

POSITION DESIGNATION TOOL TIP SHEET

Position Designation is the determination of the level of risk involved with a position you are trying to fill. The Office of Personnel Management has created the Position Designation Automated Tool (PDT) to assist you in determining whether a suitability designation or a security designation is appropriate, based upon the National Security and suitability requirements.

Before you fill out the PDT, it is important to first have a conversation with your HR Specialist to review the duties of the position you are trying to fill. Each and every position (newly established positions as well as vacancies being filled) requires risk and sensitivity designations, and improper security clearance requests place a heavy financial, legal, and time burden on the Department every year.

In order to determine the proper designation of a position, the duties of the job must be carefully evaluated to assess the nature of the position in terms of its suitability and clearance requirements or any other impact on national security.

Set aside time with your HR Specialist/Security point of contact to fill out the Position Designation Tool together. Your HR Specialist can help provide valuable insight into the language on the form that can prove to be ambiguous or difficult to understand.

The questions listed below will help spark conversations to better identify the designation of the position you are trying to fill.

Suitability:

- What are the suitability requirements of this position? Discuss the duties of the position, and determine if any of those duties match up to those listed in the PDT.
- What is the level of impact that potential misconduct in performing the duties identified in your suitability requirements above have on the public's trust and confidence in the Department of Defense's integrity?
- Who would be impacted by the potential misconduct identified in the question above?
- How closely will the work performed be supervised?

Security:

- What are the security requirements of this position? Discuss whether the position allows for access to classified material or could impact national security. For more information see the OPM web site regarding Security and Suitability:

<http://www.opm.gov/policy-data-oversight/human-capital-management/hiring-reform/#url=SecuritySuitability>

Position Designation:

Once you have had a conversation with your HR Specialist regarding the questions listed above, the PDT can be accessed on the OPM Federal Investigative Services website at:

<http://www.opm.gov/investigations/background-investigations/position-designation-tool/>

Note that in answering the first question of the PDT, 'Assess the Nature of the Position – National Security Requirements of the Position', selecting '**Special-Sensitive**' or '**Critical-Sensitive**' will direct you to creating a security designation, while selecting either '**Noncritical-Sensitive**' or '**None of the Above**' will direct you to creating a suitability designation. If you create a security designation from the PDT, you will need to go through the process a second time by answering '**None of the Above**' to the first question in the PDT in order to also obtain a suitability designation to submit along with your security designation.

For more information on DoD Suitability and Security processes, please visit:

<https://dodhrinfo.cpms.osd.mil/directorates/HROPS/labor-and-employee-relations/pages/home1.aspx>

