

# Reclamation Manual

## Directives and Standards

### Minimum Position Risk/Sensitivity Designations for Select Reclamation Positions or Assignments with Equivalent Duties Performed by Contractor Staff

Table 1: **National Security Positions and Security-related Positions.** The following positions will have minimum risk/sensitivity designations, background investigations, and waiver requirements as specified below.

Position or Position Category	Minimum Designation Level	BI Level	BI Waiver Requirement <sup>1</sup>
Commissioner, Deputy Commissioners, and Director of SSLE	SS (access to TOP SECRET/SCI)	SSBI	Not Permissible
Other positions requiring SCI access as approved by the Director of SSLE	SS (access to TOP SECRET/SCI)	SSBI	Not Permissible
Senior Executive Service positions	CS (access to TOP SECRET)	SSBI	Required <sup>2</sup>
Other positions requiring Top Secret access as approved by the Chief Security Officer	CS (access to TOP SECRET)	SSBI	Required <sup>2</sup>
Law Enforcement Officers (e.g., Hoover Police Officer)	CS (High Risk with access to SECRET)	SSBI	Required <sup>2</sup>
Regional Security Officers	NCS (Moderate Risk with access to SECRET)	MBI	Optional <sup>3</sup>
Area Office Managers and Managers at NCI Facilities	NCS (Moderate Risk with access to SECRET)	MBI	Optional <sup>3</sup>
Security Officers at NCI facilities	NCS (Moderate Risk with access to SECRET)	MBI	Optional <sup>3</sup>
Staff and contractors with unescorted access to Denver's Secure Facility	NCS (Moderate Risk with access to SECRET)	MBI	Optional <sup>3</sup>
Other positions requiring Secret access as approved by the Chief Security Officer	NCS (Moderate Risk with access to SECRET)	MBI	Optional <sup>3</sup>
Positions identified as having independent access to Security Control Centers at NCI facilities.	High Risk Public Trust	BI	Not Applicable
Armed Security Guards	High Risk Public Trust	BI	Not Applicable
Unarmed Security Guards and direct security support staff (e.g., security dispatcher, etc.)	Moderate Risk Public Trust	MBI	Not Applicable

NOTES and FOOTNOTES:

If more than one position category in Tables 1-3 applies, the highest BI Level shall be used.

If a specific position is not listed in Tables 1-3, the HR position designation shall be used.

**Abbreviations used in Tables 1, 2, and 3.**

**BI** BI, CNACI, MBI, NACI and SSBI are specific types of background investigations  
**CS** Critical Sensitive  
**MMC** Major Mission Critical

**NCI** National Critical Infrastructure  
**NCS** Non-Critical Sensitive  
**SS** Special Sensitive

<sup>1</sup> See Paragraph 6.H. for waiver requirements.

<sup>2</sup> A waiver is required before an individual can be placed into a critical-sensitive position, unless the required level of investigation has been completed and favorably adjudicated.

<sup>3</sup> A waiver may be used to perform preliminary checks, but is not required prior to an individual being placed into a non-critical sensitive position.

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### Minimum Position Risk/Sensitivity Designations for Select Reclamation Positions or Assignments with Equivalent Duties Performed by Contractor Staff

Table 2: **Information Technology Positions.** Unless otherwise established in Tables 1 or 3, the following positions will have minimum risk/sensitivity designations, background investigations, and waiver requirements as specified below.

Position or Position Category	Minimum Designation Level	BI Level	BI Waiver Requirement <sup>1</sup>
Director of CIO, CISO, and Telecommunications Coordinator	CS (access to TOP SECRET)	SSBI	Required <sup>2</sup>
Other CIO positions requiring Top Secret access as approved by the Director of CIO	CS (access to TOP SECRET)	SSBI	Required <sup>2</sup>
Manager – IT Policy and Security, Manager – IT Services, and Manager – Information Management	NCS (access to SECRET)	MBI	Optional <sup>3</sup>
Designated IT Security Technical or Management positions as approved by the Director of CIO	NCS (access to SECRET)	MBI	Optional <sup>3</sup>
Regional Information Resources Managers and Regional IT Security Managers	Moderate Risk Public Trust	MBI	Not Applicable
Staff and contractors working within Denver’s IT Policy and Security Facility	Moderate Risk Public Trust	MBI	Not Applicable
All other IT Security Management positions	Moderate Risk Public Trust	MBI	Not Applicable
IT positions with administrative-level (super-user) access to critical cyber assets directly supporting NCI and MMC facilities ( <i>e.g., SCADA system administrators</i> )	Moderate Risk Public Trust	MBI	Not Applicable
IT or operations positions identified as having independent access to IT systems directly supporting water and power mission activities in the interest of public safety and well-being ( <i>e.g., SCADA system operators</i> )	Moderate Risk Public Trust	MBI	Not Applicable
All other positions identified as having administrative-level (super-user) access to critical cyber assets	Moderate Risk Public Trust	MBI	Not Applicable

NOTES and FOOTNOTES:

If more than one position category in Tables 1-3 applies, the highest BI level shall be used.

If a specific position is not listed in Tables 1-3, the HR position designation shall be used.

**Abbreviations used in Table 2.**

<b>CIO</b>	Chief Information Office	<b>IT</b>	Information Technology
<b>CISO</b>	Chief Information Security Officer	<b>NCS</b>	Non-Critical Sensitive
<b>CS</b>	Critical Sensitive	<b>SCADA</b>	Supervisory Control and Data Acquisition

<sup>1</sup> See Paragraph 6.H. for waiver requirements.

<sup>2</sup> A waiver is required before an individual can be placed into a critical-sensitive position, unless the required level of investigation has been completed and favorably adjudicated.

<sup>3</sup> A waiver may be used to perform preliminary checks, but is not required prior to an individual being placed into a non-critical sensitive position.

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### Minimum Position Risk/Sensitivity Designations for Select Reclamation Positions or Assignments with Equivalent Duties Performed by Contractor Staff

Table 3: **Other Positions.** The following positions will have minimum risk/sensitivity designations and background investigations as specified below.

<b>Position or Position Category</b>	<b>Minimum Designation Level</b>	<b>BI Level</b>	<b>BI Waiver Requirement</b>
Senior Managers of Acquisitions, Budget, Finance, Human Resources, Information Technology, or Public Affairs offices	Moderate Risk Public Trust	MBI	Not Applicable
Aircraft pilots	Moderate Risk Public Trust	MBI	Not Applicable
Staff with direct independent access to firearms as part of position duties	Moderate Risk Public Trust	MBI	Not Applicable
Executive Assistant or Administrative Assistant to the Commissioner, Deputy Commissioners and Director of Program and Budget	Moderate Risk Public Trust	MBI	Not Applicable

NOTES and FOOTNOTES:

If a specific position is not listed in Tables 1-3, the HR position designation shall be used.