

POSITION DESIGNATION OF NATIONAL SECURITY AND PUBLIC TRUST POSITIONS

This system is for position designation of National Security positions, positions in the competitive service, positions in the excepted service where the incumbent can be noncompetitively converted to the competitive service, and initial career appointments in the Senior Executive Service (SES).

The designation of covered positions¹ 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 become 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.

The designation of National Security positions is outlined in section 3 of E.O. 10450, as amended, and in section 732.201 of title 5, Code of Federal Regulations. Each position in the Federal service not designated as Non-Sensitive must be designated as Noncritical-Sensitive, Critical-Sensitive, or Special-Sensitive, depending on the degree to which, by virtue of the nature of the position, the occupant could bring about a material adverse effect on the national security. The nature of the position includes the incumbent's foreseeable need for access to classified information; under E.O. 12968, eligibility for access to classified information cannot be granted unless such access is clearly consistent with the national security. The nature of the position also includes the level of clearance required (i.e., confidential, secret, or top secret); under E.O. 12958, as amended, the level at which information is classified depends on whether unauthorized disclosure reasonably could be expected to cause "damage," "serious damage," or "exceptionally grave damage" to the national security.

Proper position designation is based on a combined assessment of the three prescribed levels of risk and the four prescribed levels of sensitivity (including the "non-sensitive" level). Position designation determines what type of investigation is required and how closely an individual is screened for a position.

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 service. The following four-step process will result in a final designation which, in turn, will dictate the investigative requirements for the position in question. **(Note that underlined words and phrases appearing on this page and throughout the following pages are further defined in the attached Glossary.)**

¹ As defined in 5 CFR 731.101, covered position means a position in the competitive service, a position in the excepted service where the incumbent can be noncompetitively converted to the competitive service, and a career appointment to a position in the Senior Executive Service.

POSITION DESIGNATION RECORD

Agency	
Position Title	
Series and Grade/Pay Band	
Position Description Number	
Designator's Name & Title	

Step 1: Assess the Nature of the Position

A. National Security Requirements of the Position:

This step is required for any position in the Federal service when the duties of the position require eligibility for access to classified material or otherwise impact the national security. Mark the block that applies and follow the instructions.

Special-Sensitive - Positions with the potential to cause inestimable damage to the national security, including:

- (1) Access to Sensitive Compartmented Information (SCI)
 - (2) Access to any other intelligence-related Special Sensitive information or involvement in Top Secret Special Access Programs (SAP)
 - (3) Any other position the agency head determines to be at a higher level than Critical-Sensitive due to special requirements that complement E.O.10450 and E.O. 12968
- SPECIFY: _____

For these positions, the final designation will always be Tier 3 (National Security); Skip steps 1b, 2 and 3 and go to Step 4, as further determination of the potential impact on the efficiency or integrity of the service will not be necessary for the designation process.

Critical-Sensitive - Positions with the potential to cause exceptionally grave damage to the national security, including:

- (1) Access to Top Secret or "Q" classified information
 - (2) Development or approval of war plans, or plans or particulars of future major or special operations of war, or critical and extremely important items of war
 - (3) National security policy-making or policy-determining positions, the duties of which have the potential to cause exceptional or grave damage to the national security
 - (4) Investigative duties, the nature of which have the potential to cause exceptional or grave damage to the national security, such as counterintelligence investigations
 - (5) The adjudication, recommendation of adjudicative determinations, and/or granting of personnel security clearances
 - (6) Duty on personnel security boards
 - (7) Any other positions related to national security requiring the same degree of trust
- SPECIFY: _____

For these positions, the final designation will always be Tier 3 (National Security); Skip steps 1b, 2 and 3 and go to Step 4, as further determination of the potential impact on the efficiency or integrity of the service will not be necessary for the designation process.

Noncritical-Sensitive - Positions with the potential to cause damage to the national security, up to and including damage at the significant or serious level. These positions include:

- (1) Access to Secret, "L," Confidential classified information
- (2) Any other positions with the potential to cause harm to national security to a moderate degree (these positions do not rise to the level of the positions listed above.) SPECIFY: _____

For Noncritical-Sensitive and Non-Sensitive positions, you must proceed with Step 1.B. before determining the final position designation. 5 CFR part 731 requires an assessment of the public trust responsibilities of covered positions. Continue to step 1.B., since the final designation may be affected by the public trust requirements of the position. (For positions that are not in the competitive service, agencies may also choose to assess the public trust duties to promote consistency in the investigative process.)

