (UCMJ)”)
- (k) DoD Instruction 1400.25, Volume 731, “DoD Civilian Personnel Management System: Suitability and Fitness Adjudication for Civilian Employees,” August 24, 2012
- (l) DoD Instruction 6400.07, “Standards for Victim Assistance Services in the Military Community,” November 25, 2013
- (m) DoD Instruction 5505.18, “Investigation of Adult Sexual Assault in the Department of Defense,” January 25, 2013, as amended
- (n) U.S. Department of Defense, “Manual for Courts-Martial, United States,” current edition
- (o) DoD Instruction 6400.06, “Domestic Abuse Involving DoD Military and Certain Affiliated Personnel,” August 21, 2007, as amended

ENCLOSURE 2

RESPONSIBILITIES

1. USD(P&R). The USD(P&R) develops policy, procedures, and conducts oversight for the DoD Sexual Assault Prevention and Response Office (SAPRO) in accordance with Reference (b).

2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA, provides operational support, budget, and allocates funds and other resources for the DoD SAPRO as outlined in DoDD 5100.87 (Reference (h)).

3. DIRECTOR, SAPRO. Under the authority, direction, and control of the USD(P&R) through the Director, DoDHRA, the Director, SAPRO:
 - a. Provides recommendations to the USD(P&R) regarding implementation, management, and oversight of D-SAACP.

 - b. Oversees the implementation and management of the D-SAACP, to include the standardization of sexual assault prevention and response (SAPR) victim advocacy services and the implementation of and adherence to D-SAACP standards across the DoD.

 - c. Coordinates revisions to policy pertaining to D-SAACP with the Military Services and National Guard Bureau (NGB).

 - d. Monitors Military Service and NGB compliance with D-SAACP requirements.

 - e. Submits a written notification to the D-SAACP Contract Manager when a Military Department suspends, revokes, or reinstates the D-SAACP certification of a SARC or SAPR VA.

 - f. Coordinates continuing education training requests submitted by the Military Services and the NGB with the designated national credentialing body as determined by DoD.

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments establish D-SAACP guidance and procedures to:
 - a. Require all SARCs and SAPR VAs meet the D-SAACP certification requirements.

 - b. Require all SARCs and SAPR VAs meet the D-SAACP continuing education training requirements.

c. Suspend, revoke, or reinstate certification of SARCs and SAPR VAs in accordance with the D-SAACP suspension, revocation, and reinstatement guidelines in Enclosure 3 of this instruction.

d. Develop and distribute, consistent with law, regulations or instructions that require SARCs and SAPR VAs to self-report civilian arrests or filing of criminal charges or if convicted of any criminal offense to the appropriate officials as provided for in Service-specific regulations.

e. Notify all civilian and military SARCs and SAPR VAs that they will be re-evaluated every 3 years (through the Federal Bureau of Investigation Name Check, Joint Personnel Adjudication System, National Crime Information Center, Defense Central Index of Investigations, and International Justice and Public Safety Network (Nlets) queries) through the designated automation system upon implementation.

5. CHIEF, NGB. On behalf of and with the approval of the Secretaries of the Army and Air Force, and in coordination with the Director, SAPRO and the States' Adjutants General, the Chief, NGB, establishes and implements D-SAACP guidance and procedures for National Guard members on SARC or SAPR VA duty.

ENCLOSURE 3

PROCEDURES

1. GENERAL. This enclosure explains the procedures for D-SAACP certification in accordance with Reference (c), recertification, suspension, revocation, and reinstatement requirements. The procedures are outlined for both civilian and military personnel and in accordance with Office of Personnel Management (OPM) Federal Investigative Standards (Reference (i)).

2. D-SAACP CERTIFICATION REQUIREMENTS

a. SARCs and SAPR VAs must be appointed by commanders or other appropriate appointing authorities and must be D-SAACP certified; SARCs and SAPR VAs must undergo or have undergone the required background investigation within the past 3 years and not have a disqualifying condition. A disqualifying condition includes:

(1) A conviction of a crime of sexual assault or any other punitive offense listed in Articles 120, 120a, 120b, 120c, and 125 of Chapter 47 of Title 10, United States Code, also known and referred to in this instruction as “The Uniform Code of Military Justice (UCMJ)” (sections 920, 920a, 920b, 920c, and 925 of Reference (j)), or attempts to commit such acts punishable under Article 80 of the UCMJ.

(2) A conviction of domestic violence (see Glossary); child abuse (see Glossary); violent crimes; or attempts in accordance with Article 80 of the UCMJ (section 880 of Reference (j)).

