Supplemental Information to Determine Position Designation
The OPM Position Designation System (PDS)

- The OPM Position Designation System is designed to:
  - Determine the level of background investigation required for a position based on the overall responsibility of a position.
  - Determine any possible adverse impact the position could have in terms of integrity and efficiency of government service.
  - Meet Federal and Agency requirements
    - Executive Order 10450, Security Requirements for Government Employment dated 17 April 1953
    - Title 5 Code of Federal Regulation (CFR), part 731 - Suitability
    - Title 5 Code of Federal Regulation, Part 732 - Security
    - Draft DODI - NUMBER 1400.25, Volume 731
Actions that Require a Position Designation Decision Form (PDDF)

- This form is completed by managers/supervisors for:
  - Position changes (i.e. Promotions, Reassignments, etc.)
  - New hires

**NOTE:** Only one PDDF is needed for each position (regardless if there are numerous employees on the same position description). The original will be maintained with the original position description.
Getting Started

• You will need the following to complete the PDDF:
  
  – Appendix M
  
  – Position Description
  
  – Command’s/Directorate’s Functional Statements

**NOTE:** This document is to be used solely as *guidance* to help you in determining position designation.
Useful Terms

- **Integrity**
  - The condition that exists when information is unchanged from its source and has not been accidentally or intentionally modified, altered, or destroyed.

- **Efficiency**
  - The degree to which a system or component performs its designated functions with minimum consumption of resources.

- **Adverse Impact**
  - An act or occurrence that results in a negative outcome and/or damage of an asset, program, mission, or operation thereby delaying or interrupting performance for a specified short period of time.
PDDF Includes 4 Parts

- Header
- I. Program Designation
- II. Position Risk Designation
- III. Position Designation
Completing the Header Information

- Fill out the header information at the top of the Form to include:
  - Agency (HQMC/I&L)
  - Program (Organizational Code)
  - Position Title, Series, & Grade
  - Position Description Number
Completing Part I

I. Program Designation
Determining “Program Designation”

• **Program is defined as:**
  - The mission, functions, activities, laws, rules, and regulations that you are authorized and funded by statute to carry out. Typically, programs involve broad objectives; however, specialized or staff programs may be considerably narrower in scope.

• **Things to consider:**
  - A program may be professional, scientific, technical, administrative, or fiscal in nature.
  - The focus of a program may be on providing products and services internally and/or externally to HQMC.
Things to Consider When Determining “Impact”

- **Impact:**
  
  - What type of service is the program funded to provide?
  
  - What impact could the service have on the integrity and efficiency of the government?
Using the definitions in Appendix M, Table 1, identify the level of impact (Major, Substantial, Moderate, or Limited) of the program and record it on PDDF.
Things to Consider When Determining the “Scope of Operations”

- **Scope of Operations:**
  - What is the program’s span of operations? (See definitions in Appendix M, Table 1.)
  - In terms of the primary focus of the program’s scope of operations, who does the service affect?
Using the definitions in Appendix M, Table 1, identify the Scope of Operations (Worldwide, Governmentwide, MultiAgency, Agency) of the program and record it on PDDF.
Determining “Program Designation”

• Using Appendix M, Table 1, identify the final Program Designation (Major, Substantial, Moderate, Limited) by finding the intersection of the Impact row and Scope column and record it on the PDDF.
Completing Part II

II. Position Risk Designation Points
This section determines the degree of risk that a position poses to the program as it relates to the integrity and efficiency of the service.

Managers/Supervisors assign points to each risk factor to numerically reflect the degree of risk. (The greater the degree of risk, the higher the point value assigned to the risk factor.)

There are five risk factor areas:
- Degree of Public Trust
- Fiduciary Responsibility
- Importance To Program
- Program Authority
- Supervision Received

The result is a numerical representation of the relative degree of risk.
Using Appendix M, Table 2, identify the Risk Points associated with the position in each Risk Factor.
Things to Consider When Determining “Degree of Public Trust”

• Degree of Public Trust:
  
  – If the incumbent of this position was not being honest, reliable or using integrity at the level expected, what impact could this behavior have on the program?

  – How much trust is put into the incumbent of this position?

  – Within the scope of the responsibilities of the position, to what degree of risk could the incumbent of the position affect the accomplishments of the program’s mission?
Things to Consider When Determining “Fiduciary Responsibilities”

- **Fiduciary Responsibility = Monetary Responsibility:**
  
  - Does this position obligate, control or expend money such as:
    - Purchase goods for the government
    - Authorize personnel actions such as promotions or awards
    - Spend government funds
    - Monitor a budget
  
  - Within the scope of the responsibilities of the position, to what degree of risk could the incumbent cause financial damage to the program?
Things to Consider When Determining “Importance to the Program”

• Importance to the Program:

  – Does this position have the status or influence to adversely impact the program?

  – Within the scope of the responsibilities of the position, to what degree of risk could the incumbent’s status or ability to influence others have on the impact of the program?
Things to Consider When Determining “Program Authority”

- **Program Authority:**
  
  - Does the incumbent of the position have authority to create or make changes to policy?
  
  - Does the incumbent of the position have the ability to independently make changes to the program?
  
  - Within the scope of the responsibilities of the position, to what degree of risk could the incumbent of the position manipulate authority or control the outcome of a program?
Things to Consider When Determining “Supervision Received”

- **Supervision Received** – Determination is made based on the supervisory section of the position description and the degree of supervision definitions found on the right hand column of Appendix M, Table 2. Generally, the points can be assigned according to grade levels as listed below:
  
  - Positions at the GS-14 level or higher generally fall under a **limited** degree of supervision with points ranging from 6 to 7.
  
