

PERSONNEL POLICIES AND PROCEDURES MANUAL
POSITION SENSITIVITY AND PERSONNEL SECURITY

CHAPTER 732

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1. INTRODUCTION

a. **Background**

Executive Order 10450, as amended, emphasizes that employment in the Federal Government is a privilege, and that the interests of national security require that all persons granted this privilege "be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States." To implement E.O. 10450, as amended, outside agencies conduct employee investigations, and the Human Resources Division adjudicates suitability and authorizes clearances for access. Further, under the Executive Order, each Agency is responsible for (1) designating position sensitivity; (2) initiating required entry investigations and periodic reinvestigations to determine suitability adjudication; (3) making security determinations in accordance with applicable regulations; (4) complying with applicable personnel security program administration requirements; (5) assuring that appropriate training is provided; and, (6) otherwise establishing and maintaining an effective personnel security program.

b. **Objective**

An objective of the Selective Service System (SSS) is to employ and to retain in employment only persons whose employment or retention is found to be clearly consistent with the interests of national security and the operations of the SSS. The practices and procedures contained in this Chapter are designed to achieve this objective by assuring that security regulations and requirements are administered consistently, equitably, and impartially.

c. **Authority**

Executive Order 10450, "Security Requirements for Government Employment"; Title 5 U.S.C., Sections 7312 and 7531 through 7533; 5 U.S.C. 3301; and OMB Circular A-130.

d. **References**

Federal Personnel Manual (FPM) Chapter 732, "Personnel Security," and relevant portions of Chapter 731, "Personnel Suitability," and Chapter 736, "Personnel Investigations". Note: Paragraphs of this Chapter based on Chapters 731 and 736 are noted; all other paragraphs are based on Chapter 732.

e. **Applicability**

(1) This Chapter applies to all compensated SSS employees.

- (2) All employees, including experts, consultants, or part-time, are subject to the investigative procedures of this Chapter.
- (3) In addition to other requirements, employees occupying Automated Data Processing (ADP) positions are subject to ADP personnel security requirements.
- (4) Military members assigned to Selective Service are subject to parent service security standards in accordance with Chapter 900 of the Personnel Policies and Procedures Manual (PPPM). Members occupying sensitive positions as described in Paragraph 2 below are subject to appropriate background investigations as described in Paragraph 3.

2. POSITION SENSITIVITY

a. Sensitivity for National Security and ADP-Computer Security

FPM Chapter 732, Subchapter 2, requires that all positions must be designated in terms of their national security sensitivity to assure appropriate screening under E.O. 10450. Sensitivity designation is based on an assessment of the importance of the position and on the degree of damage that an individual, by virtue of the occupancy of a position, could cause to national security. The required investigation is conducted to provide a basis for ensuring that employment of the individual is clearly consistent with the interests of national security.

ADP-Computer positions must also be designated in terms of sensitivity (OMB Circular A-130, dated December 12, 1985).

- (1) There are four levels for designating national security related positions:
 - (a) **Special-Sensitive (SS) Level 4** is the designation applied to positions involving duties especially critical to the Agency: in which the incumbents could affect the national security; in which there is potential for inestimable damage to Agency operations and/or national security; and, in which the incumbents have access to Sensitive Compartmented Information.
 - (b) **Critical-Sensitive (CS) Level 3** is the designation applied to positions involving duties of major importance to the Agency: in which the incumbents have access to Top Secret defense information; are responsible for the development or approval of plans, policies, or programs which affect the overall operations of the SSS and involve the issuance of personnel security clearances; and/or, have fiduciary responsibility, public contact, or other duties demanding the highest degree of public

trust for which there is a potential for exceptionally grave damage to the national security.