(3) A conviction equivalent to a disqualifying condition of State or federal law.

(4) Any criminal conviction determined by the commander or appropriate appointing authority to be inconsistent with SARC and SAPR VA core duties.

(5) A requirement to be registered as a sex offender.

b. Commanders and appropriate appointing authorities appointing new SARCs and SAPR VAs will consider arrest records or adverse actions in personnel files when evaluating a candidate’s suitability for certification. Suitability determinations for civilian employees will be conducted in accordance with Volume 731 of DoDI 1400.25 (Reference (k)).

c. The Secretaries of the Military Departments will establish criteria to weigh all the information (records and adverse actions in personnel files and all other information) received within 6 months of the date of this instruction to determine eligibility in performing SARC and SAPR VA duties.

d. Background investigation requirements for SARCs and SAPR VAs are:

(1) All civilian employees in SARC and SAPR VA positions are designated as positions of public trust with a moderate risk level (as defined in Reference (i)) and are required to complete a Tier 2 background investigation with favorable results before submitting the D-SAACP application. The Tier 2 investigation must be conducted every 5 years, in accordance with the OPM requirement in accordance with Reference (i).

(2) All Service member SARCs and SAPR VAs are required to complete a Tier 2 background investigation before submitting the D-SAACP application.

(3) Tier 2 background investigation and designation as positions of public trust for civilian SARCs and SAPR VAs hired before implementation of this instruction must be completed no later than April 20, 2018.

e. Applicants must complete and submit the DD Form 2950, "Department of Defense Sexual Assault Advocate Certification Program Application Packet," and a certificate of completion of 40 hours of D-SAACP-approved training. Instructions including how to complete the form and where to submit are provided on the DD Form 2950. The DD Form 2950 is located at the DoD Forms Management Program website at <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>.

f. The D-SAACP application (DD Form 2950) packet includes:

(1) Application.

(2) A D-SAACP SARC or SAPR VA Code of Professional Ethics signed by applicant.

(3) Verification memorandum identifying sexual assault victim advocacy experience (for Levels II through IV). This evaluation memorandum must be completed by someone with the authority or in a position to have observed and evaluated the applicant's knowledge, skills, and work performance as a SARC, SAPR VA, or civilian victim advocate, as it relates to the provision of services to those victimized by sexual assault.

(a) Level I: Includes part-time and additional-duty SARCs and SAPR VAs. This is required to fulfill the role of SARC or SAPR VA and to deploy as a SARC or SAPR VA. Application for Level I certification is permitted initially for those full-time SARCs and SAPR VAs who do not yet meet the minimum hours required for Level II, III, or IV.

(b) Level II: Along with required attachments listed on page 1 of the application, the DD Form 2950 must also include memorandum of confirmation/evaluation verifying 3,900 hours (2 years) of specialized experience and observation of 3 or more of the applicant's sexual assault case responses within the last 2 years completed and signed by the supervisor(s) and evaluator(s).

(c) Level III: See application instructions on page 1 of the DD Form 2950 for required attachments. Along with required attachments, the application must also include memoranda of confirmation/evaluation (pages 6-8) verifying 7,800 hours (4 years) of specialized

experience and observation of 3 or more of the applicant's sexual assault case responses within the past 2 years completed and signed by the supervisor(s) and evaluator(s).

(d) Level IV: Along with required attachments, the application must also include memoranda of confirmation/evaluation (pages 6-8) verifying 15,600 hours (8 years) of specialized experience and observation of 3 or more of the applicant's sexual assault case responses within the past 2 years completed and signed by the supervisor(s) and evaluator(s).

(4) Evaluation of sexual assault victim advocacy experience (for Levels II through IV).

(5) Supervisor and commander or appropriate approving authority statement of understanding.

(6) Two signed letters of recommendations:

(a) SARCs

1. The first letter must be completed by the commanding officer. The signing commanding officer must be, at a minimum, an O-6 or GS-15 and in the SARC's chain of command. The commanding officer will include the date that the Tier 2 background investigation was completed.

2. The second letter of recommendation must be signed by a day-to-day supervisor. The supervisor must be, at a minimum, an O-3, E-7, CWO2/CW2, or GS-09 in each respective pay grade. The supervisor must be in the SARC's chain of command.

