



Meeting Logistics

- The meeting will begin shortly
- Please keep your microphones on MUTE, unless you are speaking
- There will be time at the end of the meeting for Q&A
- Please share your questions via the chat feature as we have someone monitoring
- If you experience problems with WebEx audio via your computer, please use the dial-in number: **+1-415-527-5035 US Toll Access Code: 2761 254 9785**
- If you experience technical issues, contact Kari Seese at kari.seese@opm.gov or Bill Pedersen at william.pedersen@opm.gov



Educational Session: Position Designation Overview

January 31, 2023

11:00 – 12:00 pm





Position Designation

How many of you have used the position designation system?



Position Designation – The Basics

What is “position designation” and why is it important?



Terminology





Terminology - Continued

- Position Description – Commonly referred to as the “PD.” This is the statement of major duties, responsibilities, and supervisory relationships of a position
- Incumbent – One that occupies, or will occupy, a particular position
- National Security Position – Any position in a department or agency, the occupant of which could bring about, by virtue of the nature of the position, a material adverse effect on the national security.



Terminology – Continued 2

- Sensitivity level – There are three sensitivity levels: non-critical sensitive, critical sensitive, and special sensitive. Positions designated at any of these levels are considered national security positions.
- Risk Level – The position's potential for adverse impact to the efficiency or integrity of the service. Expressed as low, moderate, or high, moderate and high are considered public trust positions.



Terminology – Continued 3

- Position Designation Tool (PDT) – The PDT level helps agency users to assess the duties and responsibilities of a position to determine the associated risk and sensitivity of the position. The results of the assessment determine the commensurate level of investigation for the position.



When is Position Designation required?





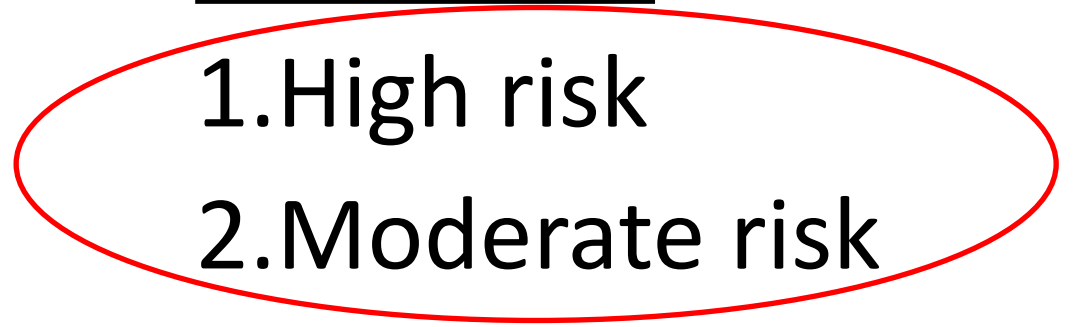
Position Designation – Sensitivity and Risk

Sensitivity Levels

1. Special-Sensitive
2. Critical-Sensitive
3. Noncritical-Sensitive

Risk Levels

1. High risk
2. Moderate risk
3. Low risk





Step 1.A. National Security

Step 1.A.: National Security Requirements of the Position:

The designation of national security positions is outlined in part 1400 of title 5, Code of Federal Regulations. Each position in the Federal service must be evaluated for a position sensitivity designation commensurate with the responsibilities and assignments of the position as they relate to the impact on the national security. Such responsibilities and assignments include, but are not limited to, access to classified information (i.e., Confidential, Secret, or Top Secret) and any other duties by which the occupant could bring about a material adverse effect on the national security by virtue of the nature of the position. See 5 CFR 1400.102(a) and 1400.201(a). Such positions will be designated, based upon the degree of potential damage, at one of three sensitivity levels: Noncritical-Sensitive, Critical-Sensitive, or Special-Sensitive.

Read the position description and obtain any other supplemental information needed to assess the position duties and responsibilities.

The regulation sets forth a list of general categories of national security position requirements, duties, and responsibilities. Mark next to all of the categories of duties and responsibilities that apply to the position. If any of the categories are marked on this page, go to Step 1.B. to assess the degree of potential material adverse impact to national security.

(Note that underlined words and phrases appearing on this page and throughout the following pages are further defined in the attached Glossary.)



Step 1.A.

