

## **3 FAM 2220 PERSONNEL SECURITY**

*(TL:PER-262; 4-24-95)  
(Office of Origin: HR)*

### **3 FAM 2221 GENERAL**

*(TL:PER-262; 4-24-95)  
(State Only)  
(Applies to Foreign Service and Civil Service Employees)*

This subchapter provides guidelines to be followed when making a position sensitivity determination. It should be read in conjunction with 12 FAM 230.

### **3 FAM 2222 GUIDELINES FOR POSITION SENSITIVITY DETERMINATION**

#### **3 FAM 2222.1 General Requirements**

##### **3 FAM 2222.1-1 General**

*(TL:PER-262; 4-24-95)  
(State Only)  
(Applies to Foreign Service and Civil Service Employees)*

- a. 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 could effect to the national security, by virtue of information available to them due to their occupancy of a position.
- b. The required investigation is conducted prior to employment to provide a basis for ensuring that employment of the individual is clearly consistent with the interests of the national security.

### **3 FAM 2222.1-2 ADP Positions**

*(TL:PER-262; 4-24-95)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

ADP-Computer positions must also be designated in terms of sensitivity. The requirement is under Transmittal Memorandum No. 1 to OMB Circular A-71.

### **3 FAM 2222.2 Sensitivity Levels**

*(TL:PER-262; 4-24-95)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

The following sensitivity levels are used 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. Criteria for determining the appropriate level are provided in the section 3 FAM 2222.3 below.

<b>Code</b>	<b>Sensitivity Levels</b>	<b>National Security Risk</b>
1	Nonsensitive (NS)	Little, if any, potential to prejudice national security
2	Noncritical-Sensitive (NCS)	Potential for some damage to potential for serious damage
3	Critical-Sensitive (CS)	Pontential for exceptionally grave damage

## 3 FAM 2222.3 General Criteria for Designating Position Sensitivity

### 3 FAM 2222.3-1 Non-Sensitive (Level 1)

*(TL:PER-262; 4-24-95)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. **E.O. 10450.** Includes all positions not falling into one of the sensitivity levels described in sections 3 FAM 2222.3-2 and 3 FAM 2222.3-3 below.
- b. **Transmittal Memorandum No. 1.** Includes all ADP-computer positions not falling into one of the following sensitivity levels.

### 3 FAM 2222.3-2 Noncritical-Sensitive (Level 2)

*(TL:PER-262; 4-24-95)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. **E.O. 10450,** includes positions that involve one of the following:
  - (1) Access to Secret or Confidential national security materials, information, etc.;
  - (2) Duties that may directly or indirectly adversely affect the overall operations of the Department; or
  - (3) Duties that demand a high degree of confidence and trust.
- b. **Transmittal Memorandum No. 1,** 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:
  - (1) 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:

- (a) Access to and/or processing of proprietary data, information requiring protection under the Privacy Act of 1974, and Government-developed privileged information involving the award of contracts, and
  - (b) Accounting, disbursement, or authorization for disbursement from systems of dollar amounts less than \$10 million per year.
- (2) Other positions as designated by the Bureau of Diplomatic Security 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.

### **3 FAM 2222.3-3 Critical-Sensitive (Level 3)**

*(TL:PER-262; 4-24-95)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. **E.O. 10450**, includes positions involving any of the following:

- (1) Access to Top Secret national security information;
- (2) Development or approval of foreign policy, including plans or operations relevant to such policy, or war plans, plans or particulars of future or major or special operations of war, or critical and extremely important items of war;
- (3) Development or approval of plans, policies or programs which affect the overall operations of the Department; that is, policy-making or policy-determining positions;
- (4) Investigative duties, the issuance of personnel security clearances, or duty on personnel security or suitability boards; or
- (5) Fiduciary, public contact, or other duties demanding the highest degree of public trust.

b. **Transmittal Memorandum No. 1**, 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:

- (1) Responsibility for the development and administration of Department computer security programs, and also including direction and control of risk analysis and/or threat assessment;
- (2) Significant involvement in life-critical or mission-critical systems; and/or
- (3) 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.

### **3 FAM 2223 THROUGH 2229 UNASSIGNED**