



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
 - Executive Order 13467, Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information dated June 30, 2008
 - 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

POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE, SERIES & GRADE: _____

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service []

SCOPE of Operations, Integrity & Efficiency of Service []

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited) []

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST []

FIDUCIARY RESPONSIBILITIES []

IMPORTANCE TO PROGRAM []

PROGRAM AUTHORITY LEVEL []

SUPERVISION RECEIVED []

TOTAL POINTS []

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL [] ← Note "1" after the risk level if this is a Computer-ALU position

MINIMUM INVESTIGATION []

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS:
National Security Position (Y or N): _____
If Yes, Type of Access Required (S/T/S/SCI): _____

FINAL DESIGNATION (Risk level/Sensitivity level/Access level) []

MINIMUM INVESTIGATION []

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____

DATE: _____

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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.



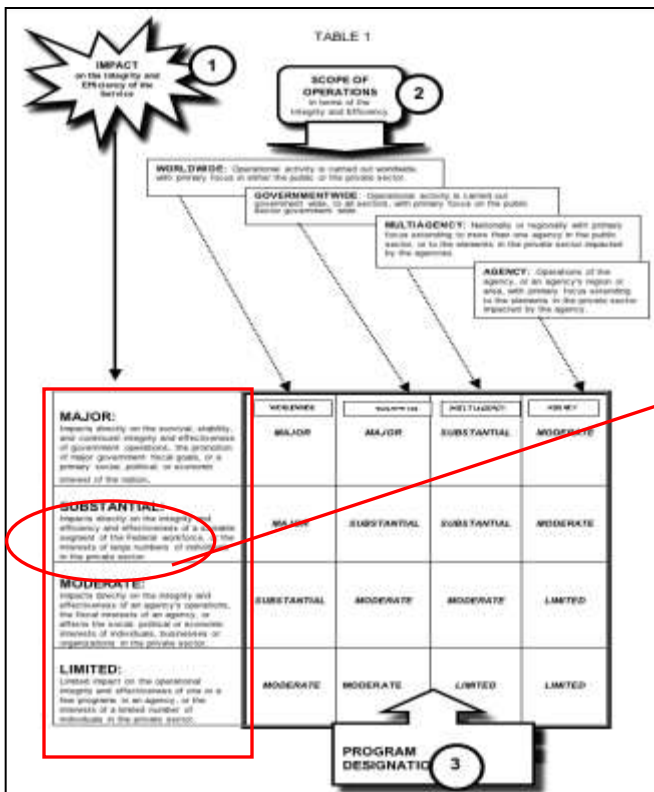
Things to Consider When Determining "Impact"

- **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?



Documenting "Impact" on the PDDF

- 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.



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POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE, SERIES & GRADE: _____

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service..... []

SCOPE of Operations, Integrity & Efficiency of Service..... []

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited)..... []

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST..... []

FIDUCIARY RESPONSIBILITIES..... []

IMPORTANCE TO PROGRAM..... []

PROGRAM AUTHORITY LEVEL..... []

SUPERVISION RECEIVED..... []

TOTAL POINTS..... []

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL..... []

MINIMUM INVESTIGATION..... []

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS:

National Security Position (Y or N): _____

If Yes, Type of Access Required (S/TS/SCI): _____

FINAL DESIGNATION (Risk level/Sensitivity level/Access level)..... []

MINIMUM INVESTIGATION..... []

