

**Decision of the Executive Director**  
**No 2013/09**  
**on the levels for security clearance for Frontex posts**  
**of 12 March 2013**

**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 17 March 2011, 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 CONFIDENTIEL UE 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.
- 4) The established level of security clearance for individual posts within Frontex should be reviewed.
- 5) The Deputy Executive Director is required to take the necessary implementing Decisions for the effective functioning of the Frontex security system.

**HAS DECIDED AS FOLLOWS:**

Article 1

Before taking up their position, future Frontex statutory staff must initiate the procedure for applying for security clearance required for their post in accordance with the Frontex Security Manual and this Decision.

Article 2

Before taking up their position, the employer must certify and provide a Personal Security Clearance Certificate (PSC) 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.

Article 5

HR shall include the level of security clearance required for each open post in the respective vacancy notice. DED shall be consulted prior to that in case of new posts not included in this decision.

Article 6

The Decision enters into force on the day following its signature.

Done at Warsaw, 12.03 2013

Gil Arias

Deputy Executive Director

## Annex I

### Levels of security clearance for posts in Frontex

Function	Status	Level of Security Clearance
<b>ED and DED</b>		
Executive Director	TA	TRES SECRET UE/ EU TOP SECRET
Deputy Executive Director	TA	TRES SECRET UE/ EU TOP SECRET

### EXECUTIVE SUPPORT, EXTERNAL COOPERATION, STRATEGIC DEVELOPMENT, INFORMATION AND TRANSPARENCY, PLANNING AND CONTROLLING

#### Aid-De-Camps and Assistants

Aide-de-camp to ED	SNE	SECRET UE
Internal Protection Assistant to ED	SNE	SECRET UE
Personal Assistant to Executive Director	TA	CONFIDENTIEL UE
Aide-de-camp to DED	SNE	SECRET UE
Personal Assistant to Deputy Executive Director	CA	CONFIDENTIEL UE
Fundamental Rights Officer	TA	SECRET UE
Assistant to the Fundamental Rights Officer	CA	CONFIDENTIEL UE
Security Guard/Driver	CA	SECRET UE
Security Guard/Driver	CA	SECRET UE

## **Frontex Liaison**

Liaison Officer	TA/SNE	SECRET UE
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## **External Relations**

Senior External Relations Officer / International Organisations	TA	SECRET UE
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Senior External Relations Officer / Third Countries	TA	SECRET UE
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External Relations Officer/International Organisations	TA	SECRET UE
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External Relations Officer / Third Countries	TA	SECRET UE
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Assistant / International Organisations	CA	CONFIDENTIEL UE
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Assistant / Third Countries	CA	CONFIDENTIEL UE
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## **Planning & Controlling**

Controller	TA	SECRET UE
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Assistant to Auditor/QM/Controller	CA	CONFIDENTIEL UE
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## **Information & Transparency**

Public Relations Officer	TA	SECRET UE
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Public Relations Officer / Spokesperson	TA	SECRET UE
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Internal PR Officer	TA	CONFIDENTIEL UE
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Press Officer	TA	CONFIDENTIEL UE
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Editor	TA	CONFIDENTIEL UE
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Junior PR Officer	TA	CONFIDENTIEL UE
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Webeditor/Graphic designer TA CONFIDENTIEL UE

PR Assistant TA CONFIDENTIEL UE

### **QUALITY MANAGEMENT & INTERNAL AUDIT**

Internal Auditor TA SECRET UE

Quality Manager TA SECRET UE

Assistant to Auditor/QM/Controller CA CONFIDENTIEL UE

### **OPERATIONS DIVISION**

Director of Operations Division TA SECRET UE

Assistant to the Director of Operations Division CA CONFIDENTIEL UE

Operational Officer SNE CONFIDENTIEL UE

### **JOINT OPERATIONS UNIT**

Head of Operations Unit TA SECRET UE

Assistant to the OPS Unit CA CONFIDENTIEL UE

### **AIR BORDERS SECTOR**

Head of Sector / ABS TA SECRET UE

Operational Officer / ABS TA/SNE CONFIDENTIEL UE

FOO / Operational Officer / ABS SNE CONFIDENTIEL UE

Operational Support Officer TA CONFIDENTIEL UE

Project Support Officer / ABS	TA	CONFIDENTIEL UE
Project Support Officer / ABS	TA	CONFIDENTIEL UE
Project Assistant / ABS	CA	CONFIDENTIEL UE

#### **LAND BORDERS SECTOR**

Head of Sector / LBS	TA	SECRET UE
FOO / Head of FOO	TA	SECRET UE
Operational Officer/ LBS	TA/SNE	CONFIDENTIEL UE
FOO / Operational Officer / LBS	SNE	CONFIDENTIEL UE
Project Support Officer / LBS	TA	CONFIDENTIEL UE
Project Assistant/ LBS	CA	CONFIDENTIEL UE

