



**Tips and Tidbits  
Issue #: 9-2010**

**15 September 2010**

**Question: What is position sensitivity? How is it determined? What are the different levels of position sensitivity?**

Position sensitivity is a designation of the level of risk associated with a position and is directly related to the type of clearance an employee must be able to obtain/maintain throughout the duration of his/her incumbency in order to successfully perform the duties of the position to which assigned. This designation is *always* aligned to the duties of the position and **not** the person.

Designation of position sensitivity is delegated from commanders to first-line supervisors. Accordingly, it is the responsibility of Management to ensure sensitivity designations for positions are correct. Personal knowledge of the requirements of the position should drive this decision. The proper coding of positions to designate sensitivity ensures the incumbent undergoes the appropriate type of investigation to protect national security and/or determine suitability. Security investigations to grant the appropriate clearance level (e.g., Secret, Top Secret, etc.) can take up to one year to complete and are very costly to the Government; therefore, managers should be prudent in their designation of a positions' sensitivity to ensure only those positions that truly meet the criteria outlined below are designated as such.

<u>Code</u>	<u>Type/Explanation</u>
1	Non-sensitive (NS) National Security Risk positions. A National Agency Check Investigation (NACI) is required. Potential for impact involving duties of limited relation to the agency mission with program responsibilities that affect the efficiency of the service.
2	Noncritical-Sensitive (NCS) National Security Risk positions. Requires an advanced NACI/National Agency Check with a local and credit check investigation. These positions require access to Secret or Confidential information. Examples of positions that might fall in to this category are security police/provost marshal-type jobs, Category II automated data processing positions (IT-II), duties involving education and orientation of DoD personnel, and/or individuals in the Biological or Chemical Personnel Reliability Programs (PRP) or in controlled Nuclear Duty Positions in the Nuclear Weapons PRP.
3	Critical-Sensitive (CS) National Security Risk positions. Requires a Single Scope Background Investigation/Single Scope Background Investigation Periodic Review (SSBI/SSBI-PR). Positions that have potential for exceptionally grave impact involving duties of clearly major

importance to the agency mission with major program responsibilities that affect the efficiency of the service. These positions require access to Top Secret information. Examples of positions that might fall in to this category include those that involve the development or approval of plans, policies, or programs that affect the overall operations of the Department of Defense or of a DoD component, and others.

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Special-Sensitive (SS) National Security Risk positions. Requires a Single Scope Background Investigation/Single Scope Background Investigation Periodic Review (SSBI/SSBI-PR). Potential for inestimable damage to the national security. Examples of positions that might fall in to this category include those that require extraordinary national security implications associated with sensitive compartmented information (SCI) access; positions that require access to unique or uniquely productive intelligence sources or methods vital to the United States security; and/or positions that could cause grave damage and/or compromise technologies, plans, or procedures vital to the strategic advantage of the United States.

All Requests for Personnel Actions (RPAs) submitted to the Civilian Personnel Advisory Center (CPAC) should contain position sensitivity information to ensure the position is properly coded in the Fully Automated System for Classification (FASCLASS) as well as in the Defense Civilian Personnel Data System (DCPDS).

For additional information on position sensitivity, please contact your servicing Human Resources Specialist.

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