B. Suitability Requirements

Assessment of public trust responsibilities is required for covered positions. 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.) Place a check mark next to the duties that apply to the position. If any blocks are checked, go to Step 2. In Step 2 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. If none of the duties listed apply, there are no other activities that demand a significant degree of public trust that are not specifically listed, and there are no sensitive national security duties or clearance requirements (see A. above), go to step 4. The position will be designated as "Tier 1 (Low Risk)" in Step 4.

- Government rulemaking, policy, and program responsibility (includes regulation or policy making, directing, implementing, advising)
- Protection of the Nation's borders, ports and/or critical infrastructures (includes border and port security and control, immigration and customs services, telecommunications, utilities systems, air traffic systems, etc.)
- Public safety and health regulation, enforcement, and protection
- Control, custody, physical protection and disposition of hazardous materials (e.g. biological select agents and toxins, chemical agents, and nuclear or radiological materials)
- Law Enforcement or criminal justice duties
- Physical security, controlling facility or information technology access, and/or involvement with arms, ammunitions, or explosives
- Investigation, oversight, and audits of government personnel, programs, and activities (includes access to complete investigative files)
- Adjudication – suitability determinations, or the adjudication of other matters or claims with the potential to cause harm
- Protection of government funds (fiduciary responsibilities or other duties, such as developing statements of work, with the potential for realizing significant personal gain)
- Protection of government information technology systems (includes access to or processing of controlled unclassified information, 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)
- Protection of personal, private, controlled unclassified, or proprietary information (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, Freedom of Information Act (FOIA), financial data, government information that is for "Official Use Only," or privileged information involving the award of contracts, contractor proprietary information, etc.)
- Government service delivery, including customer service or public liaison duties
- Other activities demanding a significant degree of public trust (Specify any other specific duties that are not otherwise covered): _____

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

In the Chart below, each row identifies a separate category of duties and degrees of potential damage from misconduct that could occur in a position with duties in that category. For each category of duties, check the block under the appropriate degree of potential damage from misconduct (e.g., automatic High-Risk condition, severe impact, moderate impact, limited impact, or not applicable (N/A) that best fits the position’s responsibilities [at its full performance level]). Check only one block per row. If the category does not apply, mark “N/A.”

Note: At a minimum, supervisors or managers should be included at the same level as their employees, whether or not they personally do the work described, since they hold responsibility for the outcome of the work.

Duties	Degree of Potential Damage from Misconduct				
	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>	<u>N/A</u>
Government rulemaking, policy and program responsibility	<p><input type="checkbox"/> One or more of the following:</p> <ul style="list-style-type: none"> • Senior management officials for key government programs, the compromise of which could result in grave damage to the nation • Direct involvement with diplomatic relations and negotiations • Independent responsibility for planning or approving continuity of government operations 	<p><input type="checkbox"/> One or more of the following:</p> <ul style="list-style-type: none"> • Senior management duties or assignments that do not rise to the level of an automatic High-Risk condition • Substantial responsibility for approving regulations and/or rule-making agendas for significant government programs • Sets policy for significant government programs • Independent agency spokesperson concerning sensitive/controversial matters • Serves in advisory role to senior agency officials who complete one or more of the above duties 	<p><input type="checkbox"/> One or more of the following:</p> <ul style="list-style-type: none"> • Mid-level management duties or assignments • Assists agency rule-makers or policy decision-makers for significant government programs in an influential way • Responsible for independent or semi-independent action with moderate impact on efficiency and integrity or the service • Significant public contact about important government programs 	<p><input type="checkbox"/> One or more of the following:</p> <ul style="list-style-type: none"> • Management duties with less than moderate impact on programs • Regulation or policy input is limited to contributing to working groups or providing technical input 	<p><input type="checkbox"/></p>

