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Prepared by:

National Background Investigation Services (NBIS)
Program Management Office

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FOREWORD

1. This document is the National Background Investigation Services (NBIS) Position Designation Tool (PDT) User Manual.

2. In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will” and descriptive material by “is.”

3. Beneficial comments (recommendations, additions, deletions) and any pertinent data, which may be of use in improving this document, may be submitted to:

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## Revision History

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1.0 INTRODUCTION

The National Background Investigation Services (NBIS) is responsible for ensuring agencies complete proper validation of covered positions. The designation of national security positions is outlined in the Code of Federal Regulations (CFR), in Title 5 CFR Part 1400. The designation of public trust positions is outlined in the CFR Section 731.106 of Title 5. The order and regulations provide the standard for agencies to assess covered positions for their potential risk to the integrity of public trust and degree of impact to national security due to delinquency and/or a position’s extent of responsibilities. The combination of a covered positions’ risk to the integrity of public trust and degree of impact to national security, along with other collected information, determine the appropriate level of investigation for a position.

1.1 Purpose

The Position Designation Tool (PDT) provides agencies with a methodical and uniform system to accurately evaluate covered positions. To help government employees assess the risk and sensitivity level for a covered position, the requirements outlined in 5 CFR 1400 are displayed in the application. PDT allows users to identify relevant responsibilities and duties for the position and assess the level of risk associated with those duties. After a PDT user has entered all required information about the position, a final summary page outlines the sensitivity and risk level for the position, as well as the required investigation and form type (e.g., Tier 3, SF-86) for a candidate to fill that position.

1.2 Scope

This User Manual applies to the PDT application and describes current functionality within the system.

1.3 Frequently Used Terms

Relevant glossary terms can be found on the OPM (Office of Personnel Management) website. Additionally, those terms are linked to OPM’s glossary throughout the PDT application.

2.0 APPLICATION LAYOUT

The application is comprised of a series of pages designed to collect position description information, duties and responsibilities associated with the position, an assessment of the risks associated with those duties and responsibilities, and an assessment of the impact for the position. Based on the choices made, the application provides a summary page with a determination of the requirements for the position, at which point the user has the option to print and/or save the position designation record. Note that the application was designed such that some of the pages may be skipped depending upon selections from prior pages.
The following buttons are found throughout the PDT application:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next &gt;&gt;</td>
<td>Select this button to proceed to the next page of the application.</td>
</tr>
<tr>
<td>&lt;&lt; Previous</td>
<td>Select this button to navigate to the previous page of the application.</td>
</tr>
<tr>
<td>Reset</td>
<td>Select this button to reset and clear all selections and entered text.</td>
</tr>
<tr>
<td></td>
<td>Selecting this button navigates the user back to the first page of the</td>
</tr>
<tr>
<td></td>
<td>application.</td>
</tr>
<tr>
<td>Save to PDF</td>
<td>Select this button to save the final designation page as a PDF.</td>
</tr>
</tbody>
</table>

Figure 1. PDT Application Layout Buttons

2.1 Step 1.A: National Security

Position Designation Information

On the first page of the application, users can enter information for the following fields (required fields are marked by an asterisk):

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:*</td>
<td>DEPT OF DEFENSE-DEFENSE INFORMATION SYSTEMS AGENCY</td>
</tr>
<tr>
<td>Position Title:*</td>
<td>TECHNICAL PROJECT MANAGER</td>
</tr>
<tr>
<td>Position Description:</td>
<td>This position is part of the Warfare Centers Personnel Demonstration Project. The ND-5 pay band encompasses positions equivalent to GS-14 and GS-15.</td>
</tr>
<tr>
<td>Series and Grade/Pay Band:*</td>
<td>ND-5 GS-14 and GS-15</td>
</tr>
<tr>
<td>Position Description Number:*</td>
<td>519956300</td>
</tr>
<tr>
<td>Designator’s Name &amp; Title:*</td>
<td>John Smith, Personnel Security Analyst</td>
</tr>
</tbody>
</table>

Figure 2. Position Designation Information

Once the user navigates to the next page in the application, the text entered in the above fields becomes read-only and cannot be edited unless the user returns to the first page or selects the Reset button at the bottom of the page.

Step 1.A: National Security Requirements of the Position

This section of the first page provides a list of national security position requirements, duties, and responsibilities potentially relevant to the position being assessed. Users can select one or more options from the list. Users are required to select at least one of
the options, or the system will default to “No National Security Duties”. The system then proceeds to the next step of creating a position designation. Users can also select “Other” and enter a description of duties and/or responsibilities different from the predefined set of choices. Users can select from the following options:

Figure 3. Position Designation Information "Other" Options

**Note:** The “No National Security Duties” option will be automatically selected until one of the other checkboxes is selected on the page.
2.2 Step 1.B: National Security

On this page, PDT users identify a position’s potential damage to national security for each of the options selected for Step 1.A. PDT users must select one of the following options for each selection:

- **Inestimable Damage**: Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive Information, or involvement in Top Secret Special Access Programs (SAP)

- **Exceptionally Grave Damage**: One or more of the following when there is the potential to cause exceptionally grave damage to national security:
  - Obligates, expends, collects or controls revenue or funds in excess of $50 million
  - Procures or secures funding for goods and/or services with monetary value in excess of $50 million annually
  - Obligates or controls items with a monetary value in excess of $50 million
  - Audits or analyzes budgets or other financial records