- (c) Noncritical-Sensitive (NCS) Level 2 is the designation applied to positions involving duties of considerable importance to the Agency: in which the incumbents have access to Secret or Confidential national security materials; have duties that could directly or indirectly adversely affect the overall operations of the Agency; and/or, have duties that demand a high degree of confidence and trust.
 - (d) Non-Sensitive (NS) Level 1 is the designation applied to all positions involving duties of limited relation to the Agency's mission and which do not meet the definitions described above.
- (2) Sensitivity level designations are applied to certain ADP positions concerned with the design, storage, retrieval, access, and dissemination of information maintained in Federal computer systems. These designations are issued separately and in addition to the traditional designations described above.
- (a) Special-Sensitive Level 4C is any position which meets the criteria in 2.a.(1)(a) above, or is determined by the Director to impose a risk in terms of ADP-Computer security above that at the Critical-Sensitive level.
 - (b) Critical-Sensitive Level 3C is any position in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; has a major responsibility for the direction, planning, and design of a computer system, including the hardware and software; can access a system during the operation or maintenance in such a way that causes grave damage; or, can access a system during the operation or maintenance in such a way that can cause the incumbent to realize a significant personal gain.
 - (c) Noncritical-Sensitive Level 2C is any position in which the occupant is responsible for directing, planning, designing, operating, or maintaining a computer system, and whose work is technically reviewed by a higher authority at the Critical Sensitive level to ensure the integrity of the System.
 - (d) Non-Sensitive Level 1C includes all ADP-computer positions not falling into one of the above sensitive levels.

b. Position Sensitivity for Efficiency of the Service

FPM Chapter 731, Subchapter 2, requires that "every competitive service position must be designated at a sensitivity level commensurate with the responsibilities and attributes of the position as they relate to the efficiency of the service. The sensitivity levels are ranked according to the degree of adverse impact upon the efficiency of the service an unsuitable person could cause." There are three steps in designating sensitivity for efficiency of the service: (1) designation of program sensitivity; (2) determination of position's impact on the program; and, (3) final adjustment for unique factors. These steps are more fully described in FPM Chapter 731, Appendix A, attached as PPPM Chapter 732, Appendix A.

- (1) In accordance with Appendix A, FPM Chapter 731, A-5, the impact on efficiency of service for the SSS is significant: Agency programs impact directly on the successful accomplishment of several major Government objectives, and on the promotion of social, political, and security interests of the Nation.

For scope of operations, the SSS is designated single-agency. Its operational activities are carried out nationally with primary focus extending to one agency of the government and to elements in the private sector impacted by the SSS.

The Agency's program placement, determined by matching the impact on efficiency of service with scope of operations, is moderate.

- (2) Determination of placement of positions is initially made by the supervisor of the position in preparing the position description and the Position Sensitivity Level Designation Form utilizing instructions in Appendix A described in step 2. The senior staff member in charge of the organization should concur in these determinations prior to submission to the Division of Human Resources (RMH).
- (3) Position placement designation, step 3, is recommended by supervisors and senior staff. To assure uniformity in position sensitivity designations throughout the Agency, final approval is made by RMH after review of the position.

3. INVESTIGATIONS

a. Types of Investigations

Each position designated sensitive for national security, ADP security, or program efficiency, all of which are discussed in Paragraph 2. above, requires a specific investigation of the incumbent or applicant and periodic updates of this investigation. These investigations, as required in FPM Chapter 736 are:

- (1) Special Background Investigation (SBI) is required for applicants/incumbents of positions designated SS. The SBI covers specific areas of the subject's background during the past 15 years through subject interviews, written inquiries, record searches, credit search, and personal interviews.
- (2) Background Investigation (BI) is required for applicants/incumbents of positions designated as CS. The BI covers specific areas of the subject's background up to the last 7 years through subject interviews, written inquiries, record searches, credit search, and personal interviews.
- (3) Limited Background Investigation (LBI) is required for applicants/incumbents of positions designated as NCS with a position risk points assessment of 21-35. The LBI covers specific areas of the subject's background during the most recent 3 years through subject and personal interviews, written inquiries, and record and credit searches for a total of 5 years.
- (4) Minimum Background Investigation (MBI) is recommended for applicants/incumbents of positions designated as NCS with a position risk points assessment of 5-20. The MBI consists of the NACI (described below) and a credit search.
- (5) National Agency Check and Inquiries (NACI) is required for applicants/incumbents of positions designated as NS. The NACI covers specific areas of the subject's background during the past 5 years through written inquiries and record searches.