#### **SEA BORDERS SECTOR**

Head of Sector / SBS	TA	SECRET UE
Operational Officer / SBS	TA/SNE	CONFIDENTIEL UE
FOO / Operational Officer / SBS	TA	CONFIDENTIEL UE
Project Support Officer /SBS	SNE	CONFIDENTIEL UE
Project Assistant/SBS	CA	CONFIDENTIEL UE

#### **RETURN SECTOR**

Head of Sector / ROS	TA	SECRET UE
Operational Officer/ ROS	TA/SNE	CONFIDENTIEL UE

FOO / Operational Officer / ROS	SNE	CONFIDENTIEL UE
Project Support Officer/ROS	TA	CONFIDENTIEL UE
Project Assistant/ROS	CA	CONFIDENTIEL UE

#### **RISK ANALYSIS UNIT**

Head of Unit / RAU	TA	SECRET UE
Junior Analyst	TA	CONFIDENTIEL UE
Assistant/RAU	CA	CONFIDENTIEL UE

#### **STRATEGIC ANALYSIS & PLANNING SECTOR**

Head of Sector / Strategic Analysis and Planning	TA	SECRET UE
Project Assistant / RAU	CA	CONFIDENTIEL UE
Senior Analyst / RAU	TA	SECRET UE
FOO / Head of Intelligence Component	TA	SECRET UE
Analyst / RAU	TA/SNE	CONFIDENTIEL UE
Strategic Supporting Analyst	TA	CONFIDENTIEL UE
Junior Analyst / Strategic Analysis & Planning	TA	CONFIDENTIEL UE
Data Management Assistant / Statistician	CA	CONFIDENTIEL UE
Assistant for Geographic Information Systems Data Processing	CA	CONFIDENTIEL UE
Assisting Analyst/Strategic Analysis and Planning Sector	CA	CONFIDENTIEL UE
Analytical Assistant / Strategic Analysis & Planning	CA	CONFIDENTIEL UE

## OPERATIONAL ANALYSIS & EVALUATION SECTOR

Head of Operation Analysis and Evaluation Sector	TA	SECRET UE
Senior Analyst	TA	SECRET UE
Analyst	TA/SNE	CONFIDENTIEL UE
Strategic Analyst	SNE	CONFIDENTIEL UE
Operational Analyst	SNE	CONFIDENTIEL UE
Analytical Support Officer	SNE	CONFIDENTIEL UE
Operational Supporting Analyst	TA	CONFIDENTIEL UE
Analytical Assistant / Operational Analysis & Evaluation	CA	CONFIDENTIEL UE
Debriefing Advisor	SNE	CONFIDENTIEL UE
Analytical Assistant	CA	CONFIDENTIEL UE
FOO / Officer / FISO	SNE	CONFIDENTIEL UE

## FRONTEX SITUATION CENTRE

Head of Situation Centre	TA	SECRET UE
Information Management Officer / SDO	TA/SNE	SECRET UE
Information Management and Operational Shift Officer	TA	SECRET UE
Information Management Officer	TA/SNE	CONFIDENTIEL UE
Product Manager	SNE	CONFIDENTIEL UE
Operational Officer	SNE	CONFIDENTIEL UE
Information Management Support Officer	TA	CONFIDENTIEL UE
Information Management Assistant	CA	CONFIDENTIEL UE

Assistant	CA	CONFIDENTIEL UE
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## **CAPACITY BUILDING DIVISION**

Director of Capacity Building Division	TA	SECRET UE
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Coordinating Officer	sne	CONFIDENTIEL UE
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Assistant to the Director of Capacity Building Division	CA	CONFIDENTIEL UE
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## **POOLED RESOURCES**

Head of Unit / Pooled Resources	TA	SECRET UE
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Planning & Logistic Officer	TA	CONFIDENTIEL UE
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Program Manager	TA	CONFIDENTIEL UE
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Logistics Officer	TA	CONFIDENTIEL UE
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Operational Officer	SNE	CONFIDENTIEL UE
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Assistant	CA	CONFIDENTIEL UE
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## **TRAINING UNIT**

Head of Unit / Training	TA	SECRET UE
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Senior Training Project Officer	TA	SECRET UE
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Training Officer	TA/SNE	CONFIDENTIEL UE
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Training Project Officer	TA/SNE	CONFIDENTIEL UE
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Project Support Officer	TA	CONFIDENTIEL UE
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Assistant	CA	CONFIDENTIEL UE
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FOO / Administrative Officer	CA	CONFIDENTIEL UE
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### **RESEARCH & DEVELOPMENT UNIT**

