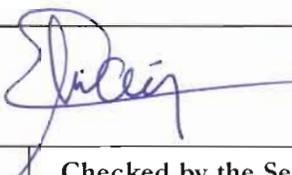
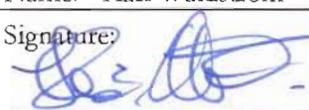
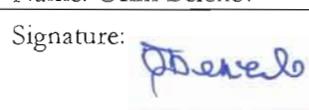
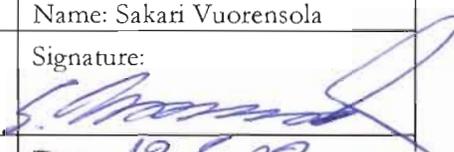




Frontex registration number for archiving purposes

Title: Decision of the Deputy Executive Director establishing the different levels of security clearance for posts in Frontex		Doc. no: 9188 / 13.08.2009 <i>DED decision / 2009/09</i>
Applies to: all		Enters into force on: 13 Aug 2009
DED Decision Warsaw, 13 August 2009		Review Date: 1 August 2011
		Supersedes: DED dec/2007/11
Proposed by (HoU)	Checked by the Security Officer	Checked for legal correctness (legal advisor)
Name: Kari Wahlstrom	Name: Orlin Belchev	Name: Sakari Vuorensola
Signature: 	Signature: 	Signature: 
Date: 13.8.2009	Date: 13/08/2009	Date: 19.8.09

THE DEPUTY EXECUTIVE DIRECTOR,

Having regard to Decision of the Executive Director on the adoption of the Frontex Security Manual and the delegation of powers to the Deputy Executive Director in relation to the Security Manual of 26 September 2007, and in particular Article 2 thereof,

Whereas:

- 1) In accordance with the basic principles and minimum standards of security laid down in the Frontex Security Manual all persons who require access to information classified as CONFIDENTIAL or above must be appropriately cleared before such access is authorised.
- 2) The Frontex Security Manual provides for a security clearance procedure for access to classified information.
- 3) Individual Members of Frontex staff may, by reason of their duties and for the requirements of the service, need to have knowledge of or use classified information held by Frontex.
- 4) The established level of security clearance for individual posts within Frontex should be reviewed.
- 5) Future Staff Members should initiate the procedure enabling a specific decision by the Deputy Executive Director regarding their security clearance before taking up their post in Frontex in accordance with the Frontex Security Manual.

- 6) The Deputy Executive Director is required to take the necessary implementing Decisions for the effective functioning of the Frontex security system.

HAS DECIDED

Article 1

Before taking up their position, future Frontex statutory staff must initiate the procedure for receiving the level of security clearance required for their post in accordance with the Frontex Security Manual.

Article 2

Before taking up their position, the employer must certify that the future Frontex SNE has the security clearance at the required level.

Article 3

All Frontex staff currently employed that do not have the security clearance at the required level must initiate the respective procedure immediately upon entering into force of this decision.

Article 4

The different levels of security clearance required for the posts in Frontex are listed in the Annex I to this decision.

This decision enters into force on 13 August 2009

Annex I

Levels of security clearance for posts in Frontex

Function	Status	Level of Security Clearance
ED and DED		
Executive Director	TA	TOP SECRET
Deputy Executive Director	TA	TOP SECRET
EXECUTIVE SUPPORT, EXTERNAL COOPERATION, STRATEGIC DEVELOPMENT, INFORMATION AND TRANSPARENCY, PLANNING AND CONTROLLING		
Aide-de-camp to ED	SNE	SECRET
Aide-de-camp to DED	SNE	SECRET
Personal Assistant to Executive Director	TA	CONFIDENTIAL
Personal Assistant to Deputy Executive Director	CA	CONFIDENTIAL
RELEX Officer / International Organisations	TA	SECRET
RELEX Officer / Third Countries	TA	SECRET
Assistant/Relex	CA	CONFIDENTIAL
Assistant to Executive Support	CA	CONFIDENTIAL
Advisor	SNE	SECRET
Controller	TA	SECRET
Liaison Officer	SNE	SECRET
Administrative Assistant to ADC's	CA	CONFIDENTIAL
PR Officer	TA	SECRET
PR Officer / Spokesperson	TA	SECRET

