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| FEDERAL COMMUNICATIONS COMMISSION Washington, D.C. 20554 FCC DIRECTIVE | TITLE | |
| | FCC Personnel Suitability and Security Program | |
| | Directive Number FCCINST 1135.3 | Effective Date September 14, 2018 |

1. Purpose: This directive establishes the policies and procedures of the Federal Communications Commission (FCC) Personnel Suitability and Security Program.
2. Cancellation: This directive replaces FCCINST 1135.2, FCC Personnel Suitability and Security Program Manual, dated August 2011.
3. Background: This directive and the accompanying manual provide guidance and an understanding of the responsibilities and duties of the FCC Personnel Suitability and Security program. The manual will be updated routinely as the security and suitability requirements affecting federal personnel and contractors change in response to new technologies and national policies. The most current information on personnel suitability and security requirements is available for review at the Security Operations Center (SOC).

The Federal Government mandates that all appointees, employees, and contractors be suitable or fit for Federal employment. The Personnel Suitability and Security Manual (“Manual”) contains the FCC’s policy implementing those mandates. The Manual provides guidance to the Personnel Suitability and Security Program as to position risk and sensitivity level designation, investigation and reinvestigation requirements, and suitability/security adjudications for an individual’s employment with the FCC. Under a Memorandum of Agreement with the U.S. Office of Personnel Management (OPM), OPM will conduct all background investigations requested by the FCC.

The FCC adjudicates an individual’s employment suitability or fitness based on an assessment of their character and conduct that may have an impact on the integrity or efficiency of the Federal service or to perform work for or on behalf of a Federal agency. Every appointment or position, including those held by contractors, is subject to investigative processing and a suitability or fitness determination, which may incorporate a reciprocal recognition of prior suitability and fitness determinations, when deemed appropriate. A smaller subset of individuals may also undergo investigations related to obtaining security clearances to establish a reasonable expectation that the individual’s appointment or eligibility for access to classified information is clearly consistent with the interests of national security. The purpose of the Manual is to ensure individuals receive fair, impartial, and equitable treatment in the processing and adjudication of their suitability, fitness, or security determinations. The policies and procedures in the Manual are in accordance with the FCC’s responsibilities to protect and promote the integrity and efficiency of the Federal service, the public trust, and national security.

4. Authorities: The statutory authorities guiding this program include: Executive Order (E.O.) 10450, and E.O. 10577 (as amended by E.O. 12107), E.O. 12829, E.O. 13526, E.O. 12968; Public Law 100-235, Computer Security Act of 1987; Chapter 73 of Title 5, U.S. Code, Government Organizations and Employees; Title 5 Code of Federal Regulations (CFR) 731, 732, and 736; OMB Circular A-130, Appendix III; the FBI's National Security Threat List and other OPM and Federal agency guidance.
5. Scope and Applicability: The Manual applies to: 1) all applicants, selectees, or appointees for temporary and/or permanent positions; 2) all FCC employees (*i.e.*, competitive, excepted, and Senior Executive Service) in permanent positions who move to a position designated at a higher risk/sensitivity level; 3) all contractors, subcontractors, experts, consultants, or other persons whose services may be used under a full-time or part-time contract; and 4) all operating officials involved in identifying and designating position risk/sensitivity levels to include referrals of investigative information. All persons listed in categories 1) through 4) above will be referred to as "individuals" for all purposes concerning the Manual's guidance unless otherwise noted.

The Manual is intended for use by officials involved in evaluating, updating, and modifying position duties or descriptions; designating position risk/sensitivity levels; and determining an individual's suitability or fitness for employment and/or security access eligibility. These officials include but are not limited to Bureau and Office chiefs, Division and Branch chiefs, Supervisors, Human Resources staff, and Personnel Security staff.

6. Duties and Responsibilities: The Managing Director (MD), under the requirements of Title 47, Subpart A, § 0.11, has the responsibility to plan and manage Commission activities related to personnel suitability and security and therefore, the authority to implement the FCC Personnel Suitability and Security Program.

The MD, or Deputy MD if so designated by the MD, shall be assisted by the Associate Managing Director for Human Resources Management (AMD-HRM) and the Associate Managing Director for Administrative Operations (AMD-AO) in managing and implementing the FCC Personnel Suitability and Security Program. The MD, in consultation with the AMD-HRM and the AMD-AO, has established the Security Operations Center (SOC) within the AMD-AO.

The MD shall appoint a Security Officer and Security Specialists to carry out the day-to-day duties and responsibilities of the FCC's Personnel Security and Suitability Program.

7. Effective Date And Implementation: This directive is effective immediately and shall be implemented promptly upon distribution.



Mark Stephens
Managing Director