Duties	Degree of Potential Damage from Misconduct				
	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>	<u>N/A</u>
Protection of the Nation's borders, ports, and/or critical infrastructures	<p>[] Any of the following when the position involves major and immediate responsibility for, and the ability to act independently without detection to compromise or exploit:</p> <ul style="list-style-type: none"> • The protection, control, and safety of the Nation's borders and ports, or immigration or customs controls and/or policies • Design, installation, operation, or maintenance of: <ul style="list-style-type: none"> ○ Telecommunications systems ○ Utilities systems, including, but not limited to, water and waste water treatment ○ Aircraft or air traffic systems or facilities ○ Any other critical infrastructure systems/ programs 	<p>[] One or more of the following:</p> <ul style="list-style-type: none"> • Position has immediate and significant responsibility for border or port control, immigration services, customs, etc., but risk of compromise or exploitation is effectively controlled through supervision, or other monitoring techniques • Position has immediate and significant responsibilities associated with critical infrastructures but risk of compromise or exploitation is effectively controlled through supervision, or other monitoring techniques 	<p>[] One or more of the following:</p> <ul style="list-style-type: none"> • Position has moderate responsibility for border or port control, immigration services, customs, etc., but either cannot act independently or actions are controlled through close supervision, or other monitoring techniques • Position has moderate responsibilities associated with critical infrastructures but actions are controlled through close supervision, or other monitoring techniques 	<p>[] The position has some association with and/or responsibility for protecting the Nation's borders, ports, and/or critical infrastructures, but the duties of the job are of a limited nature or they are carried out in such a way that the risk of compromise or exploitation is very limited</p>	<p>[]</p>

Duties	Degree of Potential Damage from Misconduct				
	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>	<u>N/A</u>
Public safety and health regulation, enforcement, and protection	[] Ability to independently damage public health and safety with devastating results on a global scale	[] Major responsibilities regarding significant public health and safety regulation and enforcement matters, including but not limited to food and water supplies, environmental and occupational safety, transportation systems, etc. and the ability to independently compromise the health, or safety of great numbers of the American public to a serious degree	[] Ability, alone or with others, to compromise the health, or safety of the American public to a moderate degree	[] Threat to American public is controlled by effective oversight or other controls or potential impact is limited in scope	[]
Control, custody, physical protection and disposition of hazardous materials (e.g. biological select agents and toxins, chemical agents, and nuclear or radiological materials) ²	[] One or more of the following: <ul style="list-style-type: none"> • Ability to independently compromise or exploit biological select agents and toxins, chemical agents, nuclear or radiological materials, or other hazardous materials the compromise of which could cause grave impact on the health, safety and/or security of the American public. • Ability to independently compromise or exploit the nation's nuclear, radiological, chemical or biological defense. 	[] Responsible for custody, physical protection, and disposition of hazardous materials or strategic materials that are components/precursors of weapons of mass destruction, the compromise of which could cause severe impact on the health, safety and/or security of the American public.	[] Ability, alone or with others, to compromise the health, safety, or security of the American public to a moderate degree	[] Threat to American public is negligible due to combined effective procedural, physical, and oversight processes applied in such a way as to minimize or eliminate the potential for compromise introduced through employee negligence, malfeasance or deliberate intent.	[]

² In determining the "Degree of Potential Damage from Misconduct," the particular nature and volume of hazardous materials involved must be weighed against the relative potential impact possible from their misuse. If unsure how to evaluate these factors, consult the appropriate agency subject matter expert.

Duties	Degree of Potential Damage from Misconduct				
	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>	<u>N/A</u>
Law enforcement or criminal justice duties	<p><input type="checkbox"/> Conducts criminal investigations concerning highly sensitive criminal matters, the compromise of which could cause grave damage to the Nation</p>	<p><input type="checkbox"/> One or more of the following:</p> <ul style="list-style-type: none"> • Scope of authority is very broad (full arrest authority within a large jurisdiction) • Regular possession and use of a firearm in an open, uncontrolled environment (e.g., in a large jurisdiction; work environment has no physical boundaries) • Conducts criminal investigations • Responsible for criminal justice matters involving sensitive or controversial matters 	<p><input type="checkbox"/> One or more of the following:</p> <ul style="list-style-type: none"> • Scope of authority is extensive, but arrest authority is within a small jurisdiction • Use/possession of a firearm within a small jurisdiction • Conducts criminal investigations concerning routine matters • Exercises custodial control over inmates, detainees, suspects, etc. • Monitors or supervises individuals in the custody of a criminal justice system or process, i.e., probation or parole officers, etc. 	<p><input type="checkbox"/> Criminal justice or law enforcement duties that do not require possession and use of a firearm and/or authority is very limited in nature</p>	<p><input type="checkbox"/></p>

