

Reclamation Manual

Directives and Standards

Minimum Position Risk/Sensitivity Designations for Key Bureau of Reclamation Positions or Assignments with Equivalent Duties Performed by Contractor Staff

Table 1: **National Security Positions and Security-Related Positions.** Based on the OPM PDT, the following position designations are identified below and retained in the servicing Human Resources Office. Background investigation and waiver requirements are also specified below.

Position or Position Category	Minimum Designation Level	BI Level	BI Waiver Requirement ¹
Commissioner, Deputy Commissioner Policy Administration, and Budget, Deputy Commissioner - Operations, and Director of SSLE	SS (access to TOP SECRET/SCI)	Tier 5 (SSBI)	Not Permissible
Other positions requiring SCI access as approved by the Director of SSLE	SS (access to TOP SECRET/SCI)	Tier 5 (SSBI)	Not Permissible
Senior Executive Service positions and Deputy Commissioner - External and Intergovernmental Affairs	CS (access to TOP SECRET)	Tier 5 (SSBI)	Required ²
Other positions requiring Top Secret access as approved by the Chief Security Officer	CS (access to TOP SECRET)	Tier 5 (SSBI)	Required ²
Regional Security Officers	CS (access to TOP SECRET)	Tier 5 (SSBI)	Required ²
Law Enforcement (LE) Officers (e.g., <i>Hoover Police Officer</i>)	NCS (Moderate Risk with access to SECRET)	Tier 3 (MBI)	Required ²
Area Managers	NCS (Moderate Risk with access to SECRET)	Tier 3 (ANACI & PSI)	Optional ³
NCI Facility Managers	NCS (Moderate Risk with access to SECRET)	Tier 3 (ANACI & PSI)	Optional ³
NCI Security Managers	NCS (High Risk with access to SECRET)	Tier 5 (SSBI)	Optional ³
Staff and contractors with unescorted access to Denver's Secure Facility	NCS (Moderate Risk with access to SECRET)	Tier 3 (ANACI & PSI)	Optional ³
Other positions requiring Secret access as approved by the Chief Security Officer	NCS (Moderate Risk with access to SECRET)	Tier 3 (ANACI & PSI)	Optional ³
Positions identified as having unescorted access to Security Control Centers at NCI facilities.	High Risk Public Trust	Tier 4 (BI)	Not Applicable
Armed Security Guards	Moderate Risk Public Trust	Tier 2 (MBI)	Not Applicable
Unarmed Security Guards and direct security support staff (e.g., <i>security dispatcher, etc.</i>)	Moderate Risk Public Trust	Tier 2 (MBI)	Not Applicable

NOTES and FOOTNOTES:

Effective October 1, 2016, all tiered investigation naming conventions are in effect. Previous completed background investigations and background investigations opened before their respective naming convention transition dates will retain their original background investigation names (shown in parentheses).

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

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Abbreviations and tier level investigation designations used in Tables 1, 2, and 3.

ANACI	Access National Agency Check with Inquiries	NCS	Non-Critical Sensitive
SSBI	Single Scope Background Investigation	SCI	Sensitive Compartmented Information
BI	Background Investigation	Tier 1	Low Risk Non Sensitive Investigation
MBI	Minimum Background Investigation	Tier 2	Moderate Risk Public Trust Investigation
NCI	National Critical Infrastructure	Tier 3	Moderate Risk Non-Critical Sensitive Investigation
MMC	Major Mission Critical	Tier 4	High Risk Public Trust Investigation
PSI	Personal Subject Interview	Tier 5	High Risk Critical Sensitive Investigation
SS	Special Sensitive		
CS	Critical Sensitive		

¹ See Paragraph 6.H. of SLE 01-01 for waiver requirements.

² A waiver is required before an individual is placed into a critical-sensitive position or a law enforcement position, unless the required level of investigation has been completed and favorably adjudicated.

³ 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 unless it is a law enforcement position.

