

## Changing Security Access Requirement (SAR)

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
26-JUL-2004	DPCIC	Update 1

### Purpose

Use this procedure to workaround the following Position update error message: **“Security Access found in US FEDERAL POSITION GROUP 1 must be either 5, 6, 7, 8 or 9 for this agency. (CIV\_POS\_SCTY\_ACS\_2.”**

### Trigger

Perform this procedure when in the position validation process users experience this error: **“Security Access found in US FEDERAL POSITION GROUP 1 must be either 5, 6, 7, 8 or 9 for this agency. (CIV\_POS\_SCTY\_ACS\_2.”**

### Menu Path

Use the following menu path to begin this task:

- Select **Work Structures>Position>Description.**

### Helpful Hints



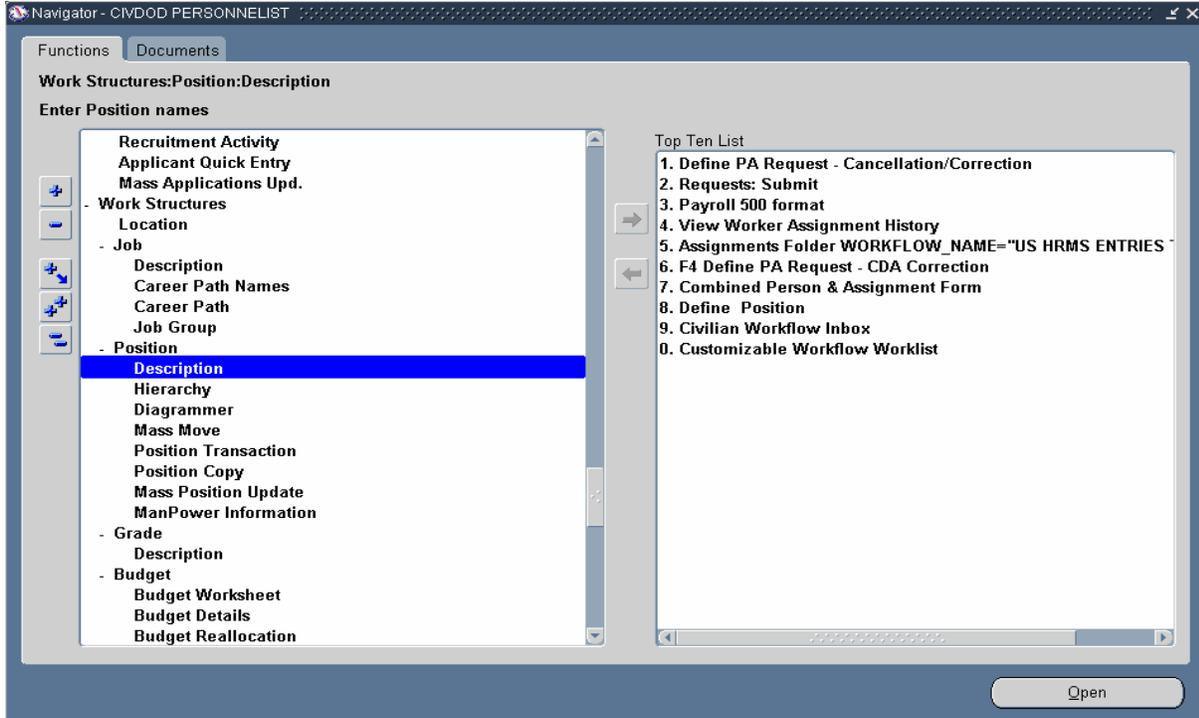
CONVERSION  
TABLE FOR POSITION ...



Policy for Coding AF  
Positions...

