

CHAPTER 2
TERMS AND DEFINITIONS

- A. Classified Information - National security information that has been designated pursuant to the three levels as defined in EO 12958, and that is marked Top Secret, Secret, or Confidential;
- B. Information Security Program - Deals with the handling and safeguarding of classified information under the guidelines of EO 12968. This program, within HUD, is handled primarily by the Office of the Secretary, the Office of International Affairs, the Office of Emergency Preparedness, and the Personnel Security (PS) staff under the Office of Human Resources (OHR). The PS staff has oversight responsibility;
- C. National Security Positions - Sensitive positions that involve access to classified information. These positions have OPM-assigned sensitivity codes and are designated:
1. Special-Sensitive (4)
 2. Critical-Sensitive (3)
 3. Noncritical-Sensitive (2)
- D. Public Trust Positions - Although the public expects all Federal employees to be trustworthy and honest, positions designated as Public Trust Positions are those requiring a much higher degree of integrity with unwavering public confidence in the individual occupying the position. Public Trust Positions include those involving policy making, major program responsibility, and law-enforcement duties. Also included are those involving access to, or control of unclassified sensitive or proprietary information or financial records, and those with similar duties through which the incumbent can realize a significant personal gain or cause very serious damage;
- E. Primary Organization - Any of the components shown in the Departmental Organization Chart whose heads report directly to the Secretary or Deputy Secretary;
- F. Position Sensitivity - The designated code assigned to a position based on the degree of damage that an incumbent could do to the national security or Federal service;
- G. Non-sensitive Positions - Positions that do not afford access to either classified information or other sensitive duties and which are neither National Security or Public Trust positions;
- H. Security Clearance - An administrative determination, based on the appropriate level of

background investigation, granting access to national defense, classified information which is Top Secret, Secret, or Confidential, pursuant to the requirements of EO 12968;

- I. Servicing Human Resources Office (HRO) - The following, as appropriate, for the organizations served. For Headquarters, Office of Administration CASH Teams. For the Field, Administrative Service Center Human Resource Divisions;
- J. Suitability - General fitness or eligibility for all employment with the Federal government;
- K. Break in Service - When employment with the Federal government, as either a Federal employee or as a contractor, is disrupted for more than 24 months;
- L. Access - The ability or opportunity to gain knowledge of classified or sensitive information. An individual may have access to classified/sensitive information by being in a place where such information is kept if the security measures that are in force do not prevent him or her from gaining knowledge or possession of the information;
- M. Security Violation - Any failure to comply with the regulations relative to the protection and security of classified information;
- N. Sensitive Information - Any information, the loss, misuse, or unauthorized access to, or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled but which has not been specifically authorized under criteria established by an EO or an act of Congress to be kept secret in the interest of national defense or foreign policy;
- O. Adequate Security - Security commensurate with risk and level of harm resulting from the loss, misuse or unauthorized access to HUD information;
- P. Government Technical Representative - An individual within HUD who provides the technical oversight for a specific contract and directly interfaces with the contractor's management staff; and
- Q. Security Administrator - An individual, working under the direction of a manager for the system owner, who ensures that only authorized users have access to HUD major application systems. This person reports and maintains security breaches, participates in developing and coordinating system security plans, coordinates and processes User Identification requests, communicates and coordinates the requirement for individuals to submit background investigation forms, and performs other related functions;

- R. Contractor - A contracting firm; and
- S. Vendor Staff - Person(s) provided by a contracting firm to perform services for the Department.