b. **Timing of Investigations**

Investigations for non-sensitive positions (NACI) are post-appointment and must be initiated within seven days of appointment. Investigations for noncritical-sensitive positions, critical-sensitive positions, and special-sensitive positions are preappointment investigations.

c. **Military Background Investigations**

Background investigations for military members are performed by the Department of Defense.

d. **Waiver**

This waiver of preappointment investigation requirements for persons entering "sensitive" positions may only be made "in case of emergency", provided that the Director finds such actions necessary in the national interest. The waiver does not extend to Special Sensitive positions. If a waiver of the preappointment investigation is authorized, the appropriate investigation must be initiated within

7 days of placement and a preappointment record check must be performed.

e. **Preappointment Record Check**

The preappointment record check will record information obtained from the following sources.

- o Subject's SF86
- o Subject interview by the Agency's Security Officer (If subject interview is to be conducted as part of the background investigation, there will be no subject interview as part of the preappointment check.)
- o National Agency Check
- o Credit records
- o Most recent former employer
- o For current and former federal employees only, former employing agency's security office

4. **SUITABILITY ADJUDICATION AND CERTIFICATION**

a. **Suitability Adjudication**

After completion of appropriate background investigation, the Personnel Security Officer will review the investigation to ascertain if derogatory information is present that would preclude an employee's assignment to the position with designated sensitivity as described in Paragraph 2 above. In cases where a clearly favorable suitability adjudication cannot be made, the Personnel Security Officer will refer investigative materials to the Director for final determination (reference FPM Supplement 731, Adjudicator's Handbook).

b. **Certification**

Incumbents occupying positions that require local access to classified information of Top Secret, Secret, or Confidential will be issued a Certificate of Clearance and/or Security Determination (SSS Form 490, attached at Appendix B). Requests for Certificates are submitted by Senior Staff to the Personnel Security Officer who determines the highest classification or type of information to which access is authorized.

c. **Appeal Rights**

Any person against whom an unfavorable suitability action is taken has a right of appeal to the Merit Systems Protection Board (MSPB). Anyone filing an appeal must do so in accordance with MSPB regulations and time frames.

5. RESPONSIBILITIES

- a. The Director is responsible for ensuring that the employment of each civilian is clearly consistent with the national security and the operations of the SSS, and is authorized to grant a waiver of preappointment investigation requirements.
- b. The Associate Director, Resource Management has oversight of the personnel security program.
- c. The Manager of Human Resources is the Agency Personnel Security Officer responsible for implementing and maintaining the personnel security program by:
 - (1) Certifying sensitivity designations or ADP security designations of positions in accordance with definitions in Paragraph 2 above, based on levels and duties assigned by senior staff;
 - (2) Assuring appropriate personnel background investigations and periodic reinvestigations for individuals are completed (Paragraph 3 above, and FPM Chapter 736);
 - (3) Recommending the granting of waivers of preappointment investigations for sensitive positions when in the national interest. Such waivers must be requested by a senior staff member (Paragraph 3);
 - (4) Reviewing investigation results and making suitability adjudications or referring the case to the Director for suitability determinations when a clearly favorable suitability adjudication cannot be made, in accordance with FPM Chapter 731;
 - (5) Issuing certifications on SSS Form 490 Certificate of Clearance and/or Security Determination to those individuals requiring access to classified information for performance of duties (Paragraph 4);
 - (6) Affirming to organizations outside of SSS where national security (classified) information may be disclosed by members of the visited organization that an SSS employee has been issued a clearance certificate. An affirmation may cover any period ranging from a single visit to recurring visits over an unlimited amount of time. Affirmations shall contain the following information:
 - o Employee's full name and date of birth;
 - o Social Security Number;
 - o Citizenship;
 - o Level of security clearance;
 - o Date the current clearance was granted;