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____

DATE: _____

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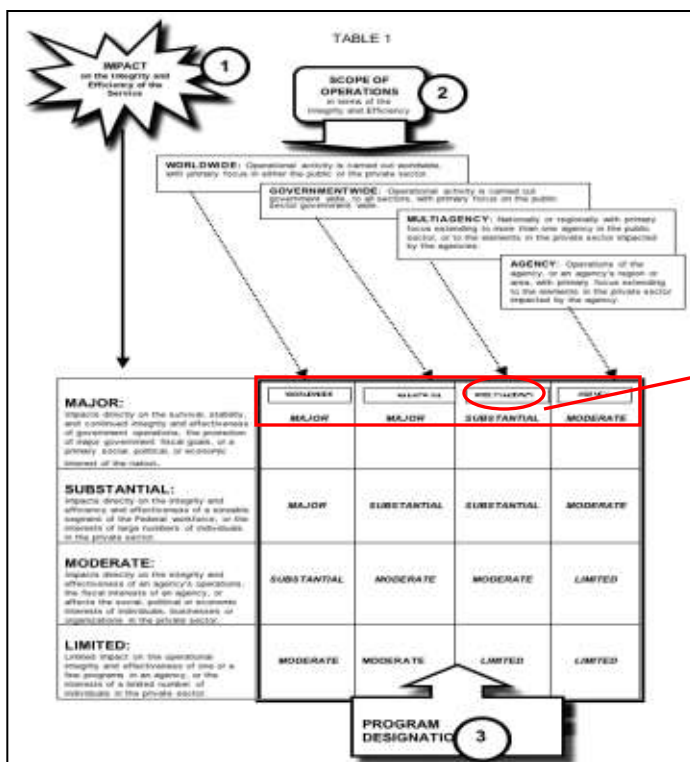
Things to Consider When Determining the "Scope of Operations"

- **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?



Documenting "Scope of Operations" on the PDDF

- 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.



NASA National Aeronautics and Space Administration

POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE, SERIES & GRADE: _____

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service: _____

SCOPE of Operations, Integrity & Efficiency of Service: _____

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited): _____

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST: _____

FIDUCIARY RESPONSIBILITIES: _____

IMPORTANCE TO PROGRAM: _____

PROGRAM AUTHORITY LEVEL: _____

SUPERVISION RECEIVED: _____

TOTAL POINTS: _____

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL: _____

MINIMUM INVESTIGATION: _____

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS: _____

National Security Position (Y or N): _____

If Yes, Type of Access Required (S/T/S/SCI): _____

FINAL DESIGNATION (Risk level/Sensitivity level/Access level): _____

MINIMUM INVESTIGATION: _____

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____

DATE: _____

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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.

TABLE 1

1 IMPACT on the Integrity and Efficiency of the Service

2 SCOPE OF OPERATIONS in terms of the Integrity and Efficiency

3 PROGRAM DESIGNATION

WORLDWIDE: Operational activity is carried out worldwide with primary focus on either the public or the private sector.

GOVERNMENTWIDE: Operational activity is carried out throughout the U.S. or in all sectors with primary focus on the public.

MULTIAGENCY: Nationally or regionally with primary focus extending to more than one agency in the public sector, or to the elements in the private sector impacted by the agencies.

AGENCY: Operations of the agency, or an agency's region or area, with primary focus extending to the elements in the private sector impacted by the agency.

	WORLDWIDE	GOVERNMENTWIDE	MULTIAGENCY	AGENCY
MAJOR:	MAJOR	MAJOR	SUBSTANTIAL	MODERATE
SUBSTANTIAL:	MAJOR	SUBSTANTIAL	SUBSTANTIAL	MODERATE
MODERATE:	SUBSTANTIAL	MODERATE	MODERATE	LIMITED
LIMITED:	MODERATE	MODERATE	LIMITED	LIMITED

NASA National Aeronautics and Space Administration

POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE, SERIES & GRADE: _____

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service: []

SCOPE OF OPERATIONS, Integrity & Efficiency of Service: []

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited): []

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST: []

FIDUCIARY RESPONSIBILITIES: []

IMPORTANCE TO PROGRAM: []

PROGRAM AUTHORITY LEVEL: []

SUPERVISION RECEIVED: []

TOTAL POINTS: []

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL: []

MINIMUM INVESTIGATION: []

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS: _____

National Security Position (Y or N): _____

If Yes, Type of Access Required (S/T/S/CI): _____

FINAL DESIGNATION (Risk level/Sensitivity level/Access level): []

MINIMUM INVESTIGATION: []

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____

DATE: _____

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Completing Part II

II. Position Risk Designation Points



Determining "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.



Determining Position Risk Designation Points (Cont.)

