CERTIFICATION FOR A NON-SENSITIVE POSITION

(Note: Can only be used for a position outside the Strike Force or Drug Task Force)

TO: Assistant Director, Personnel Staff
Executive Office for United States Attorneys

This certification constitutes a mutual understanding between the:
(District)_____

and (Employee)_____that he/she will be placed in a non-sensitive position.

The employee will occupy a non-sensitive position in a sensitive DOJ space. The employee will work six months or less, and will not have access to sensitive or classified material. The appointment is not intended to be renewable, nor is it intended to be a preliminary step to a sensitive position. It is understood by all parties to this certification that the employee:

Understands that his/her appointment and access to the building may be terminated at any time; and

Understands that he/she will not be permitted to receive, handle in any way, or have direct or indirect access to, or knowledge of, classified material, or sensitive information, either through discussions, overhearing telephone conversations, handling, seeing, or photocopying any sensitive documents or accessing sensitive computer systems, such as JCON. Also, the employee acknowledges that he/she will inform any person who should begin to divulge such classified or sensitive information to him/her that he/she is not cleared or permitted to be privy to such material.

The appointment duration involved in this certification commences on or about _____ and will end on or about _____.

I agree and understand all conditions that are set forth above:

_____
United States Attorney, Assistant United States Attorney or Supervisory Personnel

_____
Date

_____
Employee

_____
Date