

CHAPTER 6. PROCEDURES FOR SECURITY HEARING BOARDS
IN CONNECTION WITH SENSITIVE POSITIONS

26. ROSTER MAINTAINED BY CSC.

- a. The Civil Service Commission may ask agencies to nominate officers or employees to the Security Hearing Board roster maintained by the Commission in Washington, D. C., and in the Commission's regional offices. The Inspector General is responsible for making such nominations for the Secretary's approval, but the Secretary may also seek recommendations for nominations from other officials in the Department.
- b. Employees nominated to the Security Hearing Board roster are persons of responsibility, unquestioned integrity, and sound judgment. Each nominee shall have been the subject of a full field investigation and his nomination is determined to be clearly consistent with national security interests.

27. COMPOSITION.

- a. Security hearing boards are required by law. By Civil Service Commission instruction, each such board is composed of not less than three civilian officers or employees of the Federal Government. The Secretary selects members from rosters maintained by the Civil Service Commission in Washington, D. C., and at regional offices of the Commission as described in paragraph 26.
- b. No officer or employee of the Department shall serve as a member of a security hearing board hearing the case of an employee of the Department.
- c. No person serves as a member of a security hearing board hearing the case of an employee with whom he is acquainted.

28. ARRANGEMENTS.

- a. The Inspector General arranges for appropriate assistance to the boards if needed to ensure a verbatim transcript of a hearing. (See also paragraph 39.)
- b. The Inspector General is responsible for the preparation of the charges against the employee that are presented to the board.

- c. The Secretary is represented at the board hearing by the General Counsel or an attorney designated from the Office of

General Counsel. The attorney/representative does not function as a prosecutor before the board but presents the evidence, examines and cross-examines witnesses, and otherwise assists the board in such a manner as to bring out a full and true disclosure of all facts, both favorable and unfavorable, having a bearing on the issues before the board. When the employee is not represented by counsel, he should be provided advice and assistance, either by an Office of General Counsel attorney other than the one representing the Secretary, or an attorney from another agency.

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