**Procedure**

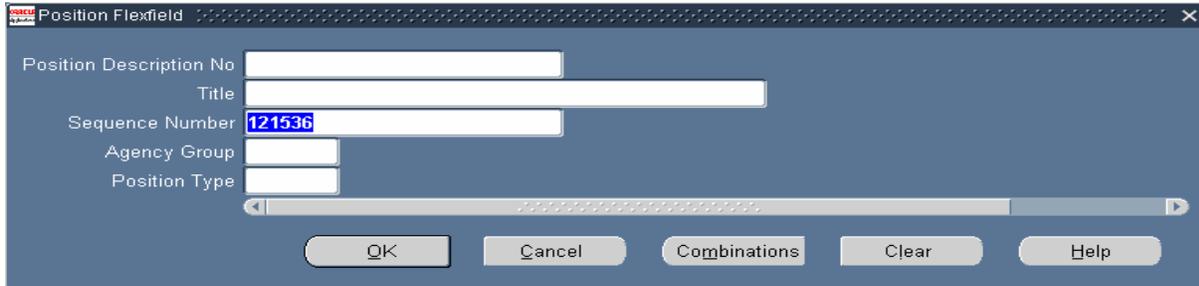
1. Start the task using the menu path> **Work Structures>Position>Description**



2. The Find Positions window will display. Click in the **Name** field.



3. The Position Flexfield window will display. Complete the Sequence Number field.

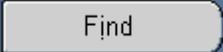


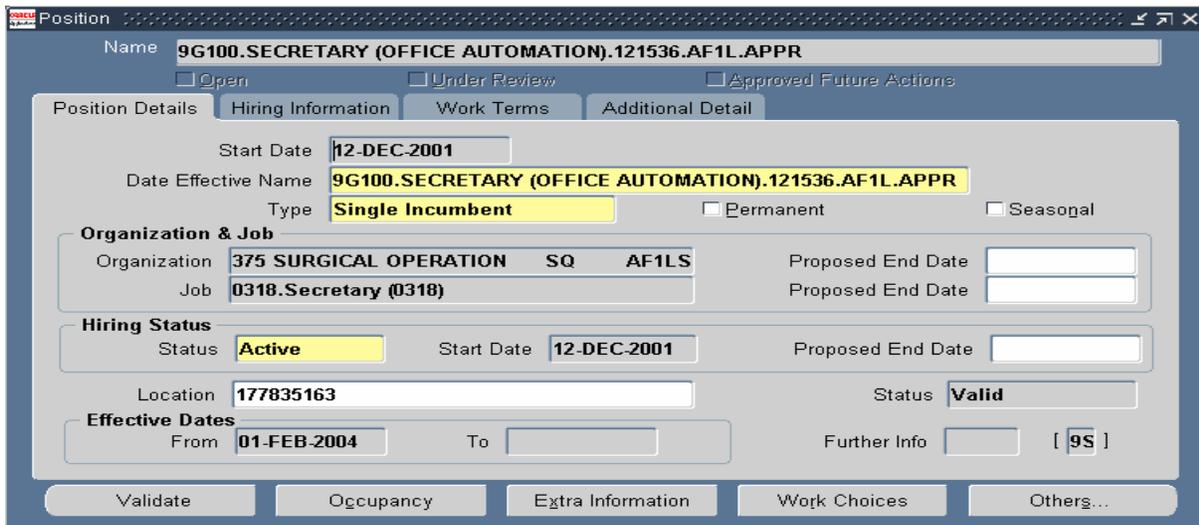
The screenshot shows the 'Position Flexfield' window with the following fields: Position Description No, Title, Sequence Number (121536), Agency Group, and Position Type. The Sequence Number field is highlighted in blue. At the bottom, there are buttons for OK, Cancel, Combinations, Clear, and Help.

4. Click . The Find Positions windows will display. This time it will show the sequence number in the Name field. Leave the number as shown.



