



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services

Federal Investigations Notice

Notice No. 10-06

Date: August 11, 2010

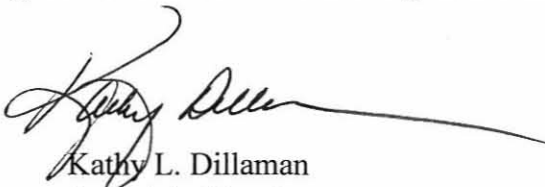
SUBJECT: Position Designation Requirements

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.


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