(b) SAPR VAs

1. The first letter must be completed by the supervising SARC.

2. The second letter of recommendation must be signed by a day-to-day supervisor. The supervisor must be, at a minimum, an O-3, E-7, CWO2/CW2, or GS-09 in each respective pay grade and in the SAPR VAs chain of command. The supervisor will include the date the Tier 2 background investigation was completed.

g. Subjects of an open criminal or inspector general investigation, a command directed investigation relating to a violation of victim rights or with a nexus to their SARC or SAPR VA duties, will have certification applications delayed until the investigation and complaint has been fully adjudicated to ensure applicants are suitable candidates for certification.

h. D-SAACP certification requirements meet the minimum standards for victim assistance services in the military community in accordance with DoDI 6400.07 (Reference (1)).

3. D-SAACP RECERTIFICATION REQUIREMENTS. D-SAACP requires applicants to show proof of 32 hours of continuing education training for certification every 2 years.

a. Continuing Education Training. The 32 hours of training will be comprised of:

(1) Prevention and Advocacy Training

(a) Applicants must take 30 hours of prevention and victim advocacy courses in topics relevant to their role as a SARC or SAPR VA. Training courses are not limited to sexual assault advocacy and could be more general victim advocacy and prevention.

(b) Applicants should seek training in emerging issues and victim-focused, trauma-informed care by taking courses that are related to prevention and response and should consult with Service SAPR program managers for approved training courses.

(2) Victim Advocacy Ethics Training. In addition to paragraph 3a(1)(a), applicants must take 2 hours of victim advocacy ethics training. The Military Departments are encouraged to create their own ethics training and submit the curriculum to the D-SAACP Committee for review.

b. Limitations to Continuing Education Training

(1) Service-specific Training. A maximum of 12 hours of training on updates to Service-specific policies and procedures may be counted towards the 32-hour requirement.

(2) Ineligible Courses. The 40-hour training courses used to obtain initial D-SAACP certification and courses unrelated to victim advocacy or prevention will not satisfy continuing education training requirements.

(3) Ineligible Activities. Activities that are not considered “training” or that are not educational in nature will not count towards D-SAACP continuing education training course requirements (e.g., participating in a run/walk event, reading information online, reviewing SAPR program or policy updates in an email; volunteering at a Sexual Assault Awareness table or booth, or serving as an instructor in a SAPR training).

c. Documentation of Continuing Education Training

(1) Certification of Completion. All continuing education training must be documented by a certificate of completion or by using the DD Form 2950-1, “Renewal Application” as proof of attendance and course completion.

(2) Documentation Requirements. Documentation must include the date, location, topic, and number of hours spent in training, and must be signed by the trainer or training coordinator.

(3) Acknowledgment for a SAPR VA. For a SAPR VA verification must be by the applicant’s SARC. The supervisor will acknowledge completion of training requirements in the letters of recommendation, which will be attached to the DD Form 2950-1.

(4) Acknowledgment for a SARC. The SARC's supervisor or Service regional or major command SARC, or Headquarters SAPR office personnel will acknowledge completion of training requirements in the letters of recommendation submitted with the renewal application.

4. D-SAACP SUSPENSION AND REVOCATION GUIDELINES

a. Before the revocation of a SARC or SAPR VA certification, the Secretaries of the Military Departments will issue guidance which contains these minimum requirements:

(1) On receipt of information that a SARC or SAPR VA is alleged to have committed a sexual assault or any other punitive offense listed in Articles 120, 120a, 120b, 120c, or 125 of the UCMJ (sections 920, 920a, 920b, 920c, or 925 of Reference (j)); or attempts to commit such acts punishable under Article 80 of the UCMJ (section 880 of Reference (j)); or the equivalent State or federal law, regardless of when the alleged offense occurred, the responsible commander, director, or civilian counterpart will:

(a) Consistent with Reference (c), immediately report any and all allegations of sexual assault against a SARC or SAPR VA to the appropriate military criminal investigative organization (MCIO) and the MCIO will take appropriate action in accordance with DoDD 5505.18 (Reference (m)).

(b) File an 8-day report in accordance with Reference (c).

(c) Immediately notify the SARC or SAPR VA in writing that a complaint has been received, an inquiry has been initiated, and their authority to perform SARC and SAPR VA duties is suspended pending the outcome of the MCIO investigation.

(2) On receipt of any other complaint that is not a sexual assault allegation as defined by Reference (c) against a SARC or SAPR VA, the responsible commander or appropriate approving authority will:

(a) Immediately notify the SARC or SAPR VA in writing that a complaint has been received, an inquiry has been initiated, and their authority to perform SARC and SAPR VA duties is suspended pending the outcome of the investigation by the responsible commander or appropriate approving authority.