Duties	Degree of Potential Damage from Misconduct				
	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>	<u>N/A</u>
Physical security, controlling facility or information technology access, and/or involvement with arms, ammunition, or explosives	<input type="checkbox"/> One or more of the following: <ul style="list-style-type: none"> • Direct, unrestricted control over supplies³ of arms, ammunition, or explosives • Control over any weapons of mass destruction • Unlimited access to and/or controlling access to designated restricted areas/ property that maintain SCI, TS, TS SAP or Q information and/or operations 	<input type="checkbox"/> One or more of the following: <ul style="list-style-type: none"> • Responsibility for identity vetting and/or access to materials for producing credentials and badges • Access or control over large supplies of arms, ammunition, or explosives with limited controls to minimize risk • Limited access to and/or controlling access to designated restricted areas/property that contains Secret (including Secret SAP), Confidential, and L information and/or operations 	<input type="checkbox"/> One or more of the following: <ul style="list-style-type: none"> • Access to moderate supplies of arms, ammunition, or explosives • Access to or controlling access to priority resources or property, whether designated as a restricted area or not 	<input type="checkbox"/> One or more of the following: <ul style="list-style-type: none"> • Access to limited supplies of arms, ammunition, or explosives • Security guard positions not requiring use/possession of a firearm or involved in controlling access to restricted areas 	<input type="checkbox"/>
Investigation, oversight, and audits of government personnel, programs, and activities	<input type="checkbox"/> Conducts internal and/or external investigations, inquiries, or audits concerning highly sensitive or controversial matters, the compromise of which could cause grave harm to the Nation (for example, counterintelligence investigations)	<input type="checkbox"/> One or more of the following: <ul style="list-style-type: none"> • Conducts internal and/or external investigations, inquiries, or audits concerning sensitive or controversial matters (for example, Office of Inspector General investigations) • Any other investigative or oversight/auditing duties, the outcome or compromise of which could cause severe harm 	<input type="checkbox"/> Conducts internal and/or external non-criminal investigations, inquiries, or audits, the outcome or compromise of which could cause moderate harm	<input type="checkbox"/> Conducts or assists in conducting Government investigations, inquiries, or audits of a routine nature, but has limited authority for independent action	<input type="checkbox"/>

³ The size of the supply (large, moderate, and limited) is relative to the potential damage which could be inflicted through its misuse. Therefore, there is more to consider than just the physical mass of the supply. If unclear how to evaluate the size of the supply, seek management input.

Duties	Degree of Potential Damage from Misconduct				
	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>	<u>N/A</u>
Adjudication – suitability determinations, or the adjudication of other matters or claims	[] Makes or recommends final suitability determinations for positions at the highest levels, or adjudicates other matters, the nature of which could cause grave harm to the Nation	[] One or more of the following: <ul style="list-style-type: none"> • Adjudicates sensitive or controversial matters and claims, the outcome or compromise of which could cause severe harm to the health, safety, or financial security of large numbers of the American public, or to the mission of the underlying Government program, its fairness, efficiency, and integrity • Makes or recommends final suitability determinations for agencies and positions the nature of which could cause harm to the Nation 	[] One or more of the following: <ul style="list-style-type: none"> • Adjudicates other matters and claims, the outcome or compromise of which could cause moderate harm to the health, safety, or financial security of individuals affected by the adjudication, or to public trust in the underlying Government program • Adjudicates suitability of positions at the low risk levels or acts in a support capacity with regard to adjudication 	[] Adjudicates other matters and claims where there is limited potential for harm and/or limited authority for independent action	[]

Duties	Degree of Potential Damage from Misconduct				
	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>	<u>N/A</u>
Protection of government funds ⁴	<p><input type="checkbox"/> One or more of the following:</p> <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 	<p><input type="checkbox"/> One or more of the following:</p> <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 	<p><input type="checkbox"/> One or more of the following:</p> <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 no controls or oversight are in place to limit potential impact; or \$2 million to \$10 million annually • Audits or analyzes budgets or other financial records, with potential for moderate impact on government programs or operations <p>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 moderate impact on government programs or operations</p>	<p><input type="checkbox"/> One or more of the following:</p> <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 limited impact 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 limited impact on government programs or operations 	<p><input type="checkbox"/></p>

⁴ If the dollar amount associated with fiduciary duties is unknown, obtain sufficient information about the responsibilities of the position, including the level of authority, the scope of impact, and the potential to realize personal gain, to establish whether the risk is severe, moderate, or limited. (For example, some considerations might include the scope of contracts funded, the extent of operations a budget affects, whether the individual will have signature authority to obligate funds, etc.)