- Using Appendix M, Table 2, identify the Risk Points associated with the *position* in each Risk Factor.

TABLE 2

RISK FACTOR DESCRIPTIONS

DEGREE OF PUBLIC TRUST: The confidence or confidence expectation for honesty, integrity, consistency, responsibility, or justice placed in a person.

FIDUCIARY (MONETARY) RESPONSIBILITY: Authority or ability to acquire, control or expend public money or funds of monetary value, etc. value.

IMPORTANCE TO PROGRAM: Impact individual position has, but is critical, or influence, letter of interest, or program as a whole, either individually or collectively.

PROGRAM AUTHORITY: Ability to manipulate, authority or control the outcome or results of an activity portion of a program or policy.

SUPERVISION RECEIVED: Frequency, work, or technical and nature of the review.

Degree of supervision:

MAJOR: Potential for independently compromising integrity or effectiveness of a major program element or component, or in conjunction with others, changing or phases of program operations.	7 6	7 6	7 6	7 6	7 6	Limited: Occasional review only with respect to major policy issues by superior without expertise in the technical aspects of program policy and operations.
SUBSTANTIAL: Potential for reducing integrity or efficiency of overall operations of major program elements, components, independently, or through collective action with others.	5 4	5 4	5 4	5 4	5 4	Partial: Ongoing supervision of policy and major operational considerations of work by superior, with some knowledge of program operations, but with detailed technical program expertise.
MODERATE: Potential for reducing integrity or efficiency of overall or day-to-day operations of a major program element or component, through independent action or collectively with others.	3 2	3 2	3 2	3 2	3 2	Moderate Technical: Ongoing supervision of work in connection with program operations, without the expertise or with technical program expertise.
LIMITED: Potential for damage not meeting above criteria.	1	1	1	1	1	Close Technical: Continuous review of all phases of work by superior with technical program expertise.

POSITION RISK DESIGNATION POINTS

TOTAL POINTS:

Diagram annotations: A red arrow points from the text 'identify the Risk Points associated with the position in each Risk Factor' to the 'DEGREE OF RISK' box. A red circle highlights the '6' in the 'MAJOR' row, first column. Another red circle highlights the '6' in the 'MAJOR' row, sixth column. A red circle highlights the '4' in the 'SUBSTANTIAL' row, second column. Another red circle highlights the '4' in the 'SUBSTANTIAL' row, third column. A red circle highlights the '4' in the 'SUBSTANTIAL' row, fourth column. A red circle highlights the '5' in the 'SUBSTANTIAL' row, fifth column. A red circle highlights the '6' in the 'MAJOR' row, fifth column. A red circle highlights the '6' in the 'MAJOR' row, sixth column. A red circle highlights the '1' in the 'LIMITED' row, fourth column. A red circle highlights the '1' in the 'LIMITED' row, fifth column. A red circle highlights the '1' in the 'LIMITED' row, sixth column. A red circle highlights the '1' in the 'LIMITED' row, seventh column. A red circle highlights the '1' in the 'LIMITED' row, eighth column. A red circle highlights the '1' in the 'LIMITED' row, ninth column. A red circle highlights the '1' in the 'LIMITED' row, tenth column. A red circle highlights the '1' in the 'LIMITED' row, eleventh column. A red circle highlights the '1' in the 'LIMITED' row, twelfth column. A red circle highlights the '1' in the 'LIMITED' row, thirteenth column. A red circle highlights the '1' in the 'LIMITED' row, fourteenth column. A red circle highlights the '1' in the 'LIMITED' row, fifteenth column. A red circle highlights the '1' in the 'LIMITED' row, sixteenth column. A red circle highlights the '1' in the 'LIMITED' row, seventeenth column. A red circle highlights the '1' in the 'LIMITED' row, eighteenth column. A red circle highlights the '1' in the 'LIMITED' row, nineteenth column. A red circle highlights the '1' in the 'LIMITED' row, twentieth column. A red circle highlights the '1' in the 'LIMITED' row, twenty-first column. A red circle highlights the '1' in the 'LIMITED' row, twenty-second column. A red circle highlights the '1' in the 'LIMITED' row, twenty-third column. A red circle highlights the '1' in the 'LIMITED' row, twenty-fourth column. A red circle highlights the '1' in the 'LIMITED' row, twenty-fifth column. A red circle highlights the '1' in the 'LIMITED' row, twenty-sixth column. A red circle highlights the '1' in the 'LIMITED' row, twenty-seventh column. A red circle highlights the '1' in the 'LIMITED' row, twenty-eighth column. A red circle highlights the '1' in the 'LIMITED' row, twenty-ninth column. A red circle highlights the '1' in the 'LIMITED' row, thirtieth column. A red circle highlights the '1' in the 'LIMITED' row, thirty-first column. A red circle highlights the '1' in the 'LIMITED' row, thirty-second column. A red circle highlights the '1' in the 'LIMITED' row, thirty-third column. A red circle highlights the '1' in the 'LIMITED' row, thirty-fourth column. A red circle highlights the '1' in the 'LIMITED' row, thirty-fifth column. A red circle highlights the '1' in the 'LIMITED' row, thirty-sixth column. A red circle highlights the '1' in the 'LIMITED' row, thirty-seventh column. A red circle highlights the '1' in the 'LIMITED' row, thirty-eighth column. A red circle highlights the '1' in the 'LIMITED' row, thirty-ninth column. A red circle highlights the '1' in the 'LIMITED' row, fortieth column. A red circle highlights the '1' in the 'LIMITED' row, forty-first column. A red circle highlights the '1' in the 'LIMITED' row, forty-second column. A red circle highlights the '1' in the 'LIMITED' row, forty-third column. A red circle highlights the '1' in the 'LIMITED' row, forty-fourth column. A red circle highlights the '1' in the 'LIMITED' row, forty-fifth column. A red circle highlights the '1' in the 'LIMITED' row, forty-sixth column. A red circle highlights the '1' in the 'LIMITED' row, forty-seventh column. A red circle highlights the '1' in the 'LIMITED' row, forty-eighth column. A red circle highlights the '1' in the 'LIMITED' row, forty-ninth column. A red circle highlights the '1' in the 'LIMITED' row, fiftieth column. A red circle highlights the '1' in the 'LIMITED' row, fifty-first column. A red circle highlights the '1' in the 'LIMITED' row, fifty-second column. A red circle highlights the '1' in the 'LIMITED' row, fifty-third column. A red circle highlights the '1' in the 'LIMITED' row, fifty-fourth column. A red circle highlights the '1' in the 'LIMITED' row, fifty-fifth column. A red circle highlights the '1' in the 'LIMITED' row, fifty-sixth column. A red circle highlights the '1' in the 'LIMITED' row, fifty-seventh column. A red circle highlights the '1' in the 'LIMITED' row, fifty-eighth column. A red circle highlights the '1' in the 'LIMITED' row, fifty-ninth column. A red circle highlights the '1' in the 'LIMITED' row, sixtieth column. A red circle highlights the '1' in the 'LIMITED' row, sixty-first column. A red circle highlights the '1' in the 'LIMITED' row, sixty-second column. A red circle highlights the '1' in the 'LIMITED' row, sixty-third column. A red circle highlights the '1' in the 'LIMITED' row, sixty-fourth column. A red circle highlights the '1' in the 'LIMITED' row, sixty-fifth column. A red circle highlights the '1' in the 'LIMITED' row, sixty-sixth column. A red circle highlights the '1' in the 'LIMITED' row, sixty-seventh column. A red circle highlights the '1' in the 'LIMITED' row, sixty-eighth column. A red circle highlights the '1' in the 'LIMITED' row, sixty-ninth column. A red circle highlights the '1' in the 'LIMITED' row, seventieth column. A red circle highlights the '1' in the 'LIMITED' row, seventy-first column. A red circle highlights the '1' in the 'LIMITED' row, seventy-second column. A red circle highlights the '1' in the 'LIMITED' row, seventy-third column. A red circle highlights the '1' in the 'LIMITED' row, seventy-fourth column. A red circle highlights the '1' in the 'LIMITED' row, seventy-fifth column. A red circle highlights the '1' in the 'LIMITED' row, seventy-sixth column. A red circle highlights the '1' in the 'LIMITED' row, seventy-seventh column. A red circle highlights the '1' in the 'LIMITED' row, seventy-eighth column. A red circle highlights the '1' in the 'LIMITED' row, seventy-ninth column. A red circle highlights the '1' in the 'LIMITED' row, eightieth column. A red circle highlights the '1' in the 'LIMITED' row, eighty-first column. A red circle highlights the '1' in the 'LIMITED' row, eighty-second column. A red circle highlights the '1' in the 'LIMITED' row, eighty-third column. A red circle highlights the '1' in the 'LIMITED' row, eighty-fourth column. A red circle highlights the '1' in the 'LIMITED' row, eighty-fifth column. A red circle highlights the '1' in the 'LIMITED' row, eighty-sixth column. A red circle highlights the '1' in the 'LIMITED' row, eighty-seventh column. A red circle highlights the '1' in the 'LIMITED' row, eighty-eighth column. A red circle highlights the '1' in the 'LIMITED' row, eighty-ninth column. A red circle highlights the '1' in the 'LIMITED' row, ninetieth column. A red circle highlights the '1' in the 'LIMITED' row, ninety-first column. A red circle highlights the '1' in the 'LIMITED' row, ninety-second column. A red circle highlights the '1' in the 'LIMITED' row, ninety-third column. A red circle highlights the '1' in the 'LIMITED' row, ninety-fourth column. A red circle highlights the '1' in the 'LIMITED' row, ninety-fifth column. A red circle highlights the '1' in the 'LIMITED' row, ninety-sixth column. A red circle highlights the '1' in the 'LIMITED' row, ninety-seventh column. A red circle highlights the '1' in the 'LIMITED' row, ninety-eighth column. A red circle highlights the '1' in the 'LIMITED' row, ninety-ninth column. A red circle highlights the '1' in the 'LIMITED' row, one hundred column.