National Security - Continued

NATIONAL SECURITY POSITION REQUIREMENTS, DUTIES AND RESPONSIBILITIES⁵:

- Requires eligibility for access to classified information ([page 4](#))
- Homeland security and duties involving protecting the nation's borders, ports, critical infrastructure or key resources ([page 5](#))
- Developing plans or policies related to national defense or military operations ([page 6](#))
- Planning or conducting intelligence or counterintelligence activities, counterterrorism activities or related activities concerned with the preservation of the military strength of the United States ([page 7](#))
- Protecting or controlling access to facilities or [information systems](#) ([page 8](#))
- Controlling, maintaining custody, safeguarding, or disposing of hazardous materials, arms, ammunition or explosives ([page 9](#))
- Investigative or adjudicative duties related to [national security](#), suitability, fitness or identity credentialing ([page 10](#))
- Duties related to criminal justice or law enforcement ([page 11](#))
- Conducts internal or external investigations, inquiries or audits of the functions listed here in Step 1 ([page 12](#))
- [National security](#) policy-making or policy-determining responsibility ([page 13](#))
- Public health and safety ([page 14](#))
- Fiduciary responsibility in support of activities with [national security](#) impact ([page 15](#))
- Unclassified information (e.g., private, controlled unclassified, or proprietary information) ([page 16](#))
- Other duties that could otherwise bring about a material adverse effect on the [national security](#) ([page 16](#)) Explain:



Step 1.B. National Security

Sensitivity Level

Determine the degree of damage



Step 1.B. National Security - Continued

Degree of Potential Damage to the National Security				
Duties/ Responsibilities	Inestimable Damage	Exceptionally Grave Damage	Significant or Serious Damage	No Material Adverse Effect on National Security
Investigative or adjudicative duties related to national security, suitability, fitness or identity credentialing	<p><input type="checkbox"/> One or more of the following when there is the potential to cause inestimable damage to national security:</p> <ul style="list-style-type: none"> Investigative duties (includes conducting counter-intelligence or background investigations or handling completed investigations classified at the SCI level) National security adjudicative determinations, or granting personnel security clearance eligibility, or making other adjudicative determinations (such as suitability, fitness, or credentialing determinations) for positions at the special-sensitive level Duty on personnel security boards for SCI eligibility determinations 	<p><input type="checkbox"/> One or more of the following:</p> <ul style="list-style-type: none"> Investigative duties at tiers 3, 4 and 5 of the Federal Investigative Standards (FIS) or Moderate and High tiers under the TW 2.0 Investigative Standards three-tier model (includes handling completed counter-intelligence or background investigations) Adjudicative determinations (includes adjudicative recommendations) concerning national security, suitability, fitness, credentialing, or granting personnel security clearance eligibility for positions investigated at tiers 3, 4 and 5 of the FIS or Moderate and High tiers under the TW 2.0 Investigative Standards three-tier model Duty on personnel security boards 	<p><input type="checkbox"/> One or more of the following:</p> <ul style="list-style-type: none"> Investigative duties at tiers 1 and 2 of the FIS or Low tier under the TW 2.0 Investigative Standards three-tier model (includes handling incomplete or parts of counter-intelligence or background investigations) Adjudicative determinations (includes adjudicative recommendations) concerning suitability, fitness or credentialing eligibility for positions investigated at tiers 1 and 2 of the FIS or Low tier under the TW 2.0 Investigative Standards three-tier model 	<p><input type="checkbox"/> Duties are of such a minor or inconsequential nature and/or internal controls are so significant that there is no reasonable expectation that there could be significant or serious damage to national security</p>
Position Designation	Automatic Special-Sensitive /High Risk; No further assessment necessary; proceed to Step 4 .	Automatic Critical-Sensitive /High Risk, unless a subsequent assessment resulting in Special-Sensitive is made; Assess any remaining selections from Step 1.A., and then proceed to Step 4 .	Non-Critical Sensitive ; Assess any remaining selections from Step 1.A., and then assess under Public Trust (Step 2), unless a subsequent assessment directs you to proceed to Step 4 .	Non-Sensitive; Assess any remaining selections from Step 1.A., and then assess under Public Trust (Step 2), unless a subsequent assessment directs you to proceed to Step 4 .



Step 2.A.

