

CHAPTER 30

PERSONNEL SECURITY PROGRAM

Section I - Authority and Definition

1-1. **Authority.** Reference Title 5, Code of Federal Regulation, Parts 731 and 732 and NGB TPR 700.

1-2. **Security Defined.** Security, as that term is used here, is concerned with the employment and retention in employment of persons in positions the duties of which relate to the protection and preservation of the military, economic, and productive strength of the United States, including the security of the Government in domestic and foreign affairs, against or from espionage, sabotage, and subversion, and any and all other acts or situations likely to weaken or destroy the United States. Whenever a position requires regular use of or access to classified information, national security considerations are ordinarily present.

Section II - Responsibilities and Documentation

2-1. **Responsibilities.**

a. Security programs for technicians filling competitive positions will be administered IAW the Departments of the Army and the Air Force regulations governing the civilian security program.

b. Security programs for military technicians who are employed in positions in which National Guard membership is required as a condition of employment will be administered IAW Department of the Army, Department of the Air Force, and National Guard regulations governing the military security program.

c. Commanders and/or supervisors are responsible, under the governing directives of the service concerned, to properly safeguard classified defense information and to limit its dissemination on a need-to-know basis. As a part of this basic responsibility, commanders, supervisors, and chiefs of separate operating activities are responsible for determining the degree of security clearance needed by each technician under his supervision in carrying out his assigned duties. He is also responsible for initiating action to obtain required security clearances for technicians under his supervision in accordance with the procedures applicable to the military service concerned. Normally the security clearance required for performance of technician duties will be the same as that required for his/her compatible military assignment.

d. If a personnel action, position change, or compatibility waiver requires an employee to obtain a different degree of security clearance, the Human Resources Office will coordinate with the military unit's security office to ensure the required security clearance application is completed. The HRO will take the appropriate personnel action once an interim clearance is approved or denied.

2-2. **Documentation.** Excepted Technicians. Clearance documents for excepted technicians are maintained in the technician's military personnel file. A Certificate of Clearance (Appendix 30) will be furnished this Headquarters, ATTN: NGAL-HRO, in original only, for all excepted technicians. The custodian of the technician's military personnel file will forward a new certificate of clearance to this Headquarters whenever a change in the security clearance status of the technician occurs.