  - Positions at the GS-12 & 13 levels generally fall under a **periodic** degree of supervision with points ranging from 4 to 5.
  
  - Positions at the GS-9 & 11 levels generally fall under a **moderate technical** degree of supervision with points ranging from 2 to 3.
  
  - Positions at the GS-8 level or below generally fall under a **close technical** degree of supervision with 1 point.
Documenting “Total Points” on the PDDF

- Record the Position Risk Designation Points on PDDF
- Total all Risk Points (Example: 6+4+4+5+6 = 25) and record the total.
Completing Part III

III. Position Designation
Determining “Unadjusted Risk Level” and “Minimum Investigation”

- Using Appendix M, Table 3, the Program Designation, and the Position Risk Points, determine the Unadjusted Risk Level and Minimum Investigative Requirements and record them on the PDDF.
Determining “Adjustments for Uniqueness and Uniformity”

- Use Appendix M to review for Uniqueness and Uniformity factors and decide if any are applicable to the position.
- If there are any Uniqueness or Uniformity adjustment factors, list them under the comments section.

**NOTE:** Adjustments made for Uniqueness and Uniformity often serve to raise the risk level of the final designation.
Determining a Computer/ADP position risk level is an adjustment factor for both uniqueness and uniformity and tends to raise the risk level designation.
Risk Levels for Computer/ADP Positions

- If a Computer/ADP position, go to Section III on the form and indicate a “C” after the unadjusted risk level.
- Using the chart below, determine the adjusted risk level for Computer/ADP positions and record it on the PDDF in the Adjustments for Uniqueness and Uniformity section.

**COMPUTER/ADP RISK LEVELS**

<table>
<thead>
<tr>
<th>RISK LEVEL</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Risk (HR)</td>
<td>Public Trust Position</td>
</tr>
<tr>
<td>Moderate Risk (MR)</td>
<td>Public Trust Position</td>
</tr>
<tr>
<td>Low Risk (LR)</td>
<td></td>
</tr>
</tbody>
</table>
A sensitive position is defined as “…any position within 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.” National Security positions often require a security clearances.
Determining “National Security Positions”

- Determine if the position is a *National Security Position*.
- Indicate “Y” or “N” on the PDDF.
- If position is a *National Security Position*, please contact the Security Office to complete the appropriate forms and determine the type of access required, sensitivity level and level of background investigation.
- Be sure to fill in the information on the PDDF in the Adjustments for Uniqueness and Uniformity section.
Determining “Final Designation”

- If there are no adjustments, your final designation will be the same as the *Unadjusted Risk Level* and *Minimum Investigation* from Section III PDDF.

- If there are adjustments, the higher level of investigation must be used as the final designation.

- See examples to the right as found in Appendix M, Section C.

<table>
<thead>
<tr>
<th>POSITION DESIGNATION</th>
<th>MINIMUM INVESTIGATION</th>
<th>FINAL DESIGNATION</th>
<th>ADJUSTED INVESTIGATION</th>
<th>REQUIRED INVESTIGATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>BI</td>
<td>NCS/Secret</td>
<td>ANACI</td>
<td>BI</td>
</tr>
<tr>
<td>LR</td>
<td>NACI</td>
<td>CS/Top Secret</td>
<td>SSBI</td>
<td>SSBI</td>
</tr>
<tr>
<td>MR</td>
<td>MBI</td>
<td>NCS/No Access</td>
<td>NONE</td>
<td>MBI</td>
</tr>
<tr>
<td>HR</td>
<td>BI</td>
<td>SS/SCI</td>
<td>SSBI</td>
<td>SSBI</td>
</tr>
<tr>
<td>LR</td>
<td>NACI</td>
<td>NCS/Confidential</td>
<td>ANACI</td>
<td>ANACI</td>
</tr>
</tbody>
</table>

BI is a higher level background investigation than an ANACI and therefore must be used as the final, minimum investigation.
Determining “Final Designation” (Cont.)

- Enter the final designation on NASA Form 1722.
- See examples below as found in Appendix M, Section C.

<table>
<thead>
<tr>
<th>POSITION DESIGNATION</th>
<th>MINIMUM INVESTIGATION</th>
<th>FINAL DESIGNATION</th>
<th>ADJUSTED INVESTIGATION</th>
<th>REQUIRED INVESTIGATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE 1:</td>
<td>BI</td>
<td>NCS/Secret</td>
<td>ANACI</td>
<td>BI</td>
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<tr>
<td>HR</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>EXAMPLE 2:</td>
<td>NACI</td>
<td>CS/Top Secret</td>
<td>SSBI</td>
<td>SSBI</td>
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<tr>
<td>LR</td>
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<tr>
<td>EXAMPLE 3:</td>
<td>MBI</td>
<td>NCS/No Access</td>
<td>NONE</td>
<td>MBI</td>
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<tr>
<td>MR</td>
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<tr>
<td>EXAMPLE 4:</td>
<td>BI</td>
<td>SS/SCI</td>
<td>SSBI</td>
<td>SSBI</td>
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<td>HR</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>EXAMPLE 5:</td>
<td>NACI</td>
<td>NCS/Confidential</td>
<td>ANACI</td>
<td>ANACI</td>
</tr>
<tr>
<td>LR</td>
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</tbody>
</table>
Finishing Touches

- Supervisor must print name, sign, and date PDDF.
- Forward the completed PDDF, with the position description, to your servicing Human Resources Specialist.