Suitability Requirements

Step 2.A.: Suitability Requirements

The designation of covered positions is outlined in section 731.106 of title 5, Code of Federal Regulations. Every covered position must be designated at the low, moderate, or high risk level as determined by the position's potential for adverse impact on the efficiency and integrity of the service. As the level of authority and responsibility of a position becomes greater, character and conduct become more significant in deciding whether employment or continued employment would protect the integrity or promote the efficiency of the Federal service. 5 CFR 731.106(b) set forth general categories of public trust position requirements, duties, and responsibilities. Read the position description and obtain any other necessary information (e.g., management input) to determine if any of the following duties apply to the position. (The focus of this preliminary review should be on the actual duties of the position rather than on the [agency](#) mission or the program in which the position is located.)¹⁰ Mark next to the categories of duties that apply to the position. If any of the categories are marked, go to Step 2.B. In Step 2.B., you will further evaluate the position's duties to determine the degree to which any misconduct could impact on the efficiency or integrity of the service.



Public Trust Elements

PUBLIC TRUST POSITION REQUIREMENTS, DUTIES, AND RESPONSIBILITIES (UNRELATED TO [NATIONAL SECURITY](#)):

- Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits) ([page 18](#))
- Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation) ([page 19](#))
- Law Enforcement or criminal justice duties ([page 19](#))
- Protection of government funds for non-[national security](#) operations ([page 20](#))
- Customs, Immigration, and/or Critical Infrastructure and Key Resources ([page 21](#))
- Hazardous material handling and transportation ([page 21](#))
- Physical security, controlling facility or physical access to [information technology](#), and/or controlled access to arms, ammunitions, or explosives ([page 22](#)) Investigation, oversight, and audits of government personnel, programs, and activities ([page 22](#))
- Adjudication of matters or claims (other than national security, suitability, fitness, or credentialing) with the potential to impact the public’s trust ([page 23](#))
- Protection of government [information technology](#) systems (supervision or control of [information technology](#) systems, authority to bypass significant technical and operational security controls for general support systems, or access to major applications – the scope of these duties exceed that of ordinary or routine computer use) ([page 24](#))
- Protection of personal, private, controlled unclassified, or proprietary information with the potential to damage the public’s trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.) ([page 25](#))
- Government service delivery, including [customer service](#) or public liaison duties ([page 25](#))
- Other activities demanding a degree of public trust (Specify any other specific duties that are not otherwise covered): ([page 26](#))



Step 2 B. Public Trust

Degree of Potential Damage to the Public Trust from Misconduct				
Duties/ Responsibilities	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>
Protection of government funds ¹¹ for non- <u>national security</u> operations, access to or operation or control of financial records, fiduciary responsibilities or other duties (such as developing statements of work) with a significant risk for causing damage or with the potential for realizing <u>significant personal gain</u>	<input type="checkbox"/> One or more of the following, where the impact is to the public's trust: <ul style="list-style-type: none"> Obligates, expends, collects or controls revenue, funds or items with monetary value in excess of \$50 million Procures (or secures funding for) goods and/or services with monetary value in excess of \$50 million annually, with the potential for devastating impact on government programs or operations 	<input type="checkbox"/> One or more of the following: <ul style="list-style-type: none"> Obligates, expends, collects or controls revenue, funds or items with monetary value in excess of \$10 million, but less than \$50 million annually Audits or analyzes budgets or other financial records, the compromise of which could cause significant impact on government programs or operations Procures (or secures funding for) goods and/or services with monetary value in excess of \$10 million, but less than \$50 million, annually, with potential for significant impact on government programs or operations 	<input type="checkbox"/> One or more of the following: <ul style="list-style-type: none"> Obligates, expends, collects or controls funds or items with monetary value over \$1 million, but under \$2 million, annually, where the ability to ensure effective oversight is limited; or \$2 million to \$10 million annually Audits or analyzes budgets or other financial records, with potential for <u>moderate impact</u> on government programs or operations Procures (or secures funding for) goods and/or services with monetary value exceeding \$2 million, but less than \$10 million, annually, the compromise of which could cause <u>moderate impact</u> on government programs or operations 	<input type="checkbox"/> One or more of the following: <ul style="list-style-type: none"> Obligates, expends, collects or controls funds or items with monetary value of less than \$2 million, but only when meaningful controls are in place to monitor the process and detect abuse; Otherwise, value may not exceed \$1 million Audits or analyzes budgets or other financial records, with potential for <u>limited impact</u> on government programs or operations Procures (or secures funding for) goods and/or services with monetary value less than \$2 million annually the compromise of which could cause <u>limited impact</u> on government programs or operations