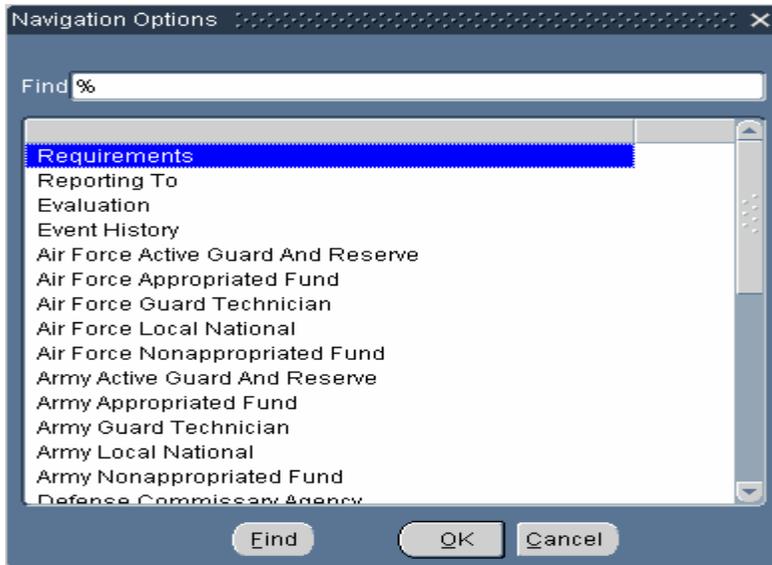
The screenshot shows the 'Find Positions' window with the following fields: Name (..121536..), Type, Hiring Status, Job, Organization, and Location. The Name field contains the sequence number. At the bottom, there are buttons for Clear, New, and Find.

5. Click . The main position window will display.



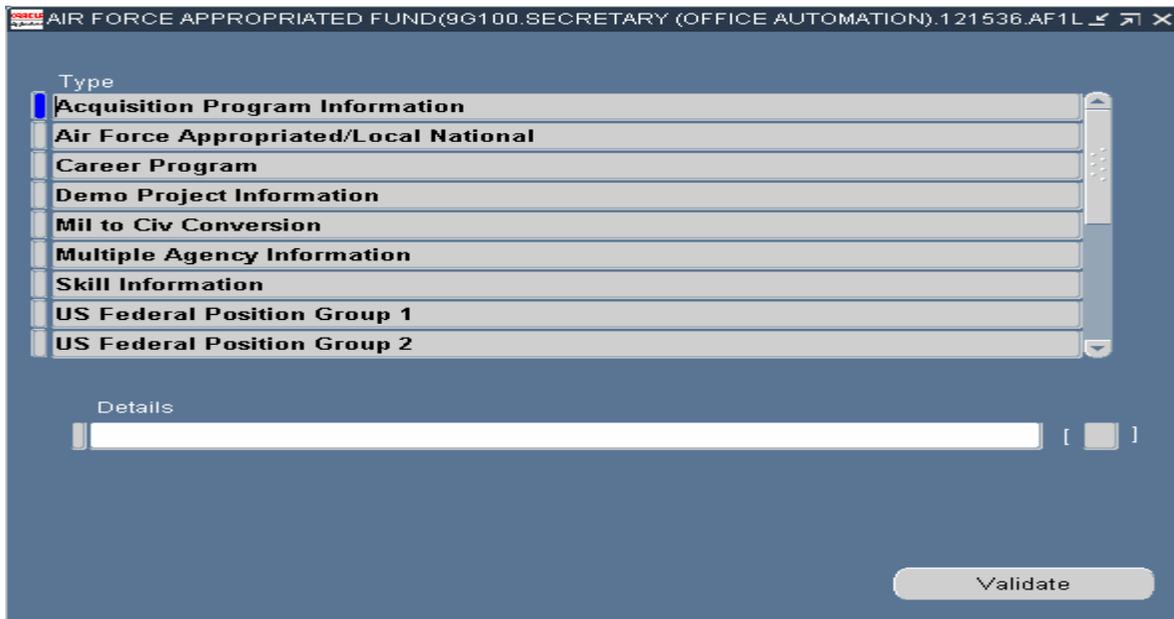
The screenshot shows the 'Position' window with the following details: Name (9G100.SECRETARY (OFFICE AUTOMATION).121536.AF1L.APPR), Start Date (12-DEC-2001), Date Effective Name (9G100.SECRETARY (OFFICE AUTOMATION).121536.AF1L.APPR), Type (Single Incumbent), Organization (375 SURGICAL OPERATION), Job (0318.Secretary (0318)), Hiring Status (Active), Location (177835163), and Effective Dates (From 01-FEB-2004). At the bottom, there are buttons for Validate, Occupancy, Extra Information, Work Choices, and Others...