- o Type of investigation that serves as basis for clearance;
 - o Agency that conducted the investigation; and,
 - o Date the investigation was completed.
- (7) Ensuring that SSS employees receive the appropriate security briefings and are informed of responsibilities in the access to and handling of classified material and information both while employed in a sensitive position and upon leaving a sensitive position either through reassignment, promotion, absence from the SSS for 120 calendar days or more, or termination;
- (8) Ensuring that SSS employees placed in a position from another position have had the appropriate background investigation performed for the new position;
- (9) Ensuring that employees affected by a Reduction-in-Force who are offered a new position with a higher sensitivity designation are informed that an investigation will be performed and ensuring that such investigation is performed before the employee is moved into the new position; and,
- (10) Maintaining a personnel data file on background investigations of SSS personnel and ensuring that updated investigations are conducted at the appropriate time.
- d. **Senior Staff** are responsible for recommending sensitivity designations for positions and for ensuring that employees in their organizations who are granted local access clearances are informed of their responsibilities in access to and handling of classified information.

PPP CHAPTER 732
APPENDIX A

Appendix A.

Sensitivity Designation System

A-1. GENERAL REQUIREMENT

The designation process involves three steps:

Step 1—Designation of the program for its impact and scope as related to the efficiency of the service

Step 2—Designation of the position for its degree of risk upon the program in terms of the efficiency of the service

Step 3—Final adjustment for position sensitivity

When it is obvious that step 3 will place the position at a higher sensitivity designation level, then the other steps may be omitted.

A-2. DESIGNATING PROGRAM PLACEMENT (STEP 1)

General Procedure: Figure 1, appendix A, contains a program placement conversion chart, and specific criteria for determining the placement of each program. The procedure requires determinations of the program's (1) impact on the efficiency of the service, and (2) scope of operations in terms of the efficiency of the service. The results of these determinations are then matched according to the prescribed formula to obtain the placement of the program.

(1) *Determining Impact on the Efficiency of the Service:* Impact of the program is determined by first identifying the area of primary program focus, and then relating that area to one of the seven impact descriptions as shown below.

Primary focus of the program is on:

- accounting for, auditing or disbursement of public funds;
- administrative, regulatory or policy control over public and/or private programs or operations;
- protection of the national security;
- enforcement of Federal laws; or
- protection of life or property;

Which in terms of the program's involvement:

A Maximal —is directly vital to the overall stability or survival of the Nation.

B Major

—impacts directly on the overall stability and continued effectiveness of Government operations, the fiscal interests of the Government or the overall social, political, economic or security interests of the Nation.

C Significant

—impacts directly on the successful accomplishment of several major Government objectives, the promotion of a major Government fiscal goal, or a primary social, political, economic or security interest of the Nation.

D Substantial

—impacts directly on the efficiency and effectiveness of a sizeable segment of the Federal workforce, the fiscal interests of a major Governmentwide program or operation, or the social, political or economic interests of large numbers of individuals, businesses or organizations in the private sector, or affects the security interests of the Nation.

E Moderate

—impacts directly on the effectiveness of an agency's operations, the fiscal interests of an agency, or affects the social, political or economic interests of individuals, businesses or organizations in the private sector or a short-term security interest of the Nation.

- | | | | |
|-----------|--|-----------------|---|
| F Limited | —impacts directly on the operational effectiveness or fiscal interests of one or few programs in an agency, or the social, political or economic interests of a limited number of individuals in the private sector. | 5 Single-agency | —Operational activity is carried out nationally or regionally, with primary focus extending to one agency of the Government, or to elements in the private sector impacted by the agency. |
| G Minimal | —does not meet the criteria at any of the above. | 6 Regionwide | —Operational activity is carried out in one region of an agency's operations, with primary focus being limited to that region in either the public or private sectors. |

If a program has more than one area of primary focus, and the impact descriptions for each area are different, the program should be placed at the highest impact description.