Step 2 B. Public Trust - Continued

Degree of Potential Damage to the Public Trust from Misconduct				
Duties/ Responsibilities	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>
Other activities demanding public trust (describe unique factors, considerations not previously accounted for)	[] Explain:	[] Explain:	[] Explain:	[] Explain:
	<p>If any block in this column is checked, skip Step 3 and go to Step 4. Depending upon the results of Step 1, the position will be designated either:</p> <ul style="list-style-type: none"> • Non-critical Sensitive /High Risk or • Non-Sensitive/High Risk (Public Trust) 			
		Total blocks checked in this column: (_____ X 50 = _____) (x)	Total blocks checked in this column: (_____ X 15 = _____) (y)	Total blocks checked in this column: (_____ X 1 = _____) (z)
Total Risk Points			$x + y + z = \underline{\hspace{2cm}}$ (Add totals from all three columns above)	
			Go to Step 3 and enter this number in the chart	



Step 3

Scope of the Program and Level of Supervision

Step 3: Point adjustment for program designation and level of supervision.

In the Chart below, choose the appropriate adjustment value for the scope of program impact and the level of related controls from the Total Risk Points identified in step 2. (Only one column will apply)

Enter the total Risk Points from Step 2 into one of the appropriate columns (sections)		
(50 and above) _____	(16 to 49) _____	(15 and under) _____
Adjustment for Scope of Program and Correlation to Extent of Impact <input type="checkbox"/> Worldwide or government-wide impact ¹³ – no change <input type="checkbox"/> Multi-agency impact ¹⁴ – subtract 5 points <input type="checkbox"/> Agency impact ¹⁵ – subtract 10 points	Adjustment for Scope of Program and Correlation to Extent of Impact <input type="checkbox"/> Worldwide or government-wide impact ¹³ – add 15 points <input type="checkbox"/> Multi-agency impact ¹⁴ – no change <input type="checkbox"/> Agency impact ¹⁵ – subtract 10 points	Adjustment for Scope of Program and Correlation to Extent of Impact <input type="checkbox"/> Worldwide or government-wide impact ¹³ – add 15 points <input type="checkbox"/> Multi-agency impact ¹⁴ – add 5 points <input type="checkbox"/> Agency impact ¹⁵ – subtract 5 points
Adjustment for level of supervision or other controls <input type="checkbox"/> <u>Limited or no supervision</u> - ability to act independently in almost all areas almost all of the time – no change <input type="checkbox"/> <u>Periodic, ongoing review</u> – ability to act independently a lot of the time – subtract 5 points <input type="checkbox"/> <u>Close technical supervision</u> –ability to act independently infrequently – subtract 10 points	Adjustment for level of supervision or other controls <input type="checkbox"/> <u>Limited or no supervision</u> - ability to act independently in almost all areas almost all of the time – add 15 points <input type="checkbox"/> <u>Periodic, ongoing review</u> – ability to act independently a lot of the time – no change [] <input type="checkbox"/> <u>Close technical supervision</u> –ability to act independently infrequently – subtract 10 points	Adjustment for level of supervision or other controls <input type="checkbox"/> <u>Limited or no supervision</u> - ability to act independently in almost all areas almost all of the time – add 15 points <input type="checkbox"/> <u>Periodic, ongoing review</u> – ability to act independently a lot of the time – add 5 points [] <input type="checkbox"/> <u>Close technical supervision</u> –ability to act independently infrequently – subtract 5 points
Final Adjusted Risk Points:	Final Adjusted Risk Points:	Final Adjusted Risk Points:



Step 4 Position Designation System Chart

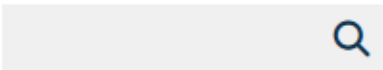
National Security Sensitivity Designation from Step 1.B	Risk Designation from Step 2.B. or 3	Final Position Designation	Level of Investigation per Federal Investigative Standards (2012)	Level of Investigation per 2022 Federal Personnel Vetting Investigative Standards	Form Type
“Special-Sensitive” or “Critical-Sensitive”	“High Risk” ¹⁶	Special-Sensitive or Critical-Sensitive/ High Risk	Tier 5	High Tier	SF-86
“Noncritical-Sensitive”	<i>50 or more Final Adjusted Risk Points: “High Risk”</i>	Noncritical-Sensitive/ High Risk	Tier 5	High Tier	SF-86
	<i>49 or fewer Final Adjusted Risk Points : “Moderate Risk”¹⁷</i>	Noncritical-Sensitive/ Moderate Risk	Tier 3	Moderate Tier	SF-86
“Non-Sensitive” (No national security sensitivity)	<i>50 or more Final Adjusted Risk Points : “High Risk”</i>	Non-Sensitive/ High Risk (Public Trust)	Tier 4	High Tier	SF-85P
	<i>16 to 49 Final Adjusted Risk Points: “Moderate Risk”</i>	Non-Sensitive/ Moderate Risk (Public Trust)	Tier 2	Moderate Tier	SF-85P
	<i>15 or fewer Final Adjusted Risk Points : “Low Risk”</i>	Non-Sensitive/ Low Risk	Tier 1	Low Tier	SF-85

