



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

ANNISTON ARMY DEPOT
7 FRANKFORD AVENUE
ANNISTON, ALABAMA 36201-4199

SDSAN

REVISED
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Policy Statement # 76

SUBJECT: Administration of Sensitive Positions

1. Sensitive Position management and administration is paramount to the protection of National Security Interests. Sensitive Position administration is a cooperative effort between personnel Security, DLES, Civilian Personnel Division, DR and supervisor/designating officials.

2. It is imperative that each participant's primary concern in relations to Sensitive positions remains centered on the National Security Interests. As such the following procedures will be strictly adhered to:

a. Sensitive Positions will no be downgraded for the purpose of recruitment, placement, details, change to lower grade, priority placement, promotions, reorganization or job exchanges. The primary reason for downgrading a Sensitive Position is that the incumbent no longer requires frequent access to classified information or performance of ADP I or II duties.

b. Changes to any Sensitive Position to include upgrading, downgrading or assignment of personnel without the coordination of the Personnel Security Office is prohibited.

c. Each supervisor is responsible for maintaining a Sensitive Position listing for his organization and providing a reviewed update to Director of Law Enforcement and Security on an annual basis.

3. As Security Manager, the Director of Law Enforcement and Security has oversight for the Sensitive Position Program, as so will approve and disapprove Sensitive Position designations based upon applicable regulations and standards.

Gregory F. Potts

GREGORY F. POTTS

Colonel, OD
Commanding

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EMERGENCY APPOINTMENT CRITERIA

1. The selecting official tentatively selects the employee for the sensitive position.
2. The Director prepares and submits an Emergency Appointment Memorandum to DR. The memorandum must include:
 - a. The person's full name, social security number, and position number.
 - b. A detailed explanation of the one mission and/or regulatory requirement related to National Security which cannot be met if the person is not hired, and a statement on the impact to National Security for any delay in filling the position until such time investigative or clearance requirements can be met.
 - c. An explanation of temporary relief that was considered and determined to be unacceptable.
 - d. Director considers the person trustworthy.
3. The Director prepares and submits the SDSAN Form 1897 to DLES.
4. DR verifies position sensitivity, endorses Emergency Appointment Memorandum, prepares memorandum requesting security clearance action, copies investigation request forms, and forwards all to DLES.
5. DLES conducts local background check and verifies that it has been favorably completed. (NOTE: This check can take up to 10 days to complete.)
6. DLES is responsible for:
 - a. Endorsing Emergency Appointment Memorandum that a background check was favorably completed and U.S. citizenship verified.
 - b. A statement that the person will not be granted access to classified information/operations until such time a security clearance is granted.
7. DLES endorses security clearance action request and emergency appointment approval memorandum to DR with a copy furnished the requesting Director.

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