(b) Ensure a timely and comprehensive inquiry is conducted.

(c) Follow the Military Services' established adverse action, administrative inquiry, or investigative procedures to determine whether the D-SAACP certified SARC or SAPR VA has done one or more of the following:

1. Violated the D-SAACP code of professional ethics provided on the DD Form 2950 or 2950-1.

2. Presented a danger of immediate or serious harm to victims of sexual assault or to the general public.

3. Intentionally made a false statement in the application for certification or renewal on the DD Form 2950 or 2950-1.

4. Used a controlled substance or alcoholic beverage while serving on-call that impaired his or her ability to perform SARC or SAPR VA duties properly.

5. Been charged, arrested, or convicted of any criminal activity.

6. Been charged, arrested, or convicted of domestic violence; child abuse; violent crimes; and any felony offense determined by the commander or the appropriate appointing authority to be inconsistent with the SARC or SAPR VA core duties.

7. Been convicted at court-martial of an offense under the UCMJ carrying with it a maximum sentence of confinement for greater than 1 year or punitive discharge from the Military Service or of a felony criminal offense in State or federal courts.

8. Engaged in or solicited sexual relations with a sexual assault victim currently under the SARC or SAPR VA's care, or a victim known to be currently under care of any SARC or SAPR VA.

9. Failed to maintain the privacy of victims before, during, and after the professional relationship in accordance with Reference (b), Military Rule of Evidence 514 pursuant to the Manual for Courts-Martial (Reference (n)), and applicable federal, DoD, and Service privacy laws and regulations.

10. Intentionally provided false or misleading guidance or advice to a victim.

11. Demonstrated a lack of competency or ability that jeopardized the delivery of professional victim advocacy.

b. Pending the outcome of the appropriate investigation the commander or other appropriate appointing authority, will determine in consultation with the servicing legal office whether there is preponderance of evidence to support the complaint. If it is determined that a preponderance of evidence exists then he or she will, in consultation with the servicing legal office, the SARC (for SAPR VAs), and the human resources office, based on the nexus of the alleged misconduct to the SARC or SAPR VA duties, determine whether to suspend or revoke the D-SAACP certification.

c. The commander or other appropriate appointing authority will notify the SARC or SAPR VA in writing of a decision to suspend or revoke a D-SAACP certification and will provide a copy of the notification letter to the affected Service SAPR Program office. This notification letter must include:

(1) The effective date of the suspension or revocation of certification.

(2) The grounds for the suspension or revocation, including the specific misconduct, ethical violation, substandard performance, professional or personal impairment, or the reason the commander or appropriate approving authority lost faith and confidence in the SARC or SAPR VA to perform assigned duties.

(3) The direction for the SARC or SAPR VA to surrender their D-SAACP certificate and wallet identification card to the first person in the chain of command or supervisor within 24 hours of receipt of the letter of notification.

(4) Notification of the SARC or SAPR VA's right to appeal the decision and description of the Service appeals procedures.

d. The commander or other appropriate appointing authority will provide a written report to the SAPR Program office of the Military Service concerned within 3 business days of concluding an inquiry. The report must document:

(1) Complaint received.

(2) Facts surrounding the complaint.

(3) Findings made during the inquiry process to include the grounds for the suspension or revocation, including the specific misconduct, ethical violation, substandard performance, professional or personal impairment, or the reason the commander or appropriate approving authority has lost faith and confidence in the SARC or SAPR VA to perform assigned duties.

(4) Decision to suspend or revoke the SARC or SAPR VA's D-SAACP certification and the effective date of the suspension or revocation.

(5) Signature of the SARC or SAPR VA acknowledging receipt of their suspension or revocation decision notice.

e. Service SAPR Program office will provide DoD SAPRO with written notification within 5 business days of receiving the commander's or appropriate approving authorities' notification to suspend or revoke the SARC or SAPR VA's D-SAACP certification. The notification must include the written report provided to the Service SAPR Program office containing reason(s) for decision based on guidelines in paragraphs 4d(1)-(5) of this enclosure.

f. DoD SAPRO will report the suspension or revocation to the D-SAACP administrator within 5 business days of receiving notification from the Service SAPR Program office.

g. Should the complaint prove unfounded, the SARC or SAPR VA may be reinstated in accordance with the guidance in section 5 of this enclosure.