¹⁶ 5 CFR 1400.201(c) directs that critical-sensitive or special-sensitive level designations shall automatically be designated as high risk

¹⁷ 5 CFR 1400.201(d) directs that non-critical sensitive level designations shall automatically be designated as moderate risk, unless the agency determines the position should be designated at the high risk level



Position Designation Tool



- About
- Policy
- Insurance
- Retirement
- Suitability
- Agency Services
- Operating Status

OPM.gov / Suitability / Position Designation Tool

In this section

Suitability Executive Agent

Position Designation Tool

Suitability Adjudications

Suitability Training

Oversight

Policy

Frequently Asked Questions

Contact SuitEA

Position Designation Tool

- Overview
- Automated Tool
- Glossary

Overview

Position Designation Automated Tool (PDT)

Proper position designation is the foundation of an effective and consistent suitability and personnel security program. In order to ensure a systematic, dependable, and uniform way of making position designations, OPM in cooperation with the Defense Counterintelligence and Security Agency (DCSA) provide the [Position Designation Automated Tool \(PDT\)](#) for those individuals within agencies charged with position designation responsibilities.

Position Designation Automated Tool



Personnel Security Specialist

OPM

- Grade /GS: Something or other
- Position Number: 123456789
- Duties:
 - Suitability Adjudicative duties reviewing T5 investigations



Personnel Security Specialist Step 1.A.

POSITION DESIGNATION RECORD

Agency	Office of Personnel Management
Position Title	Personnel Security Specialist
Series and Grade/Pay Band	GS Something or Other
Position Description Number	123456789
Designator's Name & Title	Stephen Figura



Personnel Security Specialist

Step 1.A. - Continued

NATIONAL SECURITY POSITION REQUIREMENTS, DUTIES AND RESPONSIBILITIES⁵:

- Requires eligibility for access to classified information ([page 4](#))
- Homeland security and duties involving protecting the nation's borders, ports, critical infrastructure or key resources ([page 5](#))
- Developing plans or policies related to national defense or military operations ([page 6](#))
- Planning or conducting intelligence or counterintelligence activities, counterterrorism activities or related activities concerned with the preservation of the military strength of the United States ([page 7](#))
- Protecting or controlling access to facilities or [information systems](#) ([page 8](#))
- Controlling, maintaining custody, safeguarding, or disposing of hazardous materials, arms, ammunition or explosives ([page 9](#))
- Investigative or adjudicative duties related to [national security](#), suitability, fitness or identity credentialing ([page 10](#))
- Duties related to criminal justice or law enforcement ([page 11](#))
- Conducts internal or external investigations, inquiries or audits of the functions listed here in Step 1 ([page 12](#))
- [National security](#) policy-making or policy-determining responsibility ([page 13](#))
- Public health and safety ([page 14](#))
- Fiduciary responsibility in support of activities with [national security](#) impact ([page 15](#))
- Unclassified information (e.g., private, controlled unclassified, or proprietary information) ([page 16](#))
- Other duties that could otherwise bring about a material adverse effect on the [national security](#) ([page 16](#)) Explain:

If none of the categories is marked continue to Step 2.A., starting on [page 17](#).



Personnel Security Specialist Step 1B.

