



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CECS-OS

24 SEP 2002

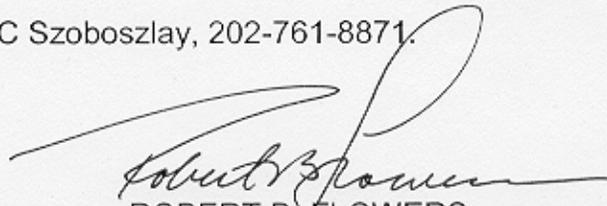
MEMORANDUM FOR SEE DISTRIBUTION

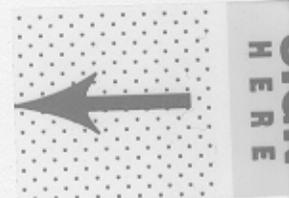
SUBJECT: Civilianize Designated Law Enforcement Positions.

- 1 All Division Commanders have concurred with the concept to civilianize designated military law enforcement positions (see enclosures 1-3).
2. Request, all Division Commanders reevaluate your security programs in terms of future resourcing and funding. Building and sustaining the critical facilities for military installations and the public is one of our five major operations. Our security programs directly support that effort.
3. My POC for this action is LTC Szoboszlay, 202-761-8871.

Encl

1. Immediate Requirements
2. Long Term Requirements
3. Proposed Job Description


ROBERT B. FLOWERS
Lieutenant General, USA
Commanding



Distribution:

Commander, Great Lakes Division
Commander, Mississippi Valley Division
Commander, North Atlantic Division
Commander, Northwest Division
Commander, Pacific Ocean Division
Commander, South Atlantic Division
Commander, South Pacific Division
Commander, Southwestern Division

Tab 1

Enclosure 1

Subject: Immediate Division Headquarters Security Requirements (<6 months)

DIVISION	NAME	ARRIVED AT UNIT	PCS DATE
NAD	VACANT LTC SINCE AUG 01	VACANT	VACANT
POD	MAJ FISCHER	AUG 1995	TBD
SAD	LTC SOLYNTJES	OCT 2001	OCT 2002
SWD	MAJ MOTSKO	FEB1999	AUG 2002

NOTE:

1. NAD is requesting Provost Marshal (Par 001, line 02) be converted to a GG-12 position. NAD HQ's already has a GS-13 Command Security Manager.
2. NWD, SAD and SWD are non ODP supported positions. NWD has hiring action pending for a Division Security Manager.
3. POD is ODP supported.
4. SWD will require an immediate hire. Interim solution is to transfer MAJ Truax (MOB) from SWD EOC to their Office of Security, Intelligence and Law Enforcement. Until Provost Marshal position is civilianized, MAJ Truax can legally only perform a security and intelligence support mission.

Tab 2

Enclosure 2

Subject: Long Term Division Headquarters Security Requirements (>6 months)

DIVISION	NAME	ARRIVED AT UNIT	PCS DATE
LRD	MAJ FINKELSTEIN	JUL 2001	OCT 2003
MVD	MAJ KELLEY	OCT 1999	JUL 2003
HQUSACE	VACANT (PHY SEC OFFICER)	VACANT	VACANT

NOTE:

1. Three of our eight Division Provost Marshal's have received no notice PCS orders due to the lack of ODP. We can expect this trend to continue for LRD, MVD, and SPD.
2. LRD, MVD and SPD are non ODP supported. Position will be civilianized upon incumbents PCS.
3. HQUSACE Physical Security Officer position has been vacant over two years.

Tab 3

Enclosure 3
Subject: Proposed Job Description

Position Description
Position Description
PD#: Replaces PD#:
Sequence#: VARIES
SECURITY OFFICER
GG-0080-13

Installation: () Division Major Command: COE
Region: NATIONAL CAPITAL

Citation 1: CIPMS AOG, GS-080, SECURITY ADMIN SERIES, JUN 91

PD Library PD: NO
COREDOC PD: NO

Classified By:
Classified Date:

FLSA: EXEMPT Drug Test Required: VARIESDCIPS PD: YES
This description is to be used for Title 10 Excepted Service, Defense
Civilian Intelligence Personnel System positions only.

Career Program: 35
Financial Disclosure Required: NO
Acquisition Position: NO
Functional Code: XX
Requires Access to Firearms: NO
Interdisciplinary: NO
Competitive Area: VARIES
Position Sensitivity: 3
Target Grade/FPL: 13
Competitive Level: VARIES
Emergency Essential: YES
Career Ladder PD: NO
PD Status: VERIFIED

Duties:

The duties of this position require no specific leadership training.

