

# POSITION SENSITIVITY

## GENERAL REQUIREMENTS

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 degree of damage that an individual, by virtue of the occupancy of a position, could affect national security. To ensure Department of Defense security standards are maintained, position sensitivity for each dual status and non-dual status technician position (funded and unfunded) must be recorded on the Optional Form 8, item 12 (Position Description). The supervisor must file a copy in the supervisory work folder. The following is an overview of how the recording of position sensitivity is to occur.

## POSITION SENSITIVITY DETERMINATION

The supervisor determines position sensitivity by reviewing duties, full-time manning documents, MTOEs, TDAs, EUMDs, regulations, equipment and the environment in which the work is performed. The position sensitivity determines the level of clearance, or access, required by the incumbent of that position.

## SENSITIVITY LEVELS

There are four sensitivity levels for designating positions both for ADP-computer security and national security-related positions. These levels and the degree of risk to the national security associated with each are indicated below.

Sensitivity Levels		National Security Risk
4	Special-Sensitive (SS)*	Potential for inestimable damage
3	Critical-Sensitive (CS)	Potential for exceptionally grave damage (Top Secret)
2	Noncritical-Sensitive (NCS)	Potential for serious damage to potential for damage (Secret or Confidential)
1	Non-Sensitive (NS)	Potentially prejudicial (None or Confidential)
0	Not Applicable	

## GENERAL DEFINITIONS OF SENSITIVITY LEVELS

### Special-Sensitive Level 4

**E.O. 10450.** Includes any position which the head of the agency determines to be in a level higher than Critical-Sensitive because of (1) the greater degree of damage that an individual by virtue of occupancy of the position could effect to the national security, or (2) special requirements concerning the position under authority other than E.O. 10450.

**OMB Circular No. A-130.** Includes any position which meets the criteria above or is determined by the head of the agency to impose a risk in terms of ADP-computer security above that at the Critical-Sensitive

### **Critical-Sensitive Level 3**

**E.O. 10450.** Includes any positions involving any of the following:

- ✓ Access to Top Secret defense information
- ✓ Development or approval of war plans, plans or particulars of future or major or special operations of war or critical and extremely important items of war
- ✓ Development or approval of plans, policies or programs which affect the overall operations of an agency; that is, policy-making or policy-determining positions
- ✓ Investigative duties, the issuance of personnel security clearances or duty on personnel security boards
- ✓ Fiduciary, public contact or other duties demanding the highest degree of public trust

**OMB Circular No. A-130.** Includes positions 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; or can access a system during the operation or maintenance in such a way and with relatively high risk for causing grave damage or realize a significant personal gain. Such positions may involve:

- ✓ Responsibility for the development and administration of agency computer security programs and also including direction and control of risk analysis and/or threat assessment.
- ✓ Significant involvement in life-critical or mission-critical systems.
- ✓ Responsibility for the preparation or approval of data for input into a system which does not necessarily involve personal access to the system, but with relatively high risk for effecting grave damage or realizing significant personal gain.
- ✓ Relatively high risk assignments associated with or directly involving the accounting, disbursement or authorization for disbursement from systems of (1) dollar amounts of \$10 million per year or greater or (2) lesser amounts if the activities of the individual are not subject to technical review by higher authority at the Critical-Sensitive level to insure the integrity of the system.
- ✓ Positions involving major responsibility for the direction, planning, design, testing, maintenance, operation, monitoring and/or management of systems hardware and software.
- ✓ Other positions as designated by the agency head that involve relatively high risk for effecting grave damage or realizing significant personal gain.

### **Noncritical-Sensitive Level 2**

**E.O. 10450.** Includes positions that involve one of the following:

- ✓ Access to Secret or Confidential national security materials, information, etc.
- ✓ Duties that may directly or indirectly adversely affect the overall operations of the agency.
- ✓ Duties that demand a high degree of confidence and trust.

**OMB Circular No. A-130.** Includes positions in which the incumbent is responsible for the direction, planning, design, operation or maintenance of a computer system and whose work is technically reviewed by a higher authority at the Critical-Sensitive level to insure the integrity of the system. Such positions may involve:

- ✓ Responsibility for systems design, operation, testing, maintenance and/or monitoring that is carried out under technical review of higher authority at the Critical-Sensitive level, to insure the integrity of the system. This level includes, but is not limited to:
  - Access to and/or processing of proprietary data, information requiring protection under the Privacy Act of 974 and Government developed privileged information involving the award of contracts
  - Accounting, disbursement or authorization for disbursement from systems of dollar amounts less than \$10 million per year.
- ✓ Other positions as designated by the agency head that involve a degree of access to a system that creates a significant potential for damage or personal gain less than that in Critical-Sensitive positions.

### **Non-Sensitive Level 1**

**E.O. 10450.** Includes all positions not falling into one of the above sensitive levels.

**OMB Circular No. A-130.** Includes all ADP-computer positions not falling into one of the above sensitive levels.

## **PROCEDURES**

It is the supervisor's responsibility to the Adjutant General for carrying out the requirements of the Position Sensitivity Program. Managers and supervisors will ensure every required position is reviewed by the immediate supervisor. Each supervisor will insure block 12 of their Optional Form 8 is annotated. When requesting personnel actions, the Standard Form 52 (see TPR 296-33) must have the applicable remark: "Position Sensitivity Indicator" as listed below:

- 0: Not applicable
- 1: Non-Sensitive and None or Confidential
- 2: Non-Critical Sensitive and Secret or Confidential
- 3: Critical-Sensitive and Top Secret
- 4: Special-Sensitive and Top Secret