Any questions arising as to placement of a program at one of two impact descriptions (e.g. Substantial or Significant) should be resolved by placing the program at the description with the greatest impact on the efficiency of the service.

(2) *Determining Scope of Operations in Terms of the Efficiency of the Service:* There are seven different scopes of operations, and each program is matched with its scope description:

- | | |
|-------------------|---|
| 1 Worldwide | —Operational activity is carried out worldwide with primary focus in either the public or the private sector. |
| 2 Nationwide | —Operational activity extends to all sectors of the United States with primary focus in either the public or the private sector. |
| 3 Government-wide | —Operational activity is carried out nationally with primary focus on the public sector Governmentwide. |
| 4 Multi-agency | —Operational activity is carried out nationally or regionally with primary focus extending to more than one agency in the public sector, or to the elements in the private sector impacted by the agencies. |

- | | |
|------------|--|
| 7 Areawide | —Operational activity is limited to one area in a region of an agency's operations, with primary focus limited to that area in either the public or private sectors. |
|------------|--|

(3) *Determining Program Placement:* The program placement is determined by combining the impact and scope descriptions. For example, a program with Substantial impact and Governmentwide scope would be a D-3. D-3 is then converted to the actual program placement as prescribed in figure 1. In this example the placement of the program would be Moderate.

A-3. DESIGNATING POSITION PLACEMENT (STEP 2)

General Procedure: After placement of the program, reference should be made to figure 2, appendix A, which contains specific criteria for designating the sensitivity of individual positions within the program in relation to the efficiency of the service. In designating position placement, the duties and responsibilities of the position must be considered in the context of the program, and the risk that position has for damage or abuse to the program. The procedure requires a determination of the impact on the program under each of the five risk factors and the assignment of points under each risk factor. The points are then totalled and applied against the program's placement according to the prescribed formula in figure 2 to determine the position's placement.

	<i>Points</i>	<i>Impact</i>	<i>Description</i>
(1) <i>Determining Position Risk:</i> The five risk factor descriptions are:			
a. Degree of Public Trust	5	Significant	—Potential for causing a serious question to be raised as to the integrity and effectiveness of program operations, through independent action or collectively with others.
b. Fiduciary (Monetary) Responsibility	4	Substantial	—Potential for reducing the efficiency of overall program operations, or the overall operations of major program elements or components independently, or through collective action with others.
c. Importance to Program			—Impact the individual position has, due to status in or influence on the program as a whole, either individually or collectively.
d. Program Authority	3	Moderate	—Potential for independently reducing the efficiency of the overall operations of a major program element or component, or the efficiency of overall program operations through collective action with others.
e. Supervision Received			—Frequency work is reviewed and nature of the review.

(2) *Determining Degree of Risk:* There are seven program impact descriptions under each of the risk factors. Points are assigned each description to reflect numerically the degree of impact. The greater the impact, the more points assigned. The seven impact descriptions under risk factors a. through d. are described as follows:

<i>Points</i>	<i>Impact</i>	<i>Description</i>
7	Maximal	—Potential for independently crippling most or all phases of program operations, or longterm compromise of program integrity.
6	Major	—Potential for independently compromising the integrity and effectiveness of a major program element or component, or in conjunction with others, damaging all phases of program operations.

<i>Points</i>	<i>Impact</i>	<i>Description</i>
1	Minimal	—Potential for damage not meeting above criteria.

The seven impact descriptions under risk factor e. are described as follows:

<i>Points</i>	<i>Impact</i>	<i>Description</i>
7	Limited	—Occasional review only with respect to major policy issues by superior without expertise in the technical aspects of program policy and operations.