Internal PR Officer	TA	CONFIDENTIAL
Editor	TA	CONFIDENTIAL
Junior PR Officer	TA	CONFIDENTIAL
Webeditor/Graphick designer	TA	CONFIDENTIAL
PR Assistant	TA	CONFIDENTIAL

QUALITY MANAGEMENT & INTERNAL AUDIT

Internal Auditor	TA	SECRET
Quality Manager	TA	SECRET
Assistant to Auditor/QM/Controller	CA	CONFIDENTIAL

OPERATIONS DIVISION

Director of Operations Division	TA	SECRET
Assistant to the Director of Operations Division	CA	CONFIDENTIAL

OPERATIONS UNIT

Head of Operations Unit	TA	SECRET
Operational Officer / OPS	SNE	SECRET
Assistant to the OPS Unit	CA	CONFIDENTIAL

AIR SECTOR

Head of Sector / Airport OPS	TA	SECRET
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Operational Officer / Airport OPS	SNE	CONFIDENTIAL
Operational Officer / Airport OPS	TA	CONFIDENTIAL
Project Support Officer / Airport OPS	TA	CONFIDENTIAL
Project Assistant/Air	CA	CONFIDENTIAL

LAND SECTOR

Head of Sector / Land OPS	TA	SECRET
Operational Officer/ Land OPS	SNE	CONFIDENTIAL
Operational Officer / Land OPS	TA	CONFIDENTIAL
Project Assistant/Land OPS	CA	CONFIDENTIAL

SEA SECTOR

Head of Sector / Sea OPS	TA	SECRET
Operational Officer / Sea OPS	SNE	CONFIDENTIAL
Operational Officer / Sea OPS	TA	CONFIDENTIAL
Project Assistant/Sea OPS	CA	CONFIDENTIAL
Assistant/Sea	CA	CONFIDENTIAL

RETURN SECTOR

Head of Sector / Return OPS	TA	SECRET
Operational Officer/ Return OPS	SNE	CONFIDENTIAL
Operational Officer / Return OPS	TA	CONFIDENTIAL

Project Support Officer/Return OPS	TA	CONFIDENTIAL
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Project Assistant/Return OPS	CA	CONFIDENTIAL
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RISK ANALYSIS UNIT

Head of Unit / RAU	TA	SECRET
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Junior Analyst	TA	CONFIDENTIAL
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Assistant/RAU	CA	CONFIDENTIAL
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ANALYSIS & PLANNING SECTOR

Head of Analysis and Planning Sector in RAU	TA	SECRET
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Project Assistant/RAU	CA	CONFIDENTIAL
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Analyst	SNE	CONFIDENTIAL
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Analyst	TA	CONFIDENTIAL
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Strategic Supporting Analyst	TA	CONFIDENTIAL
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Junior Analyst / Operational and Evaluation Sector	TA	CONFIDENTIAL
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Data Management Assistant / Analysis&Planning	CA	CONFIDENTIAL
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AnalyticalAssistant/Analysis&Planning	CA	CONFIDENTIAL
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OPERATIONAL ANALYSIS & EVALUATION SECTOR

Head of Operation Analysis and Evaluation Sector	TA	SECRET
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Analyst	TA	CONFIDENTIAL
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Analyst	SNE	CONFIDENTIAL
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Analytical Support Officer	SNE	CONFIDENTIAL
Operational Supporting Analyst	TA	CONFIDENTIAL
Analytical Assistant/Operational Analysis&Evaluation	CA	CONFIDENTIAL

