

CHAPTER 1 GENERAL

- 1-1 Background - This handbook provides the policies and general operating procedures for the administration and operation of the Department of Housing and Urban Development's (HUD's) Personnel Security and Suitability program. Its purpose is to insure that individuals employed by HUD are suitable to perform their duties and responsibilities. These are the controlling instructions for implementation and maintenance of the HUD's personnel security and suitability policies. It serves as a core document to which the Department can look for guidance and other organization components can use as a guide to develop their own related handbooks/procedures. The handbook is prepared and updated by the Office of Human Resources Personnel Security Officer (PSO). Questions, concerns, requests, or suggestions should be directed to PSO. Changes to the handbooks are made on an "as needed" basis.
- 1-2 Scope - The provisions of this handbook are applicable to all HUD employees and positions regardless of the type of appointment or tenure, and include contractors and consultants. Nothing in this handbook is intended to affect any personnel security or suitability requirement established by law or Executive Order (EO). Personnel security and suitability provisions incorporated into other Departmental directives must comply with this regulation.

No provision in this Handbook should have the effect of nullifying or limiting protections for equal employment opportunity in Title VII of the Civil Rights Acts, 42 U.S.C. 3535(d), Executive Order 11,478, or HUD's implementing regulations at 24 CFR Part 7. HUD will not implement this Handbook in such a way as to impede equal employment opportunity on the basis or race, color, religion, sex, national origin, age, or disability.

- 1-3 General Provisions of the Personnel Security and Suitability Program:
- A. The investigation of all Federal employees, with more detailed investigation of incumbents of sensitive positions;
 - B. The suspension, reassignment, or termination of employees from national security positions (Critical-Sensitive and Noncritical-Sensitive) when necessary in the interests of national security; and
 - C. Insuring due process is provided to an individual who may be removed from a position in the interests of national security.

- 1-4 Legal Authorities:

- A. Title 5, United States Code, Sections 3571, 5596, 7531, and 7532;
- B. EO 10450 (Security Requirements for Government Employment); EO 12968 (Access to Classified Information), and EO 12958 (Classified National Security Information); and
- C. 5 CFR 731 (Suitability); 5 CFR 732 (National Security Positions); and 5 CFR 736 (Personnel Investigations).

1-5 Roles and Responsibilities:

- A. The National Security Council provides overall policy guidance on Personnel Security and Information (classified documents) Security;
- B. The Security Policy Board, co-chaired by the Director, Central Intelligence Agency and the Deputy Secretary of Defense, with membership from various agencies, sets the minimum investigative requirements for access to classified information (EO 12968) and are involved in setting standards for safeguarding unclassified sensitive information, including computer systems;
- C. The Information Security Oversight Office of the National Archives and Records Service is responsible for implementing and monitoring the Classified Information Program established by EO 12958;
- D. The Office of Personnel Management (OPM) is responsible for oversight and implementation of EO 10450, which prescribes security requirements (including investigations) for Federal employment;
- E. The Director of the Central Intelligence Agency, as the chairman of the National Foreign Intelligence Board, issues Director of Central Intelligence Directives (DCIDs) affecting intelligence policies and activities; and
- F. The Federal Bureau of Investigation (FBI) is the chief internal security agency of the Federal government with jurisdiction over investigative matters that include espionage, sabotage, treason, and other subversive activities.