<i>Points</i>	<i>Impact</i>	<i>Description</i>	<i>Points</i>	<i>Impact</i>	<i>Description</i>
6	General	—Review in connection with basic policy considerations only as they arise by superior with no real expertise in the technical aspects of program policy and operations.	1	Close Technical	—Continuing review of all phases of work by supervisor with technical program expertise.
5	Periodic	—Ongoing spot review of policy and major operational considerations of work by superior with some knowledge of program operations, but with minimal technical program expertise.			
4	Regular	—Continuing review of work by superior with some knowledge of program operations, but with some technical program expertise.			
3	Moderate Technical	—Ongoing spot review of work in connection with important operational issues by superior with technical program expertise.			
2	Regular Technical	—Continuing review of work by superior with technical program expertise.			

(3) *Determining Position Placement:* Chart (2) of figure 2, appendix a, provides space for totalling the impact points assigned under each risk factor.

Chart (3) of figure 2, appendix A, contains criteria for applying the total position risk points to the program placement to determine the placement of the position.

A-4. FINAL ADJUSTMENT FACTORS IN DESIGNATING POSITION SENSITIVITY (STEP 3)

Some positions, by the very nature of the duties and responsibilities of the program or the positions, will require designation at certain levels of sensitivity. Final adjustment in the designation process must take into account *unique* factors specific to positions, including the E.O. 10450, access, and OMB ADP-Computer security requirements of FPM chapter 732, and the organizational need for *uniformity* of operations. Only after careful analysis of the position in terms of these factors and this need should any decision on adjustment be made. Figure 3, appendix A, contains special factor adjustment criteria covering these types of positions.

FIGURE 1. DETERMINE PLACEMENT OF AGENCY PROGRAMS (STEP 1)

- (1) Match agency programs (operational, support, administrative) to impact on the efficiency of the service
- (2) Determine scope of operations of program.
- (3)&(4) Based on determinations of (1) & (2) above, determine impact and scope of program.
- (5) Placement of program, to be used in Step 2.

PROGRAM PLACEMENT DESCRIPTION CONVERSION CHART

(1) IMPACT ON EFFICIENCY OF SERVICE	(2) SCOPE OF OPERATIONS (EFFICIENCY OF SERVICE)	(3) IMPACT DESCRIPTION	(4) SCOPE DESCRIPTION	(5) IMPACT/SCOPE PROGRAM PLACEMENT
A Maximal	1 Worldwide	A	1-7	HIGHEST
		B	1-3	
		C	1	
B Major	2 Nationwide	B	4-7	SIGNIFICANT
		C	2-4	
		D	1-2	
C Significant	3 Governmentwide	C	5-7	MODERATE
		D	3-7	
		E	1-4	
D Substantial	4 Multi-agency	F	1-3	LOWEST
		G	1-2	
E Moderate	5 Single-agency	E	5-7	LOWEST
		F	4-7	
F Limited	6 Regionwide	G	3-7	LOWEST
G Minimal	7 Areawide			LOWEST

An example of the Step 1 process:
 Program XXX (1) = C
 Program XXX (2) = 6
 Program XXX placement (5) = Moderate

FIGURE 2: DETERMINE PLACEMENT OF POSITIONS (STEP 2):

- (1) Determine position risk factor description and assign risk points.
- (2) Total the risk points.
- (3) Based on program placement designation (from Step 1) and total risk points, determine position placement. (Refer to Step 3 for final adjustment factors and final position sensitivity level.)

(1) RISK FACTORS

P O S I T I O N	a	b	c	d	e
7	Maximal	FIDUCIARY (MONETARY) RESPONSIBILITY	Maximal	Maximal	SUPERVISION RECEIVED
6	Major	Major	Major	Major	General
5	Significant	Significant	Significant	Significant	Periodic
4	Substantial	Substantial	Substantial	Substantial	Regular
3	Moderate	Moderate	Moderate	Moderate	Moderate Technical
2	Limited	Limited	Limited	Limited	Regular Technical
1	Minimal	Minimal	Minimal	Minimal	Close Technical

Note: If a position is rated at 6 or 7 points in the a. and b. risk factors, the position must be designated at no less than Noncritical-Sensitive.