6. Click the  taskflow button. The Navigation Options List will display.



7. Select **Air Force Appropriated Fund** on the Navigation Options List.

8. Click  . The Position Extra Information DDF types will display.



9. Click on the **US Federal position Group 1** type. Click in the Details area at the bottom of the DDF type list to display the fields below. Locate the **Security Access** field.

The screenshot shows a dialog box titled "Extra Position Information" with various fields for personnel data. The "Security Access" field is highlighted with a value of "8".

Personnel Office ID	2051	Air Mobility Command (2051)
Office Symbol	SGC	
Organization Structure ID	SGC	
Occupation Category Code	C	Clerical
FLSA Category	N	Nonexempt
Bargaining Unit Status	AF1036	Scott NAGE/R7-23 All Ex Pro
Competitive Level	K09A	
Competitive Area	AA	
Work Schedule	F	Full-Time
Part-Time Hours Biweekly		
Functional Class	00	Not Applicable
Position Working Title		
Position Sensitivity	1	Nonsensitive (NS) National Security Risk
Security Access	8	National Agency Check Plus Inquiries (NACI)
PRP/SCI		
Supervisory Status	8	Non-Supervisory
Type Employee Supervised	99	NOT APPLICABLE

10. Review/note the code currently displaying in the field. This code is the correct code based on SAR changes to the position.

11. Click the list of value button embedded in the field = . The Security Access list of values will display. Select the code that you noted in Step-10. In this example the code is 8.