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.

TABLE 2

DEGREE OF RISK

DEGREE OF RISK	RISK FACTOR DESCRIPTIONS				
	7	6	5	4	3
MAJOR: Potential for independently compromising integrity or effectiveness of a major program or for causing damage or loss of program operations.	7	7	7	7	7
SUBSTANTIAL: Potential for reducing integrity or efficiency of overall program operations, or causing operations of major program responsibility or through sensitive action with others.	6	6	6	6	6
MODERATE: Potential for reducing integrity or efficiency of day-to-day operations of a major program element, or causing operations through sensitive action with others.	5	5	5	5	5
LIMITED: Potential for damage not meeting above criteria.	4	4	4	4	4
	3	3	3	3	3
	2	2	2	2	2
	1	1	1	1	1

POSITION RISK DESIGNATION POINTS

TOTAL POINTS:

NASA National Aeronautics and Space Administration

POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE, SERIES & GRADE: _____

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service: _____

SCOPE OF Operations, Integrity & Efficiency of Service: _____

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited): _____

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

- DEGREE OF PUBLIC TRUST: _____
- FIDUCIARY RESPONSIBILITIES: _____
- IMPORTANCE TO PROGRAM: _____
- PROGRAM AUTHORITY LEVEL: _____
- SUPERVISION RECEIVED: _____

TOTAL POINTS: _____

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL: _____

MINIMUM INVESTIGATION: _____

ADJUSTMENT FOR UNIQUENESS AND UNIFORMITY? COMMENTS: _____

National Security Position (Y or N): _____

If Yes, Type of Access Required (S/T/S/SCI): _____

FINAL DESIGNATION (Risk level/Sensitivity level/Access level): _____

MINIMUM INVESTIGATION: _____

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____

DATE: _____

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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