Degree of Potential <u>Damage to the National Security</u>				
Duties/ Responsibilities	<u>Inestimable Damage</u>	<u>Exceptionally Grave Damage</u>	<u>Significant or Serious Damage</u>	No Material Adverse Effect on National Security
Investigative or adjudicative duties related to national security, suitability, fitness or identity credentialing	<p><input type="checkbox"/> One or more of the following when there is the potential to cause inestimable damage to national security:</p> <ul style="list-style-type: none"> Investigative duties (includes conducting counter-intelligence or background investigations or handling completed investigations classified at the SCI level) National security adjudicative determinations, or granting personnel security clearance eligibility, or making other adjudicative determinations (such as suitability, fitness, or credentialing determinations) for positions at the <u>special-sensitive</u> level Duty on personnel security boards for SCI eligibility determinations 	<p><input checked="" type="checkbox"/> One or more of the following:</p> <ul style="list-style-type: none"> Investigative duties at tiers 3, 4 and 5 of the Federal Investigative Standards (FIS) or Moderate and High tiers under the TW 2.0 Investigative Standards three-tier model (includes handling <u>completed</u> counter-intelligence or background investigations) Adjudicative determinations (includes adjudicative recommendations) concerning national security, suitability, fitness, credentialing, or granting personnel security clearance eligibility for positions investigated at tiers 3, 4 and 5 of the FIS or Moderate and High tiers under the TW 2.0 Investigative Standards three-tier model Duty on personnel security boards 	<p><input type="checkbox"/> One or more of the following:</p> <ul style="list-style-type: none"> Investigative duties at tiers 1 and 2 of the FIS or Low tier under the TW 2.0 Investigative Standards three-tier model (includes handling <u>incomplete or parts</u> of counter-intelligence or background investigations) Adjudicative determinations (includes adjudicative recommendations) concerning suitability, fitness or credentialing eligibility for positions investigated at tiers 1 and 2 of the FIS or Low tier under the TW 2.0 Investigative Standards three-tier model 	<p><input type="checkbox"/> Duties are of such a minor or inconsequential nature and/or internal controls are so significant that there is no reasonable expectation that there could be significant or serious damage to national security</p>
Position Designation	Automatic <u>Special-Sensitive</u> /High Risk; No further assessment necessary; proceed to <u>Step 4</u> .	Automatic <u>Critical-Sensitive</u> /High Risk, <u>unless</u> a subsequent assessment resulting in <u>Special-Sensitive</u> is made; Assess any remaining selections from Step 1.A., and then proceed to <u>Step 4</u> .	<u>Non-Critical Sensitive</u> ; Assess any remaining selections from Step 1.A., and then assess under Public Trust (<u>Step 2</u>), <u>unless</u> a subsequent assessment directs you to proceed to <u>Step 4</u> .	Non-Sensitive; Assess any remaining selections from Step 1.A., and then assess under Public Trust (<u>Step 2</u>), <u>unless</u> a subsequent assessment directs you to proceed to <u>Step 4</u> .



Personnel Security Specialist

Step 4.

National Security Sensitivity Designation from Step 1.B	Risk Designation from Step 2.B. or 3	Final Position Designation	Level of Investigation per Federal Investigative Standards (2012)	Level of Investigation per 2022 Federal Personnel Vetting Investigative Standards	Form Type
“Special-Sensitive” or “Critical-Sensitive”	“High Risk” ¹⁶	Special-Sensitive or Critical-Sensitive/ High Risk	Tier 5	High Tier	SF-86
“Noncritical-Sensitive”	<i>50 or more Final Adjusted Risk Points: “High Risk”</i>	Noncritical-Sensitive/ High Risk	Tier 5	High Tier	SF-86
	<i>49 or fewer Final Adjusted Risk Points : “Moderate Risk”¹⁷</i>	Noncritical-Sensitive/ Moderate Risk	Tier 3	Moderate Tier	SF-86
“Non-Sensitive” (No national security sensitivity)	<i>50 or more Final Adjusted Risk Points : “High Risk”</i>	Non-Sensitive/ High Risk (Public Trust)	Tier 4	High Tier	SF-85P
	<i>16 to 49 Final Adjusted Risk Points: “Moderate Risk”</i>	Non-Sensitive/ Moderate Risk (Public Trust)	Tier 2	Moderate Tier	SF-85P
	<i>15 or fewer Final Adjusted Risk Points : “Low Risk”</i>	Non-Sensitive/ Low Risk	Tier 1	Low Tier	SF-85

¹⁶ 5 CFR 1400.201(c) directs that critical-sensitive or special-sensitive level designations shall automatically be designated as high risk

¹⁷ 5 CFR 1400.201(d) directs that non-critical sensitive level designations shall automatically be designated as moderate risk, unless the agency determines the position should be designated at the high risk level



Personnel Security Specialist Step 4. - Continued

Sensitivity: Critical Sensitive

Risk: High

Level of Investigation: High Level

Form Type: SF 86

Designator's Signature: *Stephen T. Ryan*

Date: January 31, 2023



Mail Clerk

OPM

- Grade / GS: Something or other
- Position Number: 123456789
- Duties:
 - Processes incoming and outgoing mail
 - Regular access to PII