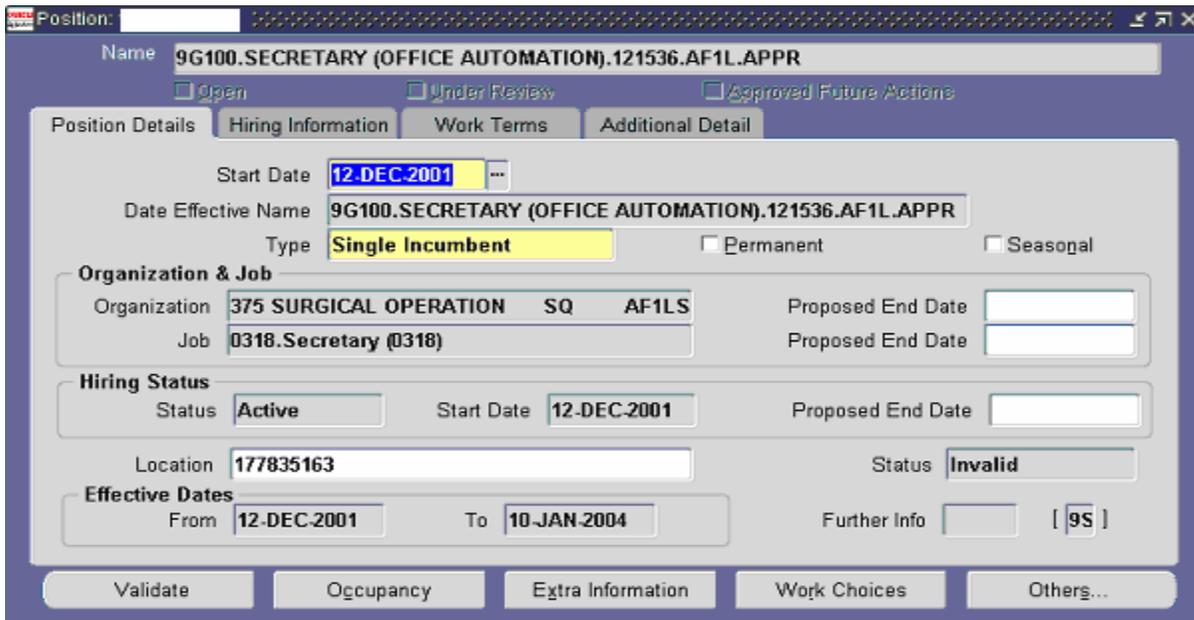
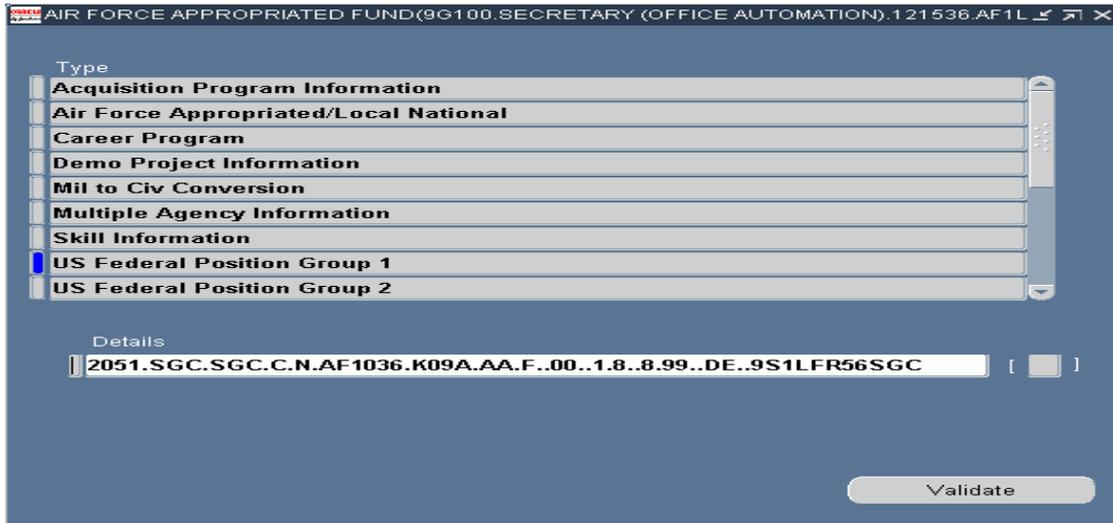
### Security Access

The screenshot shows a dialog box titled "Security Access" with a search field and a list of security access codes and their descriptions. The code "8" is selected in the list.

Security Access	Description
0	No Access Required; ENTNAC/NAC/NACI Required
1	Secret Access Required; ENTNAC/NAC/NACI/BI Required
2	Top Secret Access Required; BI Required
3	Top Secret SIOP/ESI Required; SBI Required
4	Child Care Background Check Required
5	Single Scope Background Investigation (SSBI)
6	National Agency Check, Local Agency Checks and Credit (NACLC)
7	Access National Agency Check and Inquiries (ANACI)
8	National Agency Check Plus Inquiries (NACI)
9	National Agency Check (NAC)
C	Confidential
S	Top Secret SCI Required; SBI