(2) RISK POINTS:

a.	b.	c.	d.	e.	Total Points

(3) POSITION PLACEMENT DESIGNATION:

PROGRAM PLACEMENT LEVEL	POSITION RISK POINTS	POSITION PLACEMENT
HIGHEST	24 thru 35	SS
	18 thru 23	CS
	5 thru 17	NCS
SIGNIFICANT	30 thru 35	SS
	24 thru 29	CS
	5 thru 23	NCS
MODERATE	30 thru 35	CS
	11 thru 29	NCS
	5 thru 10	NS
LOWEST	30 thru 35	NCS
	5 thru 29	NS

(3) Program Placement (Step 1) -- Moderate
 Position Placement (Step 2) -- NCS

An example of the Step 2 process:

(1) Factors	a.	b.	c.	d.	e.	Total
(2) Points	6	2	5	4	6	23

FIGURE 3. FINAL ADJUSTMENT FACTORS FOR POSITION SENSITIVITY LEVEL (STEP 3)

- (1) *Uniqueness*: Factors that are unique and are not fully accounted for in the program or position designation system that can cause adjustments include:
- (a) Special investigative, criminal justice or foreign/domestic intelligence duties;
 - (b) Control of an automated monetary system (key access entry);
 - (c) Few-of-a-kind positions with sensitive duties (Special Assistant to Agency Head);
 - (d) Support positions with no responsibilities for preparation or implementation of sensitive program policies and plans, but involving regular contact with, and ongoing knowledge of, all or most of such material (e.g., Budget Analyst);
 - (e) Personnel Security Officers and Personnel Security Specialists, at no less than the Critical-Sensitive level regardless of program designation;
 - (f) Access to classified information, if the duties of the position require regular access to classified information.
 - (g) Any of the criteria appearing in section 2-3, subchapter 2, of FPM chapter 732.
 - (h) Any other factors the agency thinks relevant.
- (2) *Uniformity*: Clearly indicated needs for uniformity in position designations, because of authority level or program placement level that may serve as a basis for making the adjustments include:
- (a) Agency head may adjust position designations at the same authority level to assure uniformity within the agency (e.g., managers of major agency programs at the same level of authority may be placed at the same level of sensitivity).
 - (b) If the placement level of the program is determined to be so overriding as to negate any specific risk considerations associated with individual positions within the program, the agency head may designate all positions within the program at the sensitivity level that is required to best protect the efficiency of the service and national security interests.

FINAL POSITION SENSITIVITY LEVELS: Positions will be placed at one of the following sensitivity levels:

- 4 SPECIAL-SENSITIVE (SS)
- 3 CRITICAL-SENSITIVE (CS)
- 2 NONCRITICAL-SENSITIVE (NCS)
- 1 NON-SENSITIVE (NS)

An example of all steps in the process: Step 1 = MODERATE

Step 2 = NCS

Step 3 = No Adjustment

Final Position Designation: NCS

A-5. AGENCY ACTION

Agency Security Offices will maintain a record of the designation process under this chapter as prescribed in figure 4, along with the records required by FPM Chapter 732, appendix B. If an agency uses OPM-approved alternative methods for designating positions, it should document the procedures used and show how the agency procedures are comparable to those in this appendix.

A-6. OPM REVIEW

The form shown as figure 4, or its agency equivalent, is subject to review by OPM during periodic appraisals of agency suitability programs, or on a case-by-case basis, as required, to assure that positions are properly designated in terms of the efficiency of the service.