TABLE 3

I. PROGRAM DESIGNATION

II. POSITION RISK POINTS

	5-10	11-17	18-23	24-29	30-33	34-35
MAJOR	Low Risk (LR) NACI	Moderate Risk (MR) LBI	Moderate Risk (MR) LBI	High Risk (HR) BI	High Risk (HR) BI	High Risk (HR) BI
SUBSTANTIAL	Low Risk (LR) NACI	Moderate Risk (MR) LBI	Moderate Risk (MR) LBI	Moderate Risk (MR) LBI	High Risk (HR) BI	High Risk (HR) BI
MODERATE	Low Risk (LR) NACI	Low Risk (LR) NACI	Moderate Risk (MR) MBI	Moderate Risk (MR) MBI	Moderate Risk (MR) LBI	High Risk (HR) BI
LIMITED	Low Risk (LR) NACI	Low Risk (LR) NACI	Low Risk (LR) NACI	Low Risk (LR) NACI	Moderate Risk (MR) LBI	High Risk (HR) BI

POSITION RISK LEVEL AND TYPE OF BACKGROUND INVESTIGATION

NASA National Aeronautics and Space Administration

POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE, SERIES & GRADE: _____

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service: _____

SCOPE of Operations, Integrity & Efficiency of Service: _____

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited): _____

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST: _____

FIDUCIARY RESPONSIBILITIES: _____

IMPORTANCE TO PROGRAM: _____

PROGRAM AUTHORITY LEVEL: _____

SUPERVISION RECEIVED: _____

TOTAL POINTS: _____

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL _____

MINIMUM INVESTIGATION _____

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY - COMMENTS:

National Security Position (Y or N): _____

If Yes, Type of Access Required (S/T/S/SCI): _____

FINAL DESIGNATION (Risk level/Sensitivity level/Access level): _____

MINIMUM INVESTIGATION: _____

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____

DATE: _____


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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.

 National Aeronautics and Space Administration

POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____
POSITION TITLE, SERIES & GRADE: _____
POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service..... []
SCOPE of Operations, Integrity & Efficiency of Service..... []
PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited) []

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST []
FIDUCIARY RESPONSIBILITIES []
IMPORTANCE TO PROGRAM []
PROGRAM AUTHORITY LEVEL []
SUPERVISION RECEIVED []

TOTAL POINTS []

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL [] ← Note: "C" after the risk level if this is a Computer-ACIP position.
MINIMUM INVESTIGATION []

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS:
National Security Position (Y or N): _____
If Yes, Type of Access Required (S/TS/SCI): _____

FINAL DESIGNATION (Risk level/Sensitivity level/Access level)..... []
MINIMUM INVESTIGATION..... []

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____
DATE: _____

NASA FORM 1722 JUN 04



Determining Computer/ADP Positions

- 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 Adjust Adjustments for Uniqueness and Uniformity section.

COMPUTER/ADP RISK LEVELS

RISK LEVEL DEFINITIONS

<p>High Risk (HR) Public Trust Position</p>	<p>Potential for exceptionally serious impact involving duties especially critical to the agency mission, with broad scope and authority, with major program responsibilities, which affect a major Computer/ADP system.</p>
<p>Moderate Risk (MR) Public Trust Position</p>	<p>Potential for moderate to serious impact involving duties of considerable importance to the agency mission, with significant program responsibilities that affect large portions of a Computer/ADP system.</p>
<p>Low Risk (LR)</p>	<p>Potential for impact involving duties of limited relation to the agency mission through the use of Computer/ADP systems.</p>

POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE, SERIES & GRADE: _____

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service: []

SCOPE of Operations, Integrity & Efficiency of Service: []

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited): []

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST: []

FIDUCIARY RESPONSIBILITIES: []

IMPORTANCE TO PROGRAM: []

PROGRAM AUTHORITY LEVEL: []

SUPERVISION RECEIVED: []

TOTAL POINTS: []

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL: [] ← Note: "C" after the risk level if this is a Computer/ADP position

MINIMUM INVESTIGATION: []

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS: _____

National Security Position (Y or N): _____

If Yes, Type of Access Required (S/T/S/SCI): _____

FINAL DESIGNATION []

MINIMUM INVESTIGATION []

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____

DATE: _____

NASA FORM 1722 JUN 04



Determining "National Security Positions"

- 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 requires 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.