- **Significant or Serious Damage**: One or more of the following when there is the potential to cause significant or serious damage to national security:
  - Obligates, expends, collects or controls revenue or funds material to national security
  - Procures or secures funding for goods and/or services with monetary value material to national security
  - Obligates or controls items with a monetary value material to national security
  - Audits or analyzes budgets or other financial records

- **No Material Adverse Effect on National Security**: Fiduciary responsibilities are of such a minor or inconsequential nature and/or internal controls are so significant that there is no reasonable expectation that there could be significant or serious damage to national security

![Figure 4. PDT Step 1.B: National Security Example](image)

The bulleted information displayed under each radio button is dependent upon what the user selected on the previous page (Step 1.A). If the user selects “Inestimable Damage” or “Exceptionally Grave Damage” for at least position/job function in Step 1.B., then PDT will skip the Public Trust Step 2 and 3 screens, and navigate to the final page of the application Step 4 summary page. These National Security high severity damage selections will automatically result in a Tier 5/High Risk/SF-86/Critical or Special-Sensitive solution.

2.3 Step 2.A: Suitability

This page outlines public trust position requirements, duties, and responsibilities. Steps 2.A and 2.B follow the same pattern as outlined in Steps 1.A and 1.B above, in that the user selects applicable choices on the first page and then assesses the risk level on the second page. On page 2.A, PDT users review all options to determine if the position being assessed poses any risk to public trust integrity. Users can select one or more
options from the list. Users are required to select at least one of the options to proceed
to the next page, or the system will default to “No Public Trust Duties”. Users also have
the option to enter text in the text box below the “Other” option. Users can select from
the following options:

![Figure 5. Step 2.A: Suitability Options Example](image)

Note: The “No Public Trust Duties” option will be automatically selected until one of the
other checkboxes is selected on the page.
2.4 Step 2.B: Suitability

On this page, PDT users identify a position’s potential impact on the integrity of public trust for each of the options selected for Step 2.A. PDT users must select one of the following options for each selection:

- **Automatic High-Risk Conditions**
  - Conducts criminal investigations concerning delicate criminal matters, the compromise of which could cause grave damage to public’s trust

- **Severe impact**
  - 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 delicate or controversial matters the compromise of which would cause severe damage to the public’s trust

- **Moderate impact**
  - 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.

- **Limited impact**
  - Criminal justice or law enforcement duties that do not require possession and use of a firearm
  - Authority is very limited in nature
  - Position provides aid or supports the duties in this category

![Figure 6. Step 2.B: Suitability Options Example](image)

The bulleted information displayed under each radio button is dependent upon what the user selected on the previous page (Step 2.A). Selecting “Automatic High-Risk Conditions” for at least one duty results in a high risk designation decision by the system, skipping the Step 3 page, and navigates the user to the final summary page (Step 4). Note the user will see that the “Automatic High-Risk Conditions” option is a selection for some of the duties listed on the previous Public Trust page (Step 2.A).
2.5 Step 3: Point Adjustment for Program Designation and Level of Supervision

Adjustment for Scope of Program and Correlation to Extent of Impact

For the first portion of this page, PDT users determine the scope of potential impact for the relevant program. Users must select one of the following options:

- **Worldwide or government-wide impact**
  - Program operations have potential to affect the entire government or have global implications. Misconduct or damage 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.

- **Multi-agency impact**
  - Program operations affect more than one agency. Misconduct or damage would have potential to impact multiple government agencies, and/or the individuals or private entities affected by those agencies.

- **Agency impact**
  - Program operations affect only one agency. Misconduct or damage would have potential for a local impact on the agency, and/or the individuals or private entities affected by the agency.

![Figure 7. Step 3 Adjustment for Scope of Program and Correlation to Extent of Impact Example](image)

Adjustment for Level of Supervision or Other Controls

PDT users also evaluate and choose the applicable level of supervision for the position being assessed. Users must select one of the following options:

- **Limited or no supervision** - ability to act independently in almost all areas almost all of the time
  - Occasional review from a perspective of major policy issues by a superior who likely has no relevant expertise in the technical aspects of the duties performed.

- **Periodic, ongoing review** - ability to act independently a lot of the time
  - Ongoing spot review from a perspective of policy and organizational concerns by a superior with expertise in the technical aspects of the duties performed.

- **Close technical supervision** - ability to act independently infrequently
  - Continuing review of all work by a technical expert.

![Figure 8. Step 3 Adjustment for Level of Supervision or Other Controls Example](image)
2.6 Step 4: Final Position Designation and Investigation

The final page of the application provides the user with a determination of the sensitivity and risk level of the position, as well as the investigation and applicable form type. PDT users can also view a summary of their selections for each step in the position designation process.

PDT users have the option to save a position designation to a PDF file. To save a position designation summary, the user enters a PDF Filename to name the saved file, and clicks the **Save to PDF** button. PDT saves the file to the user’s computer or storage drive using the internet browser’s (e.g., Chrome) document download/save method.

See below for an example of the final position designation information:

![Figure 9. Step 4 Final Position Designation and Investigation Example](image)

### 3.0 NBIS RESOURCES

Refer to the following websites for information about website privacy, security, and accessibility policies:

1. [Human Resources, Suitability, and Security Personnel](#)
2. [FOIA & Privacy Acts](#)
3. [Information Management: Accessibility](#)
4. [Information Management: Privacy Policy](#)