5. D-SAACP REINSTATEMENT GUIDELINES

a. All allegations will be considered by the commander or appropriate appointing authority who will determine if they are inconsistent with SARC or SAPR VA core duties.

b. In instances where a suspension or revocation of certification is due to administrative error, the commander or appropriate appointing authority must issue a reinstatement letter to D-SAACP to reinstate the SARC or SAPR VA. A copy of the letter will be forwarded to the Service SAPR Program office within 3 business days, and the Service Program office will provide DoD SAPRO with a copy within 5 business days of receipt. DoD SAPRO will provide the letter to the D-SAACP administrator within 5 business days of receipt from the Service SAPR Program.

c. If a SARC or SAPR VA certification has been revoked, reinstatement may be requested by reapplying through the D-SAACP application process with DD Form 2950.

d. The Service SAPR Program office will provide DoD SAPRO with written notification and the DD Form 2950 within 5 business days of receiving the notification to reinstate SARC or SAPR VA D-SAACP certification from the commander or appropriate appointing authority. The written notification will include notification to the SARC or SAPR VA of their reinstatement and the appropriate vehicle for reinstatement and include the SARC or SAPR VA signature.

f. DoD SAPRO will forward the reinstatement appointment letter and reappointment applications, as appropriate, to the D-SAACP Committee.

g. The D-SAACP Committee and staff will process accordingly and communicate directly with the applicant about the final disposition of request for reinstatement.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DD Form	Department of Defense Form
DoDD	DoD directive
DoDHRA	Department of Defense Human Resources Activity
DoDI	DoD instruction
D-SAACP	Defense Sexual Assault Advocate Certification Program
MCIO	military criminal investigative organization
NGB	National Guard Bureau
Nlets	International Justice and Public Safety Network
OPM	Office of Personnel Management
SAPR	sexual assault prevention and response
SAPRO	Sexual Assault Prevention and Response Office
SAPR VA	Sexual Assault Prevention and Response Victim Advocate
SARC	Sexual Assault Response Coordinator
UCMJ	Uniform Code of Military Justice
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

child abuse. Defined in DoDI 6400.06 (Reference (o)).

D-SAACP certification levels. The certification levels for SARCs and SAPR VAs. There are four levels, roman numerals are used to identify them: I, II, III, and IV. The minimum eligibility requirements for each level are outlined on page 2 of DD Form 2950. To determine the appropriate levels, see http://sapr.mil/public/docs/d-saacp/D-SAACP_Applicant_Instruction_Sheet_Updated.pdf.

D-SAACP Committee. The committee established to certify applicants for national credentialing.

disqualifying condition. A conviction of a crime of sexual assault or any other punitive offense enumerated in Articles 120, 120a, 120b, 120c, and 125 of the UCMJ (sections 920, 920a, 920b, 920c, and 925 of Reference (j)); domestic violence; child abuse; violent crimes; or attempts to commit such acts punishable under Article 80 of the UCMJ (section 880 of Reference (j)), or the equivalent State or federal law; any felony offenses determined by the commander or appropriate appointing authority to be inconsistent with SARC or SAPR VA core duties; or be required to be registered as a sex offender.

domestic violence. Defined in Reference (o).

favorably complete. Completing the investigation process without any issues that would cause a background investigation to be disapproved after the adjudication process.

Federal Investigative Standards. Requirements for conducting background investigations to determine eligibility for logical and physical access, suitability for U.S. Government employment, eligibility for access to classified information or to hold a sensitive position, and fitness to perform work for or on behalf of the U.S. Government as a contractor employee. Standards can be found at: <http://www.opm.gov/investigations/background-investigations/federal-investigations-notice>.

Nlets. The interstate justice and public safety network in the nation for the exchange of law enforcement, criminal justice, and public safety-related information. Nlets links and supports every State, local, and federal law enforcement, justice, and public safety agency to share and exchange critical information.

public trust position. Positions that involve the following duties or responsibilities: policy making, major program responsibility, public safety and health, law enforcement duties, fiduciary responsibilities, other activities demanding a significant degree of public trust. Public trust positions are either high or moderate risk level and involve access to, operation, or control of proprietary systems of information, such as financial or personal records, with a significant risk for causing damage to people, a program, or an agency, or for realizing personal gain.

sexual assault. Defined in Reference (c).

Tier 2 background investigation. Tier 2 Moderate Risk, Public Trust, is one of five tiers listed in the Federal Investigative Standards. Designation of Tier 2 requires applicants to complete a Standard Form 85P, "Questionnaire for Public Trust Positions."

unrestricted report. Defined in Reference (b).