Mail Clerk

Step 1A

POSITION DESIGNATION RECORD

<i>Agency</i>	Office of Personnel Management
<i>Position Title</i>	Mail Clerk
<i>Series and Grade/Pay Band</i>	GS Something or Other
<i>Position Description Number</i>	123456789
<i>Designator's Name & Title</i>	Stephen Figura



Mail Clerk

Step 1A - Continued

NATIONAL SECURITY POSITION REQUIREMENTS, DUTIES AND RESPONSIBILITIES⁵:

- Requires eligibility for access to classified information ([page 4](#))
- Homeland security and duties involving protecting the nation's borders, ports, critical infrastructure or key resources ([page 5](#))
- Developing plans or policies related to national defense or military operations ([page 6](#))
- Planning or conducting intelligence or counterintelligence activities, counterterrorism activities or related activities concerned with the preservation of the military strength of the United States ([page 7](#))
- Protecting or controlling access to facilities or [information systems](#) ([page 8](#))
- Controlling, maintaining custody, safeguarding, or disposing of hazardous materials, arms, ammunition or explosives ([page 9](#))
- Investigative or adjudicative duties related to [national security](#), suitability, fitness or identity credentialing ([page 10](#))
- Duties related to criminal justice or law enforcement ([page 11](#))
- Conducts internal or external investigations, inquiries or audits of the functions listed here in Step 1 ([page 12](#))
- [National security](#) policy-making or policy-determining responsibility ([page 13](#))
- Public health and safety ([page 14](#))
- Fiduciary responsibility in support of activities with [national security](#) impact ([page 15](#))
- Unclassified information (e.g., private, controlled unclassified, or proprietary information) ([page 16](#))
- Other duties that could otherwise bring about a material adverse effect on the [national security](#) ([page 16](#)) Explain:

If none of the categories is marked continue to Step 2.A., starting on [page 17](#).



Mail Clerk

Step 2A

PUBLIC TRUST POSITION REQUIREMENTS, DUTIES, AND RESPONSIBILITIES (UNRELATED TO [NATIONAL SECURITY](#)):

- Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits) ([page 18](#))
- Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation) ([page 19](#))
- Law Enforcement or criminal justice duties ([page 19](#))
- Protection of government funds for non-[national security](#) operations ([page 20](#))
- Customs, Immigration, and/or Critical Infrastructure and Key Resources ([page 21](#))
- Hazardous material handling and transportation ([page 21](#))
- Physical security, controlling facility or physical access to [information technology](#), and/or controlled access to arms, ammunitions, or explosives ([page 22](#)) Investigation, oversight, and audits of government personnel, programs, and activities ([page 22](#))
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- Protection of government [information technology](#) systems (supervision or control of [information technology](#) systems, authority to bypass significant technical and operational security controls for general support systems, or access to major applications – the scope of these duties exceed that of ordinary or routine computer use) ([page 24](#))
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- Government service delivery, including [customer service](#) or public liaison duties ([page 25](#))
- Other activities demanding a degree of public trust (Specify any other specific duties that are not otherwise covered): ([page 26](#))



Mail Clerk 2B

Degree of Potential Damage to the Public Trust from Misconduct				
Duties/ Responsibilities	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>
Protection of personal, private, controlled unclassified or proprietary information (including PA and FOIA, etc.), the nature of which does not impact <u>national security</u>		<input type="checkbox"/> Unlimited access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could severely impact the public's trust, through substantial damage/harm to: <ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust 	<input type="checkbox"/> Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to: <ul style="list-style-type: none"> • The integrity or efficiency of the service • Individuals or business entities • Government programs or operations impacting the public's trust 	<input checked="" type="checkbox"/> One or more of the following: <ul style="list-style-type: none"> • Access to personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could cause very limited damage to individuals, business entities, or government programs or operations or any potential damage is limited to the local level • Duties are carried out under such restrictive controls that the risk of violating the public's trust is extremely limited