MAJOR DUTIES

Works under the direct supervision of the Deputy Division Commander, () Division. Serves as the Security Manager for the US Army Corps of Engineers Division (). Incumbent is responsible for an effective Security and Force Protection Program. Responsible for all matters involving the control of foreign nationals to command elements and the release of information to foreign countries, private industry, and other components of the Federal Government, and various intelligence programs as applicable to the command and its subordinate elements. Acts as liaison for the command pertaining to security and intelligence oversight programs. Develops long-range plans and policies for enhancing the efficiency of various security programs and systems. Acts as direct team leader/supervisory for others performing

security related functions. Makes daily assignments, tracks workload in order to achieve a balanced and effective work environment that supports the mission of the organization. Provides written input to division supervisor for evaluations. Maintains an awareness of and positive attitude towards EEO programs and objectives and supports the affirmative action plans of the command. Provides policy oversight, direction and assistance to a number of subordinate locations.

1. PHYSICAL SECURITY/FORCE PROTECTION. Responsible for overall planning, formulating and coordinating of physical security matters for () Division. The incumbent is responsible for training, budget, assessment of projects and facilities for force protection upgrades. Ensures that physical security is properly addressed at all subordinate elements. Provides policy and oversight to () Division locations pertaining to the development of local procedures and policies pertaining to all aspects of physical security. Provides input to the Commander concerning the physical security posture of the command. Conducts security inspections throughout the () Division to resolve a variety of security problems. (30%)

2. PERSONNEL SECURITY. Incumbent is responsible for the management of a personnel security program within () Division. Coordinates with various subordinate elements and directorates to determine required security clearances and special accesses. Acts, as necessary, as the command POC for access to, NATO, CNWDI, and Sensitive Compartmented Information programs. Handles all actions pertaining to contractors requiring access to classified information. Monitors the maintenance of individual security records for the () Division. Provides policy and oversight for the command in regards to maintenance of security clearance records. Ensures that individuals are kept properly informed of any changes that affect their security clearance or level of access. Coordinates with the Army's Central Clearance Facility (CCF) to resolve reports of intent to deny/revoke clearance/access due to derogatory information. Responsible for ensuring the periodic re-investigation of individuals is performed in a timely manner within the command. Reviews requirements for Top Secret access to ensure only the minimum individuals are granted access. Ensures that the command utilizes the Electronic Personnel Security Questionnaire (EPSQ) software made available by the Defense Security Service (DSS). Ensures that access controls are uniform to the extent possible throughout the command and that division employees are allowed access in the performance of their duties at various locations. (30%)

3. INFORMATION SECURITY. Directly responsible to the Commander () Division for the establishment, maintenance and oversight of the command's program for the proper classification, re-grading, review and declassification of classified defense information and material received and/or generated by USACE. Acts as the Command's classification review authority. Ensures that regulatory reviews of security classifications assigned by command personnel to ensure that assigned classifications are performed. Establishes a program for document review to reduce unneeded classification holdings. Ensures reports are prepared as required on matters pertaining to the Information Security Program. Provides guidance and monitoring pertaining to classifications abuses and administrative security violations, unauthorized disclosures of sufficient importance to warrant formal investigation, and reports mandatory declassification review actions that includes previous and new requests for declassification for both the headquarters and all subordinate elements. Coordinates, as required, with various agencies to ensure that investigations are performed regarding reported or suspected security violations. Conducts annual on-site security management reviews of all subordinate elements to ensure compliance with DA

Information Security Program. In addition, responsible for periodic security inspections of headquarters () Division to ensure proper safeguarding of classified information. Findings of oversight management reviews are reported to the commander involved. Results of inspections are reported to the Commander as appropriate. In addition, provides periodic briefings to inform the Commander of compliance with security directives or the need for revised security methods. Ensures that both classified and unclassified sensitive information is protected to the degree required to prevent and/or minimize compromise. Monitors compliance by subordinate elements in regards to the efforts in this area. (10%)

4. OPERATIONS SECURITY (OPSEC). Act as the command's POC for all matters pertaining to the Division's OPSEC program. Ensure that personnel are aware of the proper protection of unclassified but sensitive information. As required, provides advice and assistance to subordinate elements in matters pertaining to OPSEC. (15%)

5. INTELLIGENCE (INTEL). Provides timely intelligence updates, intelligence summaries, threat assessments, country studies, and other intelligence products in direct support of the Division Commander. Provides administrative and regulatory guidance for the coordination of findings and recommendations relating to intelligence support. Coordinates with intelligence gathering activities as assigned, relative to security intelligence matters; these may include the Army Intelligence and Security Command, the Federal Bureau of Investigation, the Army Criminal Investigation Division, U.S. Post Office Detectives, etc. Serves as the focal point for the investigation of intelligence matters concerning the effectiveness of systems, devices, procedures, and methods used for safeguarding information and materials affecting the national security; and for which the Division Commander has security responsibility. Performs local fact gathering for analysis and evaluation pertinent to personnel involved in or suspected of causing a breach in security. Receives mandatory Intelligence Oversight Training and complies with all applicable laws, directives and guidelines. (15%)

