

**GENERAL SERVICES ADMINISTRATION  
DETERMINATION OF POSITION SENSITIVITY**

INSTRUCTIONS - This form is to be used when creating a position description or multiposition description, or when changing sensitivity on an existing position description or multiposition description. (Refer to ADM P 9732.1B, App.A, Personnel Security Handbook.)

POSITION CLASSIFICATION TITLE AND SERIES	POSITION DESCRIPTION NUMBER(S)
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**PART A. DESIGNATION PROCESS**

GSA PROGRAM	LOCATION (Office title)
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<b>STEP 1</b>	IMPACT DESCRIPTION (a)	SCOPE DESCRIPTION (b)	PROGRAM PLACEMENT LEVEL (c)
<b>PROGRAM PLACEMENT DESCRIPTION CONVERSION</b>			

**DETERMINE PLACEMENT OF POSITION**

<b>STEP 2</b>	DEGREE OF PUBLIC TRUST (a)	FIDUCIARY RESPONSIBILITY (b)	IMPORTANCE TO PROGRAM (c)	PROGRAM AUTHORITY (d)	SUPERVISION RECEIVED (e)	TOTAL
<b>RISK FACTORS</b>						

**POSITION PLACEMENT DESIGNATION**

<b>STEP 3</b>	PROGRAM PLACEMENT (Same as STEP 1 (c)) (a)	POSITION RISK POINTS (Same as STEP 2(f)) (b)	POSITION PLACEMENT (c)
<b>POSITION PLACEMENT DESIGNATION</b>			

**FINAL ADJUSTMENT FACTORS**

<b>STEP 4</b>	POSITION PLACEMENT (Same as STEP 3(c)) (a)	ADJUSTMENT FACTORS (b)	STATE IF SENSITIVITY WAS UPGRADED, DOWNGRADED, OR NO CHANGE TO STEP 4(a) (c)
<b>POSITION SENSITIVITY LEVEL</b>			

REMARKS

**DESIGNATION**

POSITION SENSITIVITY IS

4  SPECIAL-SENSITIVE      2  NONCRITICAL-SENSITIVE

3  CRITICAL-SENSITIVE      1  NONSENSITIVE

AGENCY DESIGNATOR AND TITLE

DATE

**PART B. SECURITY APPROVAL**

GSA SECURITY OFFICER OR DESIGNEE

DATE