FIGURE 4. POSITION SENSITIVITY LEVEL DESIGNATION FORM

AGENCY: Selective Service System PROGRAM: _____

POSITION TITLE: _____

POSITION DESCRIPTION #: _____

PROGRAM PLACEMENT:

Impact on Efficiency of Service (A-G):

C

Scope of Operations for Efficiency of Service (1-7):

5

Placement (Highest, Significant, Moderate, Lowest):

SignificantPOSITION PLACEMENT:*Risk Factors**Risk Points*

a. Degree of Public Trust (7-1):

b. Fiduciary Responsibilities (7-1):

c. Importance to Program (7-1):

d. Program Authority Level (7-1):

e. Supervision Received (7-1):

TOTAL POINTS:

Position Placement (SS; CS; NCS; NS):

Final Adjustment

(Enter adjustment factor items from figure 3
and section 2-3, subchapter 2, FPM chapter 732.)

FINAL SENSITIVITY LEVEL: (4 = SS; 3 = CS; 2 = NCS; 1 = NS):

Signature of Agency Designator_____
Date

**NATIONAL HEADQUARTERS
SELECTIVE SERVICE SYSTEM
CERTIFICATE OF CLEARANCE AND/OR SECURITY DETERMINATION**



PART I BASIC INFORMATION

FROM: NATIONAL HEADQUARTERS SELECTIVE SERVICE SYSTEM WASHINGTON, D.C. 20438	DATE	NUMBER	DOSSIER/CASE NUMBER
LAST NAME - FIRST NAME - MIDDLE NAME		CIVILIAN OR MILITARY GRADE	SOCIAL SECURITY ACCOUNT NUMBER
DATE OF BIRTH <i>(Month, Day, Year)</i>	PLACE OF BIRTH <i>(City, county, state, country)</i>		JOB TITLE
HEIGHT	WEIGHT	COLOR EYES	COLOR HAIR

PART II SECURITY CLEARANCE

DATE INVESTIGATION COMPLETED <i>(Month, Day, Year)</i>	TYPE OF INVESTIGATION CONDUCTED	AGENCY OR COMMAND WHICH CONDUCTED INVESTIGATION
HIGHEST CLASSIFICATION OR TYPE OF INFORMATION TO WHICH ACCESS IS AUTHORIZED <i>(Top Secret, Secret, or Confidential)</i>		DATE INTERIM CLEARANCE GRANTED <i>(Month, Day, Year)</i>
		DATE FINAL CLEARANCE GRANTED <i>(Month, Day, Year)</i>

PART III REMARKS

PART IV CERTIFICATION

THIS IS TO CERTIFY THAT THE ABOVE NAMED INDIVIDUAL HAS BEEN CLEARED UNDER THE PROVISIONS OF CHAPTER 732, MANPOWER POLICIES AND PROCEDURES MANUAL, FOR ACCESS TO CLASSIFIED INFORMATION AS INDICATED ABOVE.

DIRECTOR OR PERSONNEL SECURITY OFFICER

PROCEDURAL DIRECTIVE

CERTIFICATE OF CLEARANCE AND/OR SECURITY DETERMINATION

SSS FORM 490

(MPPM)

1. PURPOSE:

The SSS Form 490 certifies that a military or civilian employee of the Selective Service System:

- has been cleared for access to classified information,
- the highest classification to which access is authorized, and
- that access to this information or material is necessary in order to accomplish the employee's official duties.

2. PREPARATION:

The form is prepared in the original and two copies and is signed by the Director of Selective Service or the Personnel Security Officer.

3. DISTRIBUTION:

The original will be placed in the employee's personnel folder, one copy will be furnished the individual and the remaining copy will be filed with the Personnel Security Officer.

4. DISPOSAL:

The holder of a Certificate of Clearance will surrender that document to the Security Control Officer at National Headquarters for cancellation upon transfer or separation from the Selective Service System. This copy will be destroyed as soon as the original copy is in the individual's personnel file and the copy in the Personnel Security Officer's file has been annotated to show that both copies have been cancelled and the reason for the cancellation. The Personnel Security Officer's file copy will be destroyed two years after the last action.