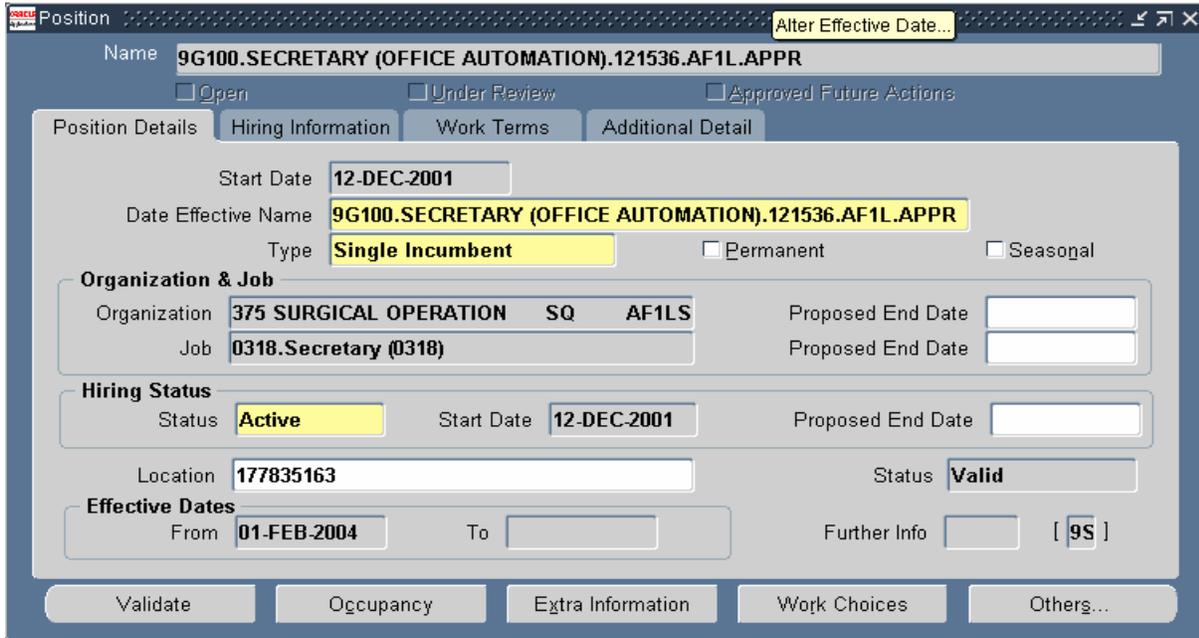
12. Click  .

13. **Click** the Save Toolbar button. Close the Extra Position Information DDF to return to the main window. The position will be in **Invalid** Status because of the update you just saved.



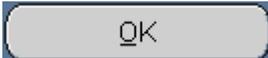
14. Click the  button.

15. Alter the effective date of the position to the original Start Date. In this example the alter date is **12-DEC-2001**.



### Alter Effective Date



16. Click  .

Position: 12-DEC-2001

Name: 9G100.SECRETARY (OFFICE AUTOMATION).121536.AF1L.APPR

Open  Under Review  Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail

Start Date: 12-DEC-2001

Date Effective Name: 9G100.SECRETARY (OFFICE AUTOMATION).121536.AF1L.APPR

Type: Single Incumbent  Permanent  Seasonal

**Organization & Job**

Organization: 375 SURGICAL OPERATION SQ AF1LS Proposed End Date: [ ]

Job: 0318.Secretary (0318) Proposed End Date: [ ]

**Hiring Status**

Status: Active Start Date: 12-DEC-2001 Proposed End Date: [ ]

Location: 177835163 Status: Invalid

**Effective Dates**

From: 12-DEC-2001 To: 10-JAN-2004 Further Info: [ ] [ 9S ]

Buttons: Validate, Occupancy, Extra Information, Work Choices, Others...