NASA National Aeronautics and Space Administration

POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE, SERIES & GRADE: _____

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service..... []

SCOPE of Operations, Integrity & Efficiency of Service..... []

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited) []

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST..... []

FIDUCIARY RESPONSIBILITIES..... []

IMPORTANCE TO PROGRAM..... []

PROGRAM AUTHORITY LEVEL..... []

SUPERVISION RECEIVED..... []

TOTAL POINTS..... []

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL..... [] ← Note "IC" after the risk level if this is a Computer-AID position.

MINIMUM INVESTIGATION..... []

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS:

National Security Position (Y or N): _____

If Yes, Type of Access Required (S/T/S/SCI): _____

FINAL DESIGNATION (Risk level/Sensitivity level/Access level)..... []

MINIMUM INVESTIGATION..... []

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____

DATE: _____

NASA FORM 1722 JUN 04



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.

POSITION DESIGNATION	MINIMUM INVESTIGATION	FINAL DESIGNATION	ADJUSTED INVESTIGATION	REQUIRED INVESTIGATION
EXAMPLE 1: HR	BI	NCS/Secret	ANACI	BI
EXAMPLE 2: LR	NACI	CS/Top Secret	SSBI	SSBI
EXAMPLE 3: MR	MBI	NCS/No Access	NONE	MBI
EXAMPLE 4: HR	BI	SS/SCI	SSBI	SSBI
EXAMPLE 5: LR	NACI	NCS/Confidential	ANACI	ANACI

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.

POSITION DESIGNATION	MINIMUM INVESTIGATION	FINAL DESIGNATION	ADJUSTED INVESTIGATION	REQUIRED INVESTIGATION
EXAMPLE 1: HR	BI	NCS/Secret	ANACI	BI
EXAMPLE 2: LR	NACI	CS/Top Secret	SSBI	SSBI
EXAMPLE 3: MR	MBI	NCS/No Access	NONE	MBI
EXAMPLE 4: HR	BI	SS/SCI	SSBI	SSBI
EXAMPLE 5: LR	NACI	NCS/Confidential	ANACI	ANACI

POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE, SERIES & GRADE: _____

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service: _____

SCOPE of Operations, Integrity & Efficiency of Service: _____

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited): _____

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST: _____

FIDUCIARY RESPONSIBILITIES: _____

IMPORTANCE TO PROGRAM: _____

PROGRAM AUTHORITY LEVEL: _____

SUPERVISION RECEIVED: _____

TOTAL POINTS: _____

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL: _____

MINIMUM INVESTIGATION: _____

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS: _____

National Security Position (Y or N): _____

If Yes, Type of Access Required (S/TS/SCI): _____

FINAL DESIGNATION (Risk level/Sensitivity level/Access level): _____

MINIMUM INVESTIGATION: _____

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____


DATE: _____

NASA FORM 1722 JUN 04



Finishing Touches

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

 National Aeronautics and Space Administration

POSITION DESIGNATION RECORD

AGENCY: _____ PROGRAM: _____

POSITION TITLE, SERIES & GRADE: _____

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM DESIGNATION

IMPACT, Integrity & Efficiency of Service.....

SCOPE of Operations, Integrity & Efficiency of Service.....

PROGRAM DESIGNATION (Major, Substantial, Moderate, Limited).....

II. POSITION RISK DESIGNATION POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST.....

FIDUCIARY RESPONSIBILITIES.....

IMPORTANCE TO PROGRAM.....

PROGRAM AUTHORITY LEVEL.....

SUPERVISION RECEIVED.....

TOTAL POINTS.....

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL..... ← Note "1c)" after the risk level if this is a Computer-ADP position.

MINIMUM INVESTIGATION.....

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? COMMENTS:

National Security Position (Y or N): _____

If Yes, Type of Access Required (S/TS/SC): _____

FINAL DESIGNATION (Risk level/Sensitivity level/Access level).....

MINIMUM INVESTIGATION.....

PRINTED NAME & SIGNATURE OF PROGRAM POSITION DESIGNATOR: _____

DATE: _____

NASA FORM 1722 500-04