Mail Clerk Step 3

Enter the total Risk Points from Step 2 into one of the appropriate columns (sections)		
(50 and above) _____	(16 to 49) _____	(15 and under) <u>1</u> _____
Adjustment for Scope of Program and Correlation to Extent of Impact <input type="checkbox"/> Worldwide or government-wide impact ¹³ – no change <input type="checkbox"/> Multi-agency impact ¹⁴ – subtract 5 points <input type="checkbox"/> Agency impact ¹⁵ – subtract 10 points	Adjustment for Scope of Program and Correlation to Extent of Impact <input type="checkbox"/> Worldwide or government-wide impact ¹³ – add 15 points <input type="checkbox"/> Multi-agency impact ¹⁴ – no change <input type="checkbox"/> Agency impact ¹⁵ – subtract 10 points	Adjustment for Scope of Program and Correlation to Extent of Impact <input type="checkbox"/> Worldwide or government-wide impact ¹³ – add 15 points <input type="checkbox"/> Multi-agency impact ¹⁴ – add 5 points <input checked="" type="checkbox"/> Agency impact ¹⁵ – subtract 5 points
Adjustment for level of supervision or other controls <input type="checkbox"/> <u>Limited or no supervision</u> - ability to act independently in almost all areas almost all of the time – no change <input type="checkbox"/> <u>Periodic, ongoing review</u> – ability to act independently a lot of the time – subtract 5 points <input type="checkbox"/> <u>Close technical supervision</u> –ability to act independently infrequently – subtract 10 points	Adjustment for level of supervision or other controls <input type="checkbox"/> <u>Limited or no supervision</u> - ability to act independently in almost all areas almost all of the time – add 15 points <input type="checkbox"/> <u>Periodic, ongoing review</u> – ability to act independently a lot of the time – no change <input type="checkbox"/> <input type="checkbox"/> <u>Close technical supervision</u> –ability to act independently infrequently – subtract 10 points	Adjustment for level of supervision or other controls <input type="checkbox"/> <u>Limited or no supervision</u> - ability to act independently in almost all areas almost all of the time – add 15 points <input checked="" type="checkbox"/> <u>Periodic, ongoing review</u> – ability to act independently a lot of the time – add 5 points <input type="checkbox"/> <input type="checkbox"/> <u>Close technical supervision</u> –ability to act independently infrequently – subtract 5 points
Final Adjusted Risk Points:	Final Adjusted Risk Points:	Final Adjusted Risk Points: <u>1</u>



Mail Clerk

Investigation Level Prediction

What level of investigation is appropriate?

1. Tier 1 (Low Risk)
2. Tier 2, 3 (Moderate Risk)
3. Tier 4, 5 (High Risk)



Mail Clerk

Step 4

National Security Sensitivity Designation from Step 1.B	Risk Designation from Step 2.B. or 3	Final Position Designation	Level of Investigation per Federal Investigative Standards (2012)	Level of Investigation per 2022 Federal Personnel Vetting Investigative Standards	Form Type
“Special-Sensitive” or “Critical-Sensitive”	“High Risk”¹⁶	Special-Sensitive or Critical-Sensitive/ High Risk	Tier 5	High Tier	SF-86
“Noncritical-Sensitive”	<i>50 or more Final Adjusted Risk Points: “High Risk”</i>	Noncritical-Sensitive/ High Risk	Tier 5	High Tier	SF-86
	<i>49 or fewer Final Adjusted Risk Points : “Moderate Risk”¹⁷</i>	Noncritical-Sensitive/ Moderate Risk	Tier 3	Moderate Tier	SF-86
“Non-Sensitive” (No national security sensitivity)	<i>50 or more Final Adjusted Risk Points : “High Risk”</i>	Non-Sensitive/ High Risk (Public Trust)	Tier 4	High Tier	SF-85P
	<i>16 to 49 Final Adjusted Risk Points: “Moderate Risk”</i>	Non-Sensitive/ Moderate Risk (Public Trust)	Tier 2	Moderate Tier	SF-85P
	<i>15 or fewer Final Adjusted Risk Points : “Low Risk”</i>	Non-Sensitive/ Low Risk	Tier 1	Low Tier	SF-85



Mail Clerk

Step 4 - Continued

Sensitivity: Non-sensitive

Risk: Low

Level of Investigation: Low Risk

Form Type: SF 85

Designator's Signature: *Steph Fign*

Date: January 31, 2023



Common Questions

- Why am I getting the wrong designation?
- Why does the PDT have numbers we need to add and subtract to find the designation?



Accessing the System and Training

- Position Designation Tool:
<https://www.opm.gov/suitability/suitability-executive-agent/position-designation-tool/#url=Automated-Tool>
- Training offered by DCSA:
<https://www.dcsa.mil/mc/tec/ist/>



Questions?





Survey



<https://www.surveymonkey.com/r/DZT6NVS>



Conclusion

Suitability Related Questions

SuitEA@opm.gov

202-599-0090

Training Related Questions

SuitEAtraining@opm.gov

724-794-5612 ext. 7196

Credentialing Related Questions

CredEA@opm.gov