



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

18 November 2008

MEMORANDUM FOR MILITARY TECHNICIAN SUPERVISORS

FROM: JFHQ-KS/HRO

SUBJECT: Designating Position Sensitivity on Standard Form (SF) 52

References: (a) Executive Order 10450, *Security Requirements for Government Employment*
(b) DoD Directive 5200.24, *Personnel Security Program*
(c) TPR 296-33, *Technician Personnel Regulation*

1. Federal Military Technician positions must have a designation in terms of their national security sensitivity to assure appropriate screening. In support of this requirement, the following actions must be completed when submitting an SF-52.

2. Effective 15 OCT 2008, all SF-52 forms must include the Position Sensitivity coding annotated in Part D, *Remarks by Requesting Office*, on page 2 of the SF-52 form. As the supervisor, you will have the best knowledge of the level of sensitivity for your positions. The sensitivity of a position could reflect the type of work performed, the location of the organization, or the data systems being utilized by that position. Failure to annotate the Position Sensitivity in Part D will result in delay of processing the requested action; HRO staff must hold the SF-52 and contact the supervisors for clarification on the missing information.

3. Position Sensitivity Defined:

<u>Level</u>	<u>National Security Risk</u>	<u>Security Clearance Req</u>
4-Special Sensitive	Potential for <i>inestimable</i> damage	TS/SCI
3-Critical Sensitive	Potential for <i>exceptionally grave</i> damage	Top Secret
2-Noncritical Sensitive	Potential for <i>serious</i> damage	Secret
1-Nonsensitive	Potentially <i>prejudicial</i>	Confidential

4. All Army positions will carry a *minimum* Position Sensitivity level of 1-Nonsensitive. All Air positions will carry a *minimum* Position Sensitivity level of 2-Noncritical Sensitive. Annotate Part D with "Position Sensitivity" and the corresponding number 1, 2, 3, or 4 indicating the sensitivity level of the position.

5. Questions regarding position sensitivity may be directed to MSgt Leslie Perez at 274-1161 or leslie.perez@us.army.mil

FOR THE ADJUTANT GENERAL:


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Human Resources Officer