Duties	Degree of Potential Damage from Misconduct				
	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>	<u>N/A</u>
Protection of government information technology systems ⁵	[] Significant involvement in life-critical/mission-critical systems in such a way that compromise or exploitation would result in loss of lives or shut down or otherwise cause grave damage to essential government operations or National infrastructure	[] One or more of the following: <ul style="list-style-type: none"> • Develops/directs/ implements/administers agency computer security programs, including risk analysis/threat assessment without technical review • Disburses or authorizes disbursement of \$10 million per year or greater from computer systems • Major responsibility for the direction, planning, design, testing, maintenance, operation, monitoring, and/or management of systems hardware or software • Automated access to a system during operation or maintenance or preparation of data for entry into a computer system in any way that creates high risk for causing severe damage or realizing significant personal gain (for example, the ability to independently manipulate data) 	[] One or more of the following: <ul style="list-style-type: none"> • Work carried out under technical review of a higher authority that involves direction, planning, design, operation, testing, maintenance, or monitoring of a computer system • Automated access to or processing of information systems that in any way creates moderate risk for causing damage or realizing moderate personal gain • Disburses or authorizes disbursement of less than \$10 million from computer systems 	[] Automated access to or processing of sensitive but unclassified information/controlled unclassified information that is limited in scope or adequately controlled through significant monitoring and/or other methodology to oversee use and minimize risk	[]

⁵ Includes access to or processing of controlled unclassified information, 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.

Duties	Degree of Potential Damage from Misconduct				
	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>	<u>N/A</u>
Protection of personal, private, controlled unclassified or proprietary information (including PA and FOIA, etc.)	[] Unlimited access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could cause grave damage to the integrity or efficiency of the service and/or cause grave harm to individuals or business entities, or government programs or operations nationwide to worldwide	[] Unlimited access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could cause severe damage to the integrity or efficiency of the service and/or cause severe harm to individuals or business entities, or government programs or operations	[] Access to personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could cause moderate damage to individuals, business entities, or government programs or operations	[] Access to personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could cause limited damage to individuals, business entities, or government programs or operations or any potential damage is limited to the local level	[]
Government service delivery, including customer service and public liaison	[] Duties involve customer service responsibilities and/or public liaison that could cause grave damage to individuals, business entities, or government programs or operations nationwide or worldwide	[] Duties involve customer service responsibilities and/or public liaison that could cause severe damage to individuals, business entities, or government programs or operations	[] Duties involve customer service responsibilities and/or public liaison that could cause moderate damage to individuals, business entities, or government programs or operations	[] Duties involve customer service responsibilities and/or public liaison that could cause limited damage to individuals, business entities, or government programs or operations	[]
Other activities demanding public trust (describe unique factors, considerations not previously accounted for)	[] Explain:	[] Explain:	[] Explain:	[] Explain:	[]

Duties	Degree of Potential Damage from Misconduct				
	<u>Automatic High-Risk Conditions</u>	<u>Severe impact</u>	<u>Moderate impact</u>	<u>Limited impact</u>	N/A
	<p>If any block in this column is checked, skip step 3 and go to step 4. The position will be designated as Tier 3, "High Risk"</p>	<p>Total blocks checked in this column: ____ X 50 = ____</p>	<p>Total blocks checked in this column: ____ X 15 = ____</p>	<p>Total blocks checked in this column: ____ X 1 = ____</p>	
		<p>Total Risk Points Add totals from all three columns above _____ (go to step 3 and enter this number in the chart)</p>			

