

CHAPTER 6
REQUIREMENT FOR INVESTIGATIONS AND REINVESTIGATIONS

6-1 Position Designation Requirements:

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- A. Special Sensitive And Critical Sensitive Designations - Positions classified in this category are held to the following guidelines:
1. Pre-assignment investigation, which may not be waived, required for Special Sensitive positions;
 2. Pre-assignment investigation, or pre-assignment records checks and a waver required for appointment/assignment to a Critical-Sensitive position, followed by a background investigation that must be initiated within 14 working days of appointment or reassignment; and
 3. Update investigation required every five years for both Special- Sensitive and Critical- Sensitive.
- B. High Risk Designations - Positions classified in this category are held to the following guidelines:
1. Pre-assignment name checks are conducted on selected positions, primarily those processed by the Executive Personnel Management Division (EPMD);
 2. A Post-assignment background investigation must be initiated within 14 working days of entrance on duty or reassignment; and
 3. An update investigation is required every five years.
- C. Non-critical Sensitive and Moderate Risk Designations - A post-assignment background investigation must be initiated within 14 working days of entrance on duty or reassignment.
- D. Nonsensitive Designations - A post-appointment NACI must be initiated within 14 working days of the appointment.

- 6-2 Pre-Appointment and Pre-Assignment Requirements For Certain Positions - HUD has developed pre-assignment screening procedures for all SES, Deputy Assistant Secretary, Schedule "C," and Consultant/Expert positions. EPMD provides identifying data to the PS staff, which then conducts appropriate name checks and either notifies EPMD of the person's eligibility to occupy the position or the PS staff furnishes a summary of pertinent information to the Office of the Secretary's Administrative Office for a suitability determination. EPMD notifies the PS staff of the effective date for the individual's entrance on duty and furnishes investigative forms, if needed or notifies the PS that the person was not selected.