



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

MAY 10 2011

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENT
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
THE COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTOR, COST ASSESSMENT AND PROGRAM
EVALUATION
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ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Implementation of the Position Designation Automated Tool

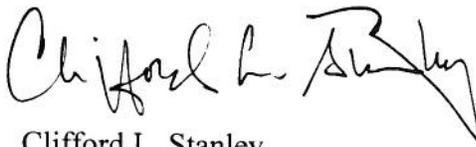
Request that you immediately implement the Office of Personnel Management's (OPM's) Position Designation System and Automated Tool (PDT) (see attached Federal Investigation Notice (FIN) No. 10-06) for new or vacant positions. The Tool provides a standardized method for assigning position sensitivity designations, a management responsibility, based on suitability risk levels and national security position criteria in accordance with title 5 Code of Federal Regulations, sections 731 and 732.

The OPM notice requires the use of the Tool for all positions in the competitive service, excepted service positions where the incumbent can be noncompetitively converted to the competitive service, and career appointments in the Senior Executive Service. Implementation of the Tool will ensure consistent position sensitivity designation determinations, capture documentation/rationale behind those determinations, and identify the background investigation required of the position. The tool and information on position sensitivity determinations can be found at OPM's website: <http://www.opm.gov/investigate/resources/position/Introduction.aspx>.

The Tool follows a four-step process, which results in a final sensitivity designation and which, in turn, will dictate the investigative requirements for the position in question. For DoD positions that are deemed to be national security in nature, as outlined by Personnel Security Program DoD 5200.2-R, or successor issuance, users should identify the national security requirements associated with the position (during the first step) and document the justification for the selection in the data fields provided by the tool. The attached guidance outlines the four-

step process and provides information on how your Human Resources Offices should capture the sensitivity designation in the Defense Civilian Personnel Data System (DPCDS).

For questions on the use of the Tool or to obtain a Tool standalone version, please contact Angela Curtis, Civilian Personnel Management Service at (703) 696-1472 by email at Angela.Curtis@cpms.osd.mil.

A handwritten signature in black ink, appearing to read "Clifford L. Stanley". The signature is fluid and cursive, with a large, sweeping flourish at the end of the name.

Clifford L. Stanley

Attachments:
As stated



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services

Federal Investigations Notice

Notice No. 10-06

Date: August 11, 2010

SUBJECT: Position Designation Requirements

The Position Designation System was developed by the Office of Personnel Management (OPM) to guide agencies in determining the proper level of investigation and screening required based on an assessment of risk and national security sensitivity. Position designation is established by section 731.106 of title 5, Code of Federal Regulations (CFR), section 3 of Executive Order (EO) 10450, as amended, and 5 CFR 732.201.

In November 2008, OPM introduced a new Position Designation System and Automated Tool to simplify and automate the designation process. The position designation tool has since been updated and is now available on the OPM website at www.opm.gov/investigate. Its use is recommended for all agencies requesting OPM investigations and required for all positions in the competitive service, positions in the excepted service where the incumbent can be noncompetitively converted to the competitive service, and career appointments in the Senior Executive Service. Agency personnel responsible for position designation who are not using the tool are encouraged to visit the website as soon as possible to begin using the automated tool.

Proper position designation is required to support many of the EO 13467 Joint Security and Suitability reform initiatives, including a near-term, OPM goal to align our Fiscal Year 2011 investigative products with reform goals.

In the months ahead, your agency will receive guidance to help you to prepare for upcoming Security and Suitability program reforms. These reforms will require standardization in the investigation request process. Standardization requires discipline in using the position designation system to select the proper investigation request form and the correct level of investigation to support the position specific suitability and security determinations. For questions related to position designation, please contact Federal Investigative Services, Agency Liaison at (724) 794-5612, ext. 4600.

Kathy L. Dillaman
Associate Director
Federal Investigative Services

Inquiries: OPM-FIS-Agency Liaison, (724) 794-5612
Code: 5 CFR part 731
Distribution: SOIs/SONs
Notice Expires: Until superseded

**Position Designation Guidance
OPM's Position Designation Tool (PDT)**

The PDT can be accessed on the OPM Federal Investigative Services (FIS) website at <http://www.opm.gov/investigate/resources/position/Introduction.aspx>. Once on the website, scroll down the page and click the "Continue" button to launch the tool. Note: OPM's Position Designation System (PDS) documentation should be reviewed before using the tool. The PDS documentation is also located on the FIS website. To view, click "Position Designation" on the left side of the page then scroll down to the bottom and click on "Position Designation System October 2010." Recommend printing a copy of the PDS for reference while using the tool.

STEPS IN THE PDT PROCESS

In order to determine the proper designation of a position, the position description and any other necessary supplemental information (e.g. management and security office input) must be carefully evaluated to assess the nature of the position in terms of its clearance requirements or any other impact on national security as well as its impact on the efficiency or integrity of the Federal service.

Step 1: Assess the Nature of the Position.