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 the appropriate column	(50 and above) _____	(16 to 49) _____	(15 and under) _____
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	<input type="checkbox"/> Worldwide or government-wide impact – no change <input type="checkbox"/> Multi- <u>agency</u> impact – subtract 5 points <input type="checkbox"/> <u>Agency</u> impact – subtract 15 points	<input type="checkbox"/> Worldwide or government-wide impact – add 15 points <input type="checkbox"/> Multi- <u>agency</u> impact – no change <input type="checkbox"/> <u>Agency</u> impact – subtract 10 points	<input type="checkbox"/> Worldwide or government-wide impact – add 15 points <input type="checkbox"/> Multi- <u>agency</u> impact – add 5 points <input type="checkbox"/> <u>Agency</u> impact – subtract 5 points
	<p>Worldwide/Government-wide Scope: Program operations have potential to affect the entire government or have global implications. Misconduct would have potential for a national to international impact of a broad nature on the United States government or other countries and/or the individuals or private entities affected by the Government.</p> <p>Multi-agency Scope: Program operations affect more than one agency. Misconduct would have potential to impact multiple government agencies, and/or the individuals or private entities affected by those agencies.</p> <p>Agency Scope: Program operations affect only one agency. Misconduct would have potential for a local impact on the agency, and/or the individuals or private entities affected by the agency.</p>		
Adjustment for level of supervision or other controls	<input type="checkbox"/> <u>Limited</u> or no <u>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 15 points	<input type="checkbox"/> <u>Limited</u> or no <u>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	<input type="checkbox"/> <u>Limited</u> or no <u>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	Total:	Total:	Total:

Step 4: Final Position Designation and Investigation.

Use the following chart to determine the final position designation and required investigation. Note that for those positions designated as "Non-Sensitive" (no clearance or other sensitive national security duties) or "Noncritical-Sensitive" (duties with potential to cause damage to the national security, up to and including damage at the significant or serious level, including, but not limited to, access to classified material at the Secret, Confidential, or "L" level), the over-riding consideration in the final designation will depend on the designation level associated with the public trust responsibilities of the position.

Designation Level	National Security			Suitability		
	<i>Positions Covered</i>	<i>Investigation</i>	<i>Form</i>	<i>Positions Covered</i>	<i>Investigation</i>	<i>Form</i>
Tier 3	<p>Requires eligibility for access to classified material at the SCI/TS SAP/TS/"Q" level, or duties have potential for exceptionally grave or inestimable damage to National Security "Special-Sensitive" "Critical-Sensitive"</p> <p>OR</p> <p>Position has the potential to cause damage to the national security, up to and including damage at the significant or serious level and/or requires eligibility for access to classified material at the Secret, Confidential, "L" level "Noncritical-Sensitive"</p> <p>AND</p> <p>50 or more Final Adjusted Risk Points (Suitability)</p>	SSBI	SF 86	<p>"High Risk"</p> <p>50 or more Final Adjusted Risk Points</p>	BI	SF 85P

<p>Tier 2</p>	<p>Position has the potential to cause damage to the national security, up to and including damage at the significant or serious level and/or requires eligibility for access to classified material at the Secret, Confidential, "L" level, "Noncritical-Sensitive"</p> <p style="text-align: center;">OR</p> <p>"Noncritical-Sensitive" AND 16 to 49 Final Adjusted Risk Points</p>	<p>ANACI for Federal Employees</p> <p>NACLCLC for Contractor</p> <p>MBI</p>	<p>SF 86</p>	<p style="text-align: center;">"Moderate Risk"</p> <p>16 to 49 Final Adjusted Risk Points</p>	<p>MBI</p>	<p>SF 85P</p>
<p>Tier 1</p> <p>Note: Identity verification under HSPD-12 occurs at this level, unless the position requires a higher level of investigation.</p>	<p>No clearance or other sensitive national security duties</p> <p>"Non-sensitive"</p> <p>(NOTE: The Final Adjusted Risk Points will dictate the final investigative requirement for Non-Sensitive positions. If these points exceed 15, refer to Tiers 2 & 3 under "Suitability" to determine the required investigation.)</p>	<p>NACI</p>	<p>SF 85</p>	<p style="text-align: center;">"Low Risk"</p> <p>15 and under Final Adjusted Risk Points</p>	<p>NACI</p>	<p>SF 85</p>
<p><u>Designator Notes/Justification/Comments:</u></p>						

Designator's Signature: _____ Date: _____