FRONTEX SITUATION CENTRE

Head of Situation Centre	TA	SECRET
Assistant/FSC	CA	CONFIDENTIAL
Duty Officer	SNE	CONFIDENTIAL
Operational Officer/FSC	SNE	CONFIDENTIAL
Information Management Officer/FSC	TA	CONFIDENTIAL
Information Management and Operational Shift Officer	TA	SECRET
Information Management Supporting Officer	TA	CONFIDENTIAL
Assistant/FSC	CA	CONFIDENTIAL
Administrative Clerk/FSC	CA	CONFIDENTIAL

CAPACITY BUILDING DIVISION

Director of Capacity Building Division	TA	SECRET
Assistant to the Director of Capacity Building Division	CA	CONFIDENTIAL

POOLED RESOURCES

Head of Pooled Resources Unit	TA	SECRET
Planning&Logistic Officer	TA	CONFIDENTIAL
Logistics Officer / Pooled Resources Sector	TA	CONFIDENTIAL

Operational Officer/Pooled Resources Sector	SNE	CONFIDENTIAL
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Assistant/Pooled Resources	CA	CONFIDENTIAL
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TRAINING UNIT

Head of Unit / TRU	TA	SECRET
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Administrative Assistant/TRU	CA	CONFIDENTIAL
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Training Officer	SNE	CONFIDENTIAL
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Training Officer	TA	CONFIDENTIAL
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Training Project Officer/Training	TA	CONFIDENTIAL
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Project Support Officer / TRU	TA	CONFIDENTIAL
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Training Project Officer	SNE	CONFIDENTIAL
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Assistant/TRU	CA	CONFIDENTIAL
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RESEARCH & DEVELOPMENT UNIT

Head of Unit/R&D	TA	SECRET
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Principal Research Officer	TA	SECRET
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Principal Research Officer	TA	SECRET
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Research Officer	TA	CONFIDENTIAL
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Research Officer	SNE	CONFIDENTIAL
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Project Support Officer	TA	CONFIDENTIAL
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Assistant /R&D	CA	CONFIDENTIAL
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ADMINISTRATION DIVISION

Director of Administration Division	TA	SECRET
Assistant to the Director of Administration Division	CA	CONFIDENTIAL

LEGAL AFFAIRS UNIT

Chief Legal Adviser	TA	SECRET
Lawyer	TA	SECRET
Junior Lawyer	TA	SECRET
Legal Assistant	CA	SECRET
Administrative Assistant / Legal Affairs	CA	SECRET
Assistant to Legal Advisor	SNE	SECRET

FINANCE & PROCUREMENT UNIT

Head of Finance & Procurement Unit	TA	SECRET
Assistant /Finance & Procurement	CA	NO CLEARANCE

FINANCE SECTOR

Accountant	TA	SECRET
Finance & Accounting Clerk	TA	SECRET
Finance & Accounting Clerk	TA	SECRET

PROCUREMENT SECTOR

Procurement Officer	TA	SECRET
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ADMINISTRATIVE SERVICES UNIT

Head of Administration Unit	TA	SECRET
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Management Assistant to Director of Administration Division	TA	SECRET
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Assistant in Administrative Services Unit	CA	CONFIDENTIAL
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HUMAN RESOURCES SECTOR

Head of HR Sector	TA	SECRET
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HR Officer	TA	CONFIDENTIAL
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ICT SECTOR

Head of ITC Sector	TA	SECRET
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IT Coordinator	TA	SECRET
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IT Specialist	TA	SECRET
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Solutions Developer	TA	SECRET
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Applications Developer	TA	SECRET
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IT Specialist/helpdesk	TA	SECRET
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Contract Manager in ICT Sector	TA	SECRET
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ICT Programme Manager	TA	SECRET
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IT Operations Manager	TA	SECRET
IT Change Manager	TA	SECRET
IT Security Specialist	TA	SECRET
IT Project Support Officer	TA	SECRET
Administrative Assistant in ICT	CA	SECRET

AGENCY SERVICES SECTOR

Agency Master	TA	SECRET
Project Support Officer/Agency Services	TA	CONFIDENTIAL

SECURITY SECTOR

Security Officer	TA	SECRET
Senior Security Guard	CA	CONFIDENTIAL
Security Guard	CA	CONFIDENTIAL