- A. National Security Requirements of the Position. Where the position is already designated as a "critical-sensitive" or "noncritical-sensitive" national security position under DoD 5200.2-R or successor issuance, but the PDT would suggest designating the position as non-sensitive, this fact will be documented along with the rationale for the ultimate position designation decision.
- B. Suitability Requirements

Step 2: Determine the potential impact of the position on the efficiency and integrity of the service (public trust)

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

Step 4: Final Position Designation and Investigation.

The process starts with completion of the fields to establish the Position Designation Record.

| Data Field | Description | Applicability |
|-----------------------------|--|---------------|
| Agency | Name of Component, Service, and/or Agency | Required |
| Position Title | As shown on position description | Required |
| Series and Grade/Pay Band | As shown on position description | Required |
| Position Description Number | As shown on position description | Required |
| Designator's Name & Title | Person completing the position designation | Required |

**Position Designation Guidance
OPM's Position Designation Tool (PDT)**

Step 1: Assess the Nature of the Position.

| Data Field | Description | Applicability |
|--------------------------------|---|---|
| National Security Requirements | <p>Indicate whether position duties fall under national security as defined in DoD5200.2-R or successor issuance.*</p> <p>*Terms in 5200.2-R differ from those in the OPM tool. The duties under "Critical sensitive" in the 5200.2R are equal to duties defined as "Special sensitive" in the OPM tool. Duties under "Noncritical Sensitive" in the 5200.2-R are equal to duties defined as "Critical-Sensitive" in the OPM tool</p> | <p>National Security Requirements:</p> <ul style="list-style-type: none"> - Special-Sensitive - Critical-Sensitive - Noncritical-Sensitive <p>Check the sensitivity level appropriate for the position or "None Of The Above" if position is non-sensitive.</p> <p><i>Note: If Special Sensitive or Critical Sensitive is selected, the tool will bypass the Suitability Requirements and automatically assign a Final Position Designation and Investigation (Step 4 in the PDT process).</i></p> |
| Suitability Requirements | Indicate suitability requirements for the position | <p>Suitability Requirements: Check all duties that apply to the position or "None of the Above" if the duties listed are not applicable.</p> |

Step 2: Determine the potential impact of the position on the efficiency and integrity of the service (public trust)

| Data Field | Description | Applicability |
|--|--|--|
| Degree of Potential for Compromise or Damage | Indicate the level of impact misconduct in performing duties of the position would have on the public's trust and confidence in DoD's efficiency, integrity and effectiveness in fulfilling its mission. | <p>Conditions:</p> <ul style="list-style-type: none"> - Automatic High Risk - Severe - Moderate - Limited <p>Check the appropriate conditions regarding access for the duties selected under Suitability Requirements.</p> |

Position Designation Guidance
OPM's Position Designation Tool (PDT)

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

| Data Field | Description | Applicability |
|-------------------------|---|---|
| Scope of Program Impact | Indicate who will be impacted by misconduct | Impact: <ul style="list-style-type: none"> - Worldwide or Gov't-wide - Multi-agency - Agency Check the appropriate impact level for the position. |
| Level of Supervision | Indicate how closely the work performed is supervised | Controls: <ul style="list-style-type: none"> - Limited or no supervision - Periodic, ongoing review - Close technical supervision Check the appropriate level of supervision for the position. <i>Note: A description of each supervisory control level can be viewed, by clicking on the level, e.g., "Limited or no supervision." A Glossary page with a list of descriptions will display. To return to the tool, click on the back arrow button on the left side of the screen.</i> |

Step 4: Final Position Designation and Investigation.

Based on selections made in Steps 1 through 3, the tool will assign Tier 1/2/3 under "Designation Level," Non-Sensitive/Non-Critical Sensitive/Critical-Sensitive/Special-Sensitive for National Security or Low Risk/Moderate Risk/High Risk for Suitability under "Positions Covered," NACI/ANACI/NACLC/MBI/BI/SBI under "Investigation," and SF85/SF85P/SF86 under "Form".

Information pertinent to the position designation can be entered in the Designator Notes/Justification/Comments field at the bottom of the page.

You must print a copy of the summary to document the designation. Click on the Print Summary button at the bottom of the page then use the Print command on the toolbar or use right mouse click on the page and select Print. The summary should be signed, dated, and maintained in accordance with instructions from the servicing HR office.

**Position Designation Guidance
OPM's Position Designation Tool (PDT)**

DCPDS CODING REQUIREMENT

To complete the designation, the servicing HR office must enter the appropriate code in the DCPDS position data element "position sensitivity" using the following chart for reference.

| Code | Name/Explanation |
|------|--|
| 1 | Low Risk Position |
| 2 | Noncritical-Sensitive National Security Position |
| 3 | Critical-Sensitive National Security Position |
| 4 | Special-Sensitive National Security Position |
| 5 | Moderate Risk Public Trust Position |
| 6 | High-Risk Public Trust Position |