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Table 2: **Information Technology Positions.** Based on the OPM PDT, the following position designations are identified below and retained in the servicing Human Resources Office. Background investigation and waiver requirements are also specified below.

Position or Position Category	Minimum Designation Level	BI Level	BI Waiver Requirement ¹
ADIR, CISO, and their Deputies	SS (access to TOP SECRET/SCI)	Tier 5 (SSBI)	Not Permissible
Personnel designated for support to Continuity of Government programs	SS (access to TOP SECRET/SCI)	Tier 5 (SSBI)	Not Permissible
Telecommunications Coordinator	CS (access to TOP SECRET)	Tier 5 (SSBI)	Required ²
Personnel designated for IT support to Continuity of Operations programs	CS (access to TOP SECRET)	Tier 5 (SSBI)	Required ²
Other positions requiring Top Secret access as approved by the ADIR	CS (access to TOP SECRET)	Tier 5 (SSBI)	Required ²
Manager – IT Risk and Portfolio Management Division, Manager – IT Services, and Manager – Information Management	NCS (access to SECRET)	Tier 3 (ANACI & PSI)	Optional ³
Designated IT Security Technical or Management positions as approved by the ADIR	NCS (access to SECRET)	Tier 3 (ANACI & PSI)	Optional ³
Regional Information Resources Managers and Regional IT Security Managers	Moderate Risk Public Trust	Tier 2 (MBI)	Not Applicable
Staff and contractors working within Denver’s IT Risk and Portfolio Management Division	Moderate Risk Public Trust	Tier 2 (MBI)	Not Applicable
All other IT Security Management positions	Moderate Risk Public Trust	Tier 2 (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	Tier 2 (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	Tier 2 (MBI)	Not Applicable
All other positions identified as having administrative-level (super-user) access to critical cyber assets	Moderate Risk Public Trust	Tier 2 (MBI)	Not Applicable

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Effective October 1, 2016, all tiered investigation naming conventions are in effect. Previous completed background investigations and background investigations opened before their respective naming convention transition dates will retain their original background investigation names (shown in parentheses).

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

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Additional Abbreviations used in Table 2.

ADIR Assistant Director, Information Resources
CISO Chief Information Security Officer

IT Information Technology
SCADA Supervisory Control and Data Acquisition

¹ See Paragraph 6.H. of SLE 01-01 for waiver requirements.

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

³ 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 unless it is a LE position.

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Table 3: **Other Positions.** Based on the OPM PDT, the following position designations are identified below and retained in the servicing Human Resources Office. Background investigation requirements are also specified below.

Position or Position Category	Minimum Designation Level	BI Level	BI Waiver Requirement
Senior Managers of Acquisitions, Finance, and Information Technology	High Risk Public Trust	Tier 4 (BI)	Not Applicable
Senior Managers of Budget and Senior Managers of Public Affairs	Moderate Risk Public Trust	Tier 2 (MBI)	Not Applicable
Aircraft pilots	Moderate Risk Public Trust	Tier 2 (MBI)	Not Applicable
Executive Assistant or Administrative Assistant to the Commissioner, Deputy Commissioners and Director of Program and Budget	Moderate Risk Public Trust	Tier 2 (MBI)	Not Applicable
Human Resources Manager/Officers/Supervisory Human Resources Specialists	High Risk Public Trust	Tier 4 (BI)	Not Applicable
Administrative Officers, Human Resources Specialists & Human Resources Assistants	Moderate Risk Public Trust	Tier 2 ¹ (MBI)	Not Applicable

NOTES and FOOTNOTES:

Effective October 1, 2016, all tiered investigation naming conventions are in effect. Previous completed background investigations and background investigations opened before their respective naming convention transition dates will retain their original background investigation names (shown in parentheses).

¹ In addition to the investigation requirements identified above, the Office of Personnel Management requires all adjudicator positions be designated at a minimum of high risk Public Trust requiring a Tier 4 (BI) investigation.