17. Click Others...

Navigation Options

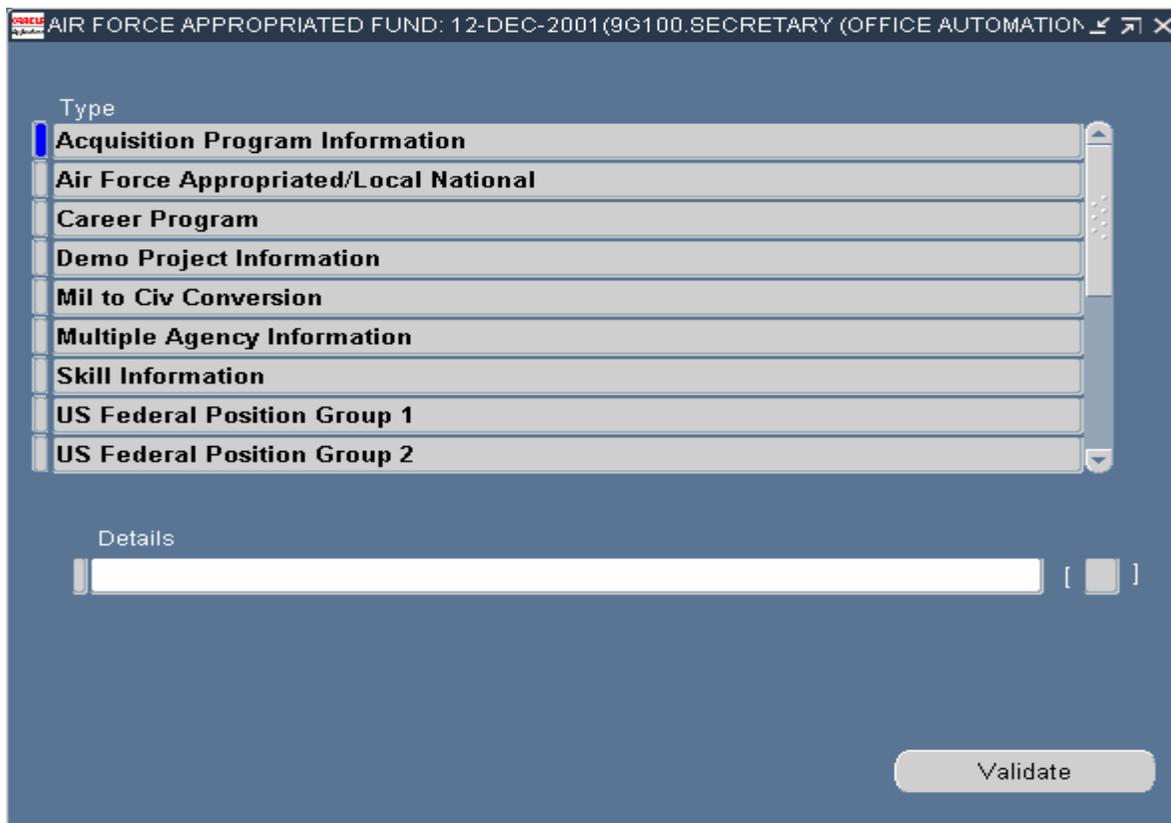
Find %

- Requirements
- Reporting To
- Evaluation
- Event History
- Air Force Active Guard And Reserve
- Air Force Appropriated Fund
- Air Force Guard Technician
- Air Force Local National
- Air Force Nonappropriated Fund
- Army Active Guard And Reserve
- Army Appropriated Fund
- Army Guard Technician
- Army Local National
- Army Nonappropriated Fund
- Defense Commissary Agency

