



DEPARTMENT OF THE ARMY
LITTLE ROCK DISTRICT CORPS OF ENGINEERS
POST OFFICE BOX 867
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO
ATTENTION OF

CESWL-SL

07 September 2011


DISTRICT ENGINEER'S POLICY MEMORANDUM NO. 11-13

SUBJECT: Little Rock District Personnel Security Policy and Procedures.

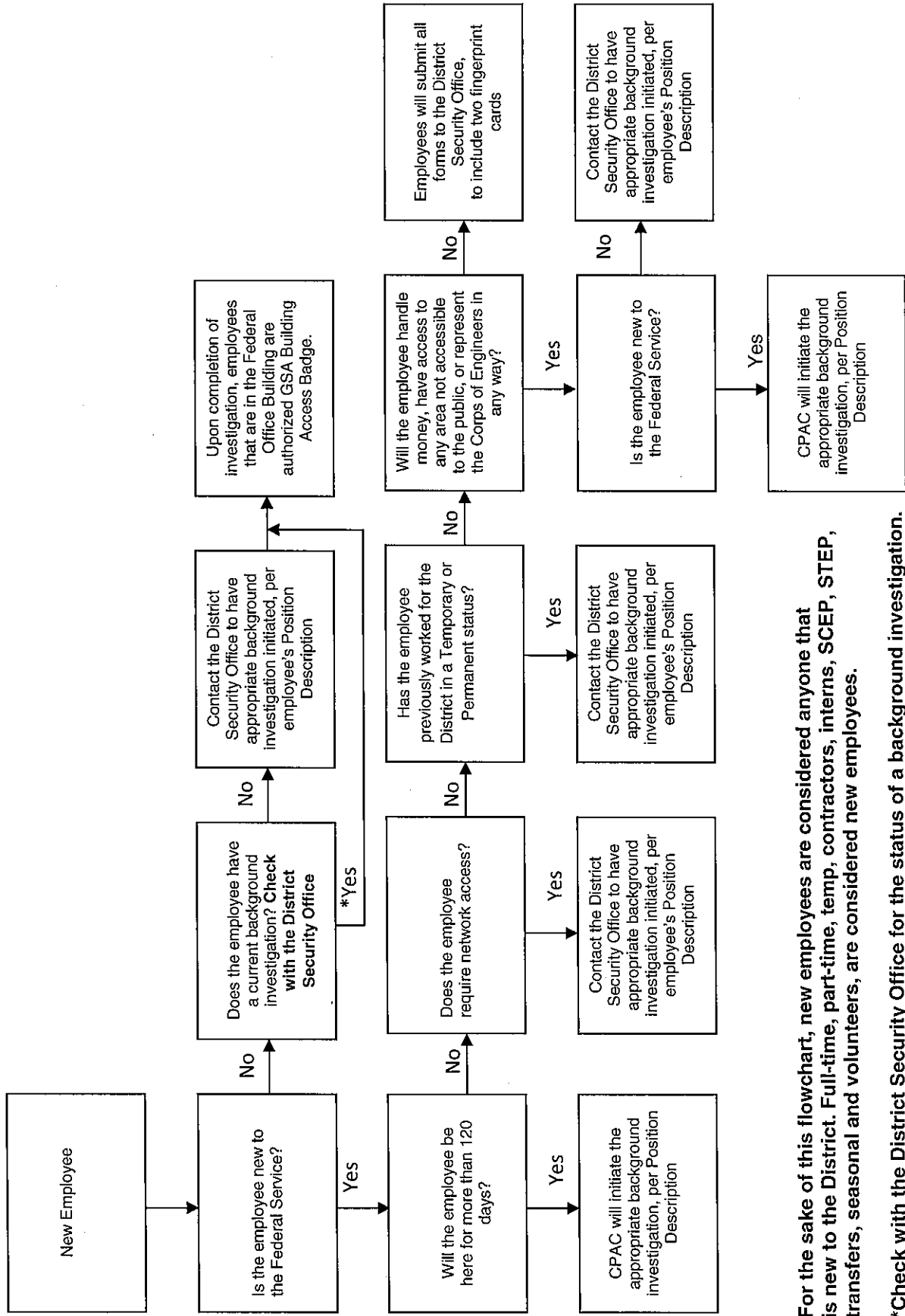
1. **REFERENCES:** Army Regulation 380-67, Personnel Security, dated 09 Sep 1988.
2. **APPLICABILITY:** This policy applies to all full-time, part-time, temp, contractors, interns, SCEP, STEP, transfers, seasonal and volunteer employees, for the Little Rock District.
3. The District must ensure that employment is based upon a background investigation, verifying that each new employee, contractor, and volunteer are reliable, trustworthy, exhibit good conduct and character, and are loyal to the Little Rock District, and the United States. It is imperative that a background investigation is verified or initiated prior to entering on duty.
4. Follow the flow chart in the attached enclosure to determine the background investigation requirements.
5. Reporting of Unfavorable Information.
 - a. Supervisors and Contracting Officer Representative (COR), co-workers, and volunteers are to report any creditable derogatory information to the District Security Office, promptly.
 - b. Creditable derogatory information includes, but limited to:
 - (1) Any act of violence (assault).
 - (2) Any DUI and/or DWI (Driving Under the Influence, Driving While Intoxicated).
 - (3) Any use or possession of a controlled substance.
 - (4) Any indication of a problem with alcohol.
 - (5) Any indication of problem(s) with financial indebtedness.
 - (6) Any indications of a lack of discipline.
 - (7) Any indications of lack of trustworthiness (larceny).

- (8) Any serious crimes (felony, violation of parole or probation).
 - (9) Any indications of mental or emotional disorders.
 - (10) Any knowing and willful falsification (cover-up, concealment, misrepresentation or omission of a material fact).
 - (11) Any acts of sexual misconduct or perversion.
 - (12) Any acts of sabotage, treason, espionage and terrorist.
 - (13) Vulnerability to coercion, influence, or pressure that may cause conduct contrary to the national interest.
 - (14) Failure or refusal to provide full, frank, and untruthful answers or authorize others to do so, in connection with any application for suitability investigations or access.
6. For further information, please contact the District Security Office at (501) 324-5901 or 5908.

Encl
Background Investigation Requirements


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Colonel, EN
Commanding

Background Investigation Requirements



For the sake of this flowchart, new employees are considered anyone that is new to the District. Full-time, part-time, temp, contractors, interns, SCEP, STEP, transfers, seasonal and volunteers, are considered new employees.

*Check with the District Security Office for the status of a background investigation.