6. MISC. Responsible for reviewing regulations originated by higher authority concerning a variety of protective methods, systems, or other security areas; i.e., personnel security, classified document control, release of information, information security, physical security, force protection, industrial security, and automated systems security. Interprets and adapts these regulations to fit () Division's unique requirements. Incumbent is responsible for review of proposed security directives from subordinate elements in the area of security. Represent the Commander of () Division at conference and meetings involving any aspect of () Division security program. Serves as point of contact with representatives of HQ USACE and the other agencies in connection with () Division's Security Program, particularly on day-to-day matters and discussions concerning the applicability and intent of pertinent regulatory guidance. Develops and presents command-wide security training program. Develops, modifies, and implements security policies. Ensure compliance with security regulations, directives, regulations, and procedures. (10%)

Performs other duties as assigned.

FACTOR LEVELS

FACTOR A ESSENTIAL KNOWLEDGES (Degree A-7, 80 pts)

Expert knowledge of legislation, policies, procedures and regulations which govern Information Security, Personnel Security, Physical Security, AIS Security, SCI Security, Industrial Security, Freedom of Information Act (FOIA), Foreign, Accreditation and Document Release, within the Department of Army, Department of Defense, Executive Branch, and the Federal government. Skill in conducting security inspections, identifying and resolving security problems.

A high degree of skill in analyzing, interpreting, and applying complex legislative and Executive Branch policy and regulatory decisions to be able to develop Information Security, Personnel Security, Physical Security, AIS security, FOIA, and Foreign Accreditation and Document Release security plans, policies, and guidance, and to be able to deal effectively with individuals from all areas of the Department of the Army, Department of Defense, and other Federal agencies.

Comprehensive knowledge of various security regulations, policies and procedures to be able to provide advice, assistance and guidance, make analytical studies, conduct formal surveys and inspection, and enhance practices concerning the Command's security/intelligence practices.

Expert knowledge of security principles, concepts, and policies at all levels to interpret, explain and clarify security regulations. Advice and assistance must be given with a minimum of delay and to diverse elements. Requires a detailed working knowledge of methodologies, regulations, practices, and procedures involved with various security/intelligence programs at DA, DOD and Federal levels.

Ability to communicate orally and in writing to negotiate with security officials, present findings and recommendations, conduct security training and security briefings, provide guidance on the application and implementation of security policies and procedures and prepare Division Level Security Regulations.

FACTOR B GUIDELINES (Degree B-4, 70 pts) Guidance is available in the form of administrative policies and precedents but is stated only in very general terms. Executive Orders, Department of Defense Directives, Department of the Army Regulations, and Federal notices are also available. Guidance provided is sometimes vague and does not cover all possible situations that arise. Incumbent exercises a high degree of initiative and judgment in interpreting, selecting, applying and resolving conflicts in the performance of assigned responsibilities. The variety, high visibility and, sensitivity of work done by this Command often changes security requirements and necessitates the development of new security techniques.

FACTOR C SCOPE OF AUTHORITY & EFFECT OF DECISIONS (Degree C-4, 70 pts) Incumbent's work results in an orderly, efficient and secure administration and tight control of () Division's security program. The incumbent makes decisions and initiates actions that involve the interpretation of policy and the setting of precedents within the command. Makes authoritative determination and advises on technical problems. The operational efficiency of the security office directly affects the ability of this command to carry out a wide range of activities within the command. Program and project proposals, frequently cut across geographic lines within the activity.

FACTOR D WORK RELATIONSHIPS (Degree D-4, 55 pts)

Incumbent has frequent telephonic and face-to-face contact with USACE, staff personnel, with security specialists, security managers, Freedom of Information Officers, Special Security Officers, and Administrative Officers at HQ USACE, the Department of Army, and the non-DOD Federal agencies. Contact with command personnel is for the purpose of providing advice, assistance, and guidance in the area of security, FOIA, foreign accreditation, and disclosure, and counter-intelligence, or to assist the USACE to carry out their responsibilities in various areas. Contact with DA, and other Federal agencies is for the purpose of providing, and securing information, negotiating agreements, and working problems of mutual interest.

FACTOR E SUPERVISION RECEIVED (Degree E-4, 55 pts) The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines and projects. The employee, having developed expertise in the particular security specialty, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, and interpreting policy on own initiative in terms of established objectives. The supervisor is kept informed of progress and any controversial matters. Finished work and methods are reviewed for accuracy and effectiveness and for compliance with complex instructions and guidelines.

TOTAL POINTS: 330

Evaluation:
Not Listed