Head of Unit / R & D	TA	SECRET UE
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Principal Research Officer	TA	SECRET UE
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Research Officer	TA/SNE	CONFIDENTIEL UE
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Junior Research Officer	TA	CONFIDENTIEL UE
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Systems Analyst	SNE	CONFIDENTIEL UE
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Project Support Officer	TA	CONFIDENTIEL UE
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Assistant	CA	CONFIDENTIEL UE
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### **ADMINISTRATION DIVISION**

Director of Administration Division	TA	SECRET UE
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Management Assistant to the Administration Division	TA	SECRET UE
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Assistant to the Director of Administration Division	CA	CONFIDENTIEL UE
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### **LEGAL AFFAIRS UNIT**

Head of Unit / Legal Affairs	TA	SECRET UE
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Lawyer	TA	SECRET UE
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Junior Lawyer	TA	SECRET UE
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Legal Officer	SNE	SECRET UE
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Legal Assistant	CA	SECRET UE
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## **FINANCE & PROCUREMENT UNIT**

Head of Unit / Finance & Procurement	TA	SECRET UE
Assistant / Finance & Procurement	CA	CONFIDENTIEL UE

## **FINANCE SECTOR**

Financial Management Coordinator	TA	SECRET UE
Accountant	TA	SECRET UE
Finance & Accounting Clerk	TA	SECRET UE
Financial Assistant	TA/CA	CONFIDENTIEL UE
Accounting Assistant	TA	CONFIDENTIEL UE
Project Assistant	CA	CONFIDENTIEL UE
Data Entry Agent	CA	CONFIDENTIEL UE

## **PROCUREMENT SECTOR**

Procurement Officer	TA	SECRET UE
Procurement Support Officer	TA	CONFIDENTIEL UE
Senior Procurement Assistant	TA	CONFIDENTIEL UE
Procurement Assistant	TA	CONFIDENTIEL UE

## **HUMAN RESOURCES AND SERVICES UNIT**

Head of HR & Services Unit	TA	SECRET UE
Assistant in HR & Services Unit	CA	CONFIDENTIEL UE

## **HUMAN RESOURCES SECTOR**

Head of HR Sector	TA	SECRET UE
HR Officer	TA	CONFIDENTIEL UE
Staff Development Coordinator	TA	CONFIDENTIEL UE
Human Resources Specialist	TA	CONFIDENTIEL UE
Administrative Assistant/Recruitment & Selection	CA	CONFIDENTIEL UE
Salary & Individual Rights Clerk	CA	CONFIDENTIEL UE
HR Expert - Assistant	CA	CONFIDENTIEL UE
Recruitment Assistant	CA	CONFIDENTIEL UE
Human Resources Coordinating Assistant	CA	CONFIDENTIEL UE
Staff Development & Training Assistant	CA	CONFIDENTIEL UE
HR Assistant / Training & Staff Development	CA	CONFIDENTIEL UE
Administrative Assistant / HR	CA	CONFIDENTIEL UE

## **AGENCY SERVICES SECTOR**

Agency Master	TA	SECRET UE
Project Support Officer/Agency Services	TA	CONFIDENTIEL UE
Facility Management Coordinator	TA	CONFIDENTIEL UE
Expatriate Services Assistant	CA	CONFIDENTIEL UE

## SECURITY SECTOR

Security Officer	TA	SECRET UE
Senior Security Guard	CA	SECRET UE
Security Guard	CA	SECRET UE

## INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

Head of ICT Unit	TA	SECRET UE
Administrative Assistant	CA	SECRET UE

## IT Operations and Security Sector

IT Operations Manager	TA	SECRET UE
Senior Applications and Database Expert in Microsoft	TA	SECRET UE
Senior Networks Expert	TA	SECRET UE
Senior System Expert	TA	SECRET UE
Senior IP Network Expert	TA	SECRET UE
ICT Solutions Developer	TA	SECRET UE
IT Security Specialist	TA	SECRET UE
Applications Developer	TA	SECRET UE
IT Specialist / Systems Engineer	TA	SECRET UE
ICT Helpdesk Team Leader	TA	SECRET UE
IT Specialist	TA	SECRET UE
Systems Administrator	TA	SECRET UE

ICT Solutions Coordinator	TA	SECRET UE
ICT Assistant	CA	SECRET UE

### **IT Projects and Contracts Sector**

Head of ICT Projects and Contract Sector	TA	SECRET UE
Contract Manager in ICT Sector	TA	SECRET UE
IT Change Manager	TA	SECRET UE