



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN
P.O. DRAWER 160
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 5520.1
03
2 Oct 00

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 5520.1

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: POSITION SENSITIVITY AND SECURITY CLEARANCES

Ref: (a) SECNAVINST 5510.30A
(b) 5CFR Part 732
(c) WPNSTA YORKTOWNINST 5510.1

1. Purpose. To establish policy and guidelines for designating the level of position sensitivity for civilian positions, and for designating and obtaining the required security clearances for civilian/military employees of Naval Weapons Station Yorktown (WPNSTA Yorktown).

2. Background. References (a) and (b) delineate the criteria for determining civilian personnel position sensitivity. Security clearance request procedures for military or civilian personnel are addressed in reference (c). Civilian positions are designated non-critical sensitive or critical sensitive based upon official criteria. Positions, not meeting the criteria, are designated as non-sensitive, including Category III Automated Data Processing positions.

3. Scope. This instruction relates to civilian position sensitivity and security clearances for WPNSTA Yorktown. This regulation is not to be construed as modifying or annulling references (a) and (b), any instructions received from commands higher in line of authority, or infringing on commanding officers and officers-in-charge in the discharge of their responsibility for security within the jurisdiction of their immediate authority. Any statement, provision, or requirement appearing in this instruction which may conflict with later directives, including changes thereto, is automatically canceled.

4. Policy. Department of the Navy (DON) civilian personnel positions shall be designated at a sensitivity level commensurate with the criteria of references (a) and (b).

5. Action. The responsibilities to execute the provisions of this instruction and related references are as follows:

a. Commanding Officer (CO) shall:

(1) Ensure full compliance with the policy, guidance, and direction in this instruction.

(2) Ensure that only those civilian positions that meet the criteria of reference (a) are designated as sensitive, and the number of positions designated as sensitive is held to the minimum, consistent with mission requirements.

b. WPNSTA Yorktown Security Manager (Code 03) shall:

(1) Issue and maintain this instruction.

(2) Verify designations of required security clearances.

(3) Process requests for security clearances and advise on the assignment of personnel, to sensitive positions, prior to movement of the employee.

(4) Maintain appropriate records of security clearances.

(5) Assist office/department personnel and the Human Resource Office (HRO) Yorktown Satellite in resolving sensitivity issues.

(6) Monitor office head completion of annual position sensitivity review.

c. Office/Department Heads shall:

(1) Submit Security Clearance Requests (WPNSTA Yorktown Form 5521/1) for new or reassigned military or civilian personnel to Code 03, for those personnel whose duties require access to classified information.

(2) Ensure two copies of Position Sensitivity Designation (WPNSTA Yorktown Form 5520/1) and Required Security Clearance for Personnel forms are completed for sensitive positions. Attach the copies to the new, or revised position description coversheet and forward to Code 03.

(3) Ensure position description coversheets accurately reflect the sensitivity and clearance level required for the position.

(4) Review positions annually to ensure proper sensitivity designation.

d. Human Resources Office Yorktown Satellite shall:

(1) Verify position sensitivity designation/criteria has been completed on position description coversheet.

(2) Maintain appropriate records of position sensitivity designation/criteria and ensure Defense Civilian Personnel Data System reflects designated information.

(3) Resolve sensitivity issues, if necessary.

(4) Obtain approval from Code 03 before moving personnel from non-sensitive positions to sensitive positions.

(5) Provide organization listings for offices to use in conducting the annual sensitivity review of all positions.

6. Forms. The following forms, required by this instruction, can be obtained by contacting the WPNSTA Security Manager (Code 03):

a. Designation of Position Sensitivity Required Security Clearance (WPNSTA Yorktown Form 5520/1).

b. Security Clearance Request (WPNSTA Yorktown Form 5521/1).

7. Directive Review. The Command Security Manager is responsible for the annual review and update of this instruction.



J. H. COSPER II

Distribution:
Special Assistants
Storefronts
HRO Norfolk, Yorktown Satellite Office
NAGE, Local R4-1