



United States Department of the Interior

FISH AND WILDLIFE SERVICE

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Memorandum

To: Service Directorate
From: **Acting** Director *Marshall D. Jones*
Subject: Service Security and Suitability Program

In an effort to ensure positions are designated with the correct sensitivity levels and employees occupying these positions have the appropriate level of background investigation, a list of standard designation levels has been developed and is attached for your information. Further efforts are continuing in developing base levels of sensitivity designations for other specific occupations and positions that incorporate certain duties. Moreover, during fiscal year 2004, additional positions and duties will be identified for minimum sensitivity levels by a work group comprised of headquarters and regional human resources specialists.

The following types of occupations and positions that include the following identified duties must have, at a minimum, the position sensitivity designation indicated. Each time a position is vacated and refilled, the sensitivity must be reevaluated by the manager/supervisor and the servicing human resources office and they must ensure the employee has the appropriate background investigation required for the position. If a position or the duties thereof encompass two distinct sensitivity designations, the higher level sensitivity must be applied.

Position/ Duties	Minimum Sensitivity Designation	Minimum Background Investigation Type
Law enforcement credentials	Critical Sensitive	Background Investigation
Supervisory responsibilities over employees with LE credentials	Critical Sensitive	Background Investigation
System/root level access to one or more IT system (<i>for example: ability to establish user accounts and passwords for the network, FPPS, or FFS</i>)	High Risk	Background Investigation

Information Technology Specialist positions	Moderate Risk	Minimum Background Investigation
Warrant Authority	Moderate Risk	Minimum Background Investigation
User level access to one specialized IT system <i>(for example FPPS, FFS, or EAGLES)</i>	Moderate Risk	Minimum Background Investigation
Supervisory Positions	Moderate Risk	Minimum Background Investigation
Positions in the 200 series	Moderate Risk	Minimum Background Investigation
Timekeeper duties	Non-Critical Sensitive	Access National Agency Check

The provisions of this memorandum will be incorporated in to the Service Manual at 430 FW 2 upon its revision.

If you have questions regarding the position sensitivity or other aspects of the security and suitability program, please contact Rebekah Giddings, Division of Human Resources, at 703-358-2117.