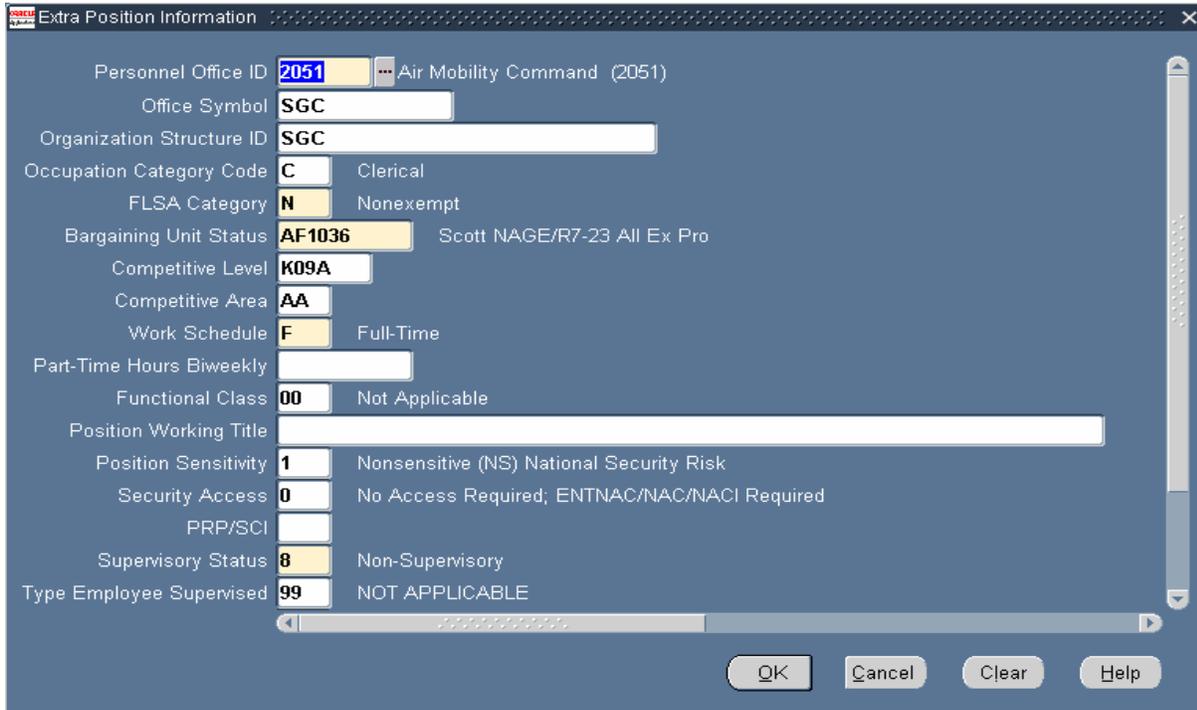
Buttons: Find, OK, Cancel

18. Select **Air Force Appropriated Fund** .

19. Click  .



20. Click on the **US Federal position Group 1** type. Click in the Details area at the bottom of the DDF type list to display the fields below. Locate the **Security Access** field.



The screenshot shows a window titled "Extra Position Information" with a scrollable list of fields. The fields and their values are:

Personnel Office ID	2051	Air Mobility Command (2051)
Office Symbol	SGC	
Organization Structure ID	SGC	
Occupation Category Code	C	Clerical
FLSA Category	N	Nonexempt
Bargaining Unit Status	AF1036	Scott NAGE/R7-23 All Ex Pro
Competitive Level	K09A	
Competitive Area	AA	
Work Schedule	F	Full-Time
Part-Time Hours Biweekly		
Functional Class	00	Not Applicable
Position Working Title		
Position Sensitivity	1	Nonsensitive (NS) National Security Risk
Security Access	0	No Access Required; ENTNAC/NAC/NACI Required
PRP/SCI		
Supervisory Status	8	Non-Supervisory
Type Employee Supervised	99	NOT APPLICABLE

At the bottom of the window are buttons for OK, Cancel, Clear, and Help.

21. Click in the Security Access field. This will highlight the incorrect/old code. Type the correct SAR. (DO NOT USE THE EMBEDDED LIST OF VALUES) In this example the correct SAR is 8.

22. Click .

23. Click the Save Toolbar button.



The screenshot shows a dialog box titled "Forms" with a red bell icon and the text: "FRM-40400: Transaction complete: 1 records applied and saved." There is an OK button at the bottom right.

24. Click  in the upper right hand corner of the position extra information DDF window to return to the main position window. The position will be in **Invalid** Status because of the update you just saved.

**Position: 12-DEC-2001**

Position: 12-DEC-2001

Name **9G100.SECRETARY (OFFICE AUTOMATION).121536.AF1L.APPR**

Open  Under Review  Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail

Start Date **12-DEC-2001** ...

Date Effective Name **9G100.SECRETARY (OFFICE AUTOMATION).121536.AF1L.APPR**

Type **Single Incumbent**  Permanent  Seasonal

**Organization & Job**

Organization **375 SURGICAL OPERATION SQ AF1LS** Proposed End Date

Job **0318.Secretary (0318)** Proposed End Date

**Hiring Status**

Status **Active** Start Date **12-DEC-2001** Proposed End Date

Location **177835163** Status **Invalid**

**Effective Dates**

From **12-DEC-2001** To **10-JAN-2004** Further Info  [ **9S** ]

Validate Occupancy Extra Information Work Choices Others...

25. Click  .

26. You have completed this task.