

Headquarters
Kentucky National Guard
100 Minuteman Parkway
Boone National Guard Center
Frankfort, Kentucky 40601-6168

***KYTPR 732 (AR)(AF)**
1 April 1997

HUMAN RESOURCES OFFICE (HRO): CIVILIAN PERSONNEL

POSITION SENSITIVITY

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By Order of the Governor:

JOHN R. GROVES, JR.
Brigadier General, KYNG
The Adjutant General

Official:

MICHAEL SEBASTIAN
LTC, EN, KYARNG
Human Resources Officer

SUMMARY. This regulation establishes standard requirements for position sensitivity that apply to and govern the operating of the Kentucky National Guard.

APPLICABILITY. This regulation applies to the Kentucky National Guard (KYNG).

INTERNAL CONTROL SYSTEM. This regulation is subject to the requirements of Title 5 U.S. Code of Federal Regulation, part 732.

SUPPLEMENTATION. Do not supplement this regulation or establish command without approval of KG-HRO.

INTERIM CHANGES. Interim changes to this regulation are not official unless authenticated by the Human Resources Officer (HRO). Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

SUGGESTED IMPROVEMENTS. The proponent agency of this regulation is the HRO. Users will send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the HRO, ATTN: KG-HRO-TP, 220 Hawkeegan Drive, Suite 2, Frankfort, Kentucky 40601-6168

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CHAPTER 1

GENERAL

1-1. PURPOSE

The purpose of the regulation is to assure appropriate national security sensitivity is designated for all positions in the Kentucky National Guard.

1-2. COVERAGE

This regulation applies to all KYNG Technician positions whether they are employed on a full-time, temporary, part-time or intermittent basis. This is not an individual's military security clearance, but the sensitivity level of the technician position.

1-3. POLICY

The Adjutant General shall designate any position within the KYNG, the occupant of which could bring a material adverse effect on the security, as a sensitive position at one of four (4) sensitivity levels: Special-Sensitive, Critical Sensitive, Noncritical-Sensitive or Non-Sensitive.

1-4. DISSEMINATION

Supervisors are responsible to insure that the provisions of this regulation are made known to all subordinate technicians under their jurisdiction. A copy of this plan and all subsequent changes will be provided to each supervisor/manager.

1-5. RESPONSIBILITIES

a. The Adjutant General (TAG) - The approving authority for position sensitivity program. This authority is further delegated to the Human Resources Officer (HRO). Decisions are based upon all relevant factors.

b. Human Resources Office (HRO) - Responsible for management of the Position Sensitivity Program and will insure that appropriate information received is disseminated as required. The Position Classification Section will conduct periodic evaluations of all positions to ensure they are current and valid.

c. Supervisors - Must insure that position sensitivity is accurate and current. Review sensitivity annually and submit changes to position sensitivity as required. Insure position sensitivity is indicated on all SF 52s, Request for Personnel Action.

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CHAPTER 2

POSITION SENSITIVITY

2-1. **SENSITIVITY LEVELS**

There are four (4) levels 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 as follows: Level 4, Special-Sensitive (SS) such is potential for inestimable damage; Level 3, Critical-Sensitive (CS) which is potential for exceptionally grave damage; Level 2, Noncritical-Sensitive (NCS), which is potential for serious damage to potential for damage; and Level 1, Non-Sensitive (NS), which is potentially prejudicial.

2-2. **DEFINITIONS OF SENSITIVITY LEVELS**

a. **Level 4, Special-Sensitive. E.O. 10450.** Includes any positions which the head of the agency determines to be in a level higher than Critical-Sensitive because of 1) the greater degree of damage that an individual, by virtue of occupancy of the position, could effect to the national security, or 2) special requirements concerning the position under authority other than E.O. 10450.

b. **Level 3, Critical-Sensitive. E.O. 10450.** Includes positions involving any of the following:

- Access to *Top Secret* defense information;
- Development or approval of war plans,, plans, or particulars of future or major or special operations of war, or critical and extremely important items of war;
- Development or approval of plans, policies or programs which affect the overall operations of an agency; that is, policy-making or policy-determining positions;
- Investigative duties, the issuance of personnel security clearances, or duty on personnel security boards; or
- Public contact or other duties demanding the highest degree of public trust.

c. **Level 2, NonCritical-Sensitive. E.O. 10450.** Includes positions that involve one of the following:

- Access to *Secret* or *Confidential* national security materials, information, etc.
- Duties that may directly or indirectly adversely affect the overall operations of the agency.
- Duties that demand a high degree of confidence and trust.

d. **Level 1, Non-Sensitive. E.O. 10450.** Includes all positions not falling into one of the above sensitive levels.

2-3. **PERSONNEL ACTION**

Supervisor's when requesting a personnel action will indicate in Part D on each Request for Personnel Action (SF 52) the sensitivity of the position.

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CHAPTER 3
REVIEW OF POSITIONS

3-1. ANNUAL REVIEW OF POSITIONS

Each functional area must review annually all technician positions regardless of whether filled, vacant or encumbered by AGR personnel, in order to assure correct sensitivity of positions. Examples of major functional areas are: USPFO, MILPO, ANG Aircraft Maintenance, etc.

3-2. CHANGES

Each supervisor will submit a Request for Personnel Action, Standard Form 52 (SF 52) for positions requiring changes.

Authenticated by:

JOHN W. HELTZEL
LTC, FA, KYARNG
Director, Information Management