

POSITION DESIGNATION TOOL (PDT) USER GUIDE

DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY



SERIAL NUMBER # 3U0003.01

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Distribution Statement A: Distribution authorized and approved for public release of the Position Designation Tool (PDT) User Manual for the National Background Investigation System (NBIS) effective July 15, 2019. Other requests for this document shall be referred to the Program Manager, National Background Investigation Services.





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CHANGELOG

NBIS PDT Version Release: 7.1.2

This document is the property of:
National Background Investigation Services

Date	Change Description	Section
2/27/2020	New Template Format	
7/15/2019	Updated for high priority UAT requested changes.	
1/17/2019	Update document format, update document figures, added document foreword, update approvals page and accepted changes throughout document to reflect user feature changes and improvements	
10/1/2018	Initial version	



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FOREWORD

1. This document is the National Background Investigation Services (NBIS) 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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ACRONYM AND ABBREVIATION LIST

Abbreviation	Definition
CFR	Code of Federal Regulations
DCSA	Defense Counterintelligence and Security Agency
NBIS	National Background Investigation Services
ODNI	Office of the Director of National Intelligence
OPM	Office of Personnel Management
PDT	Position Designation Tool



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INTRODUCTION

NBIS provides PDT as an automated means for agencies to complete proper validation of covered positions. The requirement for designation of all covered positions is outlined in title 5, Code of Federal Regulations (CFR), Part 731. Additional requirements for designating National Security Positions are outlined in 5 CFR, Part 1400. The regulations provide the standard for agencies to assess duties of covered positions for their potential risk to the integrity of public trust and degree of potential damage to national security. The assessed combination of a position's national security and public trust duties determine the appropriate level of investigation for a position.

PURPOSE

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, Part 731 and 1400 are displayed in the application in accordance with the Office of Personnel Management (OPM) and the Office of the Director of National Intelligence (ODNI) Position Designation System. PDT allows users to choose relevant responsibilities and duties for the position and assess the level of risk and potential damage 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.

SCOPE

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

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.



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APPLICATION LAYOUT

The application is comprised of a series of pages designed to collect position description information and any additional duties and responsibilities associated with the position. Based on the choices made, the application provides a summary page with the risk and sensitivity designation, 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 pages may be skipped, depending upon selections from prior pages.

The following buttons are found throughout the PDT application:

Icon	Description
Next >>	Select this button to proceed to the next page of the application.
<< Previous	Select this button to navigate to the previous page of the application.
Reset	Select this button to reset and clear all selections and entered text. Selecting this button navigates the user back to the first page of the application.
Save to PDF	Select this button to save the final designation page as a PDF.

Figure 1: PDT Application Layout Buttons



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STEP 1.A: NATIONAL SECURITY**POSITION DESIGNATION INFORMATION**

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

Position Designation Record

These fields are required *

Department:*

Agency:*

Supplemental Duty:

Position Title:*

Position Description:

Series and Grade/Pay Band:*

Position Description Number:*

Designator's Name & Title:*

Figure 2: Position Designation Information



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STEP 1.A: NATIONAL SECURITY REQUIREMENTS OF THE POSITION

This section of the first page provides a list of national security 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:

NATIONAL SECURITY POSITION REQUIREMENTS, DUTIES AND RESPONSIBILITIES:

- Requires eligibility for access to classified information
- Homeland security and duties involving protecting the nation's borders, ports, critical infrastructure or key resources
- Developing plans or policies related to national defense or military operations
- Planning or conducting intelligence or counterintelligence activities, counterterrorism activities or related activities concerned with the preservation of the military strength of the United States
- Protecting or controlling access to facilities or information systems
- Controlling, maintaining custody, safeguarding, or disposing of hazardous materials, arms, ammunition or explosives
- Investigative or adjudicative duties related to national security, suitability, fitness or identity credentialing
- Duties related to criminal justice or law enforcement
- Conducts internal or external investigations, inquiries or audits of the functions listed here in Step 1
- National security policy-making or policy-determining responsibility
- Public health and safety
- Fiduciary responsibility in support of activities with national security impact
- Unclassified information (e.g. private, controlled unclassified, or proprietary information)
- Other duties that could otherwise bring about a material adverse effect on national security. Provide sufficient unclassified explanation to document that the duty does not fit in one of the preceding available selections.

Describe Other Duties

Figure 3: Step 1.A - National Security Options Example

Note: The No National Security Duties option is automatically selected unless a different checkbox is selected on the page.



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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

Position requires eligibility for access to Top Secret or "Q" level information

Significant or Serious Damage

Position requires eligibility for access to Secret, Confidential, or "L" level information

No Material Adverse Effect on National Security

Position does not require eligibility for access to classified information

Figure 4: Step 1.B - National Security Example

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 a position/job function in Step 1.B., then PDT skips Public Trust Step 2 and 3 screens and navigates to the final page of the application, Step 4 summary page. These national security high severity damage selections automatically result in a Tier 5/High Risk/SF-86/Critical or Special- Sensitive solution.



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STEP 2.A: SUITABILITY

This page outlines public trust position 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 defaults 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:

PUBLIC TRUST POSITION REQUIREMENTS, DUTIES, AND RESPONSIBILITIES (UNRELATED TO NATIONAL SECURITY):

- Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)
- Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)
- Law Enforcement or criminal justice duties
- Protection of government funds for non-national security operations
- Customs, Immigration, and/or Critical Infrastructure and Key Resources
- Hazardous material handling and transportation
- Physical security, controlling facility or physical access to information technology, and/or controlled access to arms, ammunitions, or explosives
- Investigation, oversight, and audits of government personnel, programs, and activities
- Adjudication of matters or claims (other than national security, suitability, fitness, or credentialing) with the potential to impact the public's trust
- Protection of government information technology systems (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-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, 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):
Describe Other Activities

No Public Trust Duties

Figure 5: Step 2.A - Suitability Options Example

Note: The No Public Trust Duties option is automatically selected unless a different checkbox is selected on the page.



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STEP 2.B: SUITABILITY

- 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
 - One or more of the following:
 - 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
 - One or more of the following:
 - 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
 - One or more of the following:
 - 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

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 navigating the user to the final summary page (Step 4). Note the Automatic High-Risk Conditions option is a selection for some of the duties listed on the previous Public Trust page (Step 2.A).



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:

Adjustment for Scope of Program and Correlation to Extent of Impact	
<input type="radio"/> Worldwide or government-wide impact	<ul style="list-style-type: none"> 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.
<input type="radio"/> Multi-agency impact	<ul style="list-style-type: none"> 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.
<input type="radio"/> Agency impact	<ul style="list-style-type: none"> 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

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:

Adjustment for level of supervision or other controls	
<input type="radio"/> <u>Limited or no supervision</u> - ability to act independently in almost all areas almost all of the time	<ul style="list-style-type: none"> 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.
<input type="radio"/> <u>Periodic, ongoing review</u> - ability to act independently a lot of the time	<ul style="list-style-type: none"> Ongoing spot review from a perspective of policy and organizational concerns by a superior with expertise in the technical aspects of the duties performed.
<input type="radio"/> <u>Close technical supervision</u> - ability to act independently infrequently	<ul style="list-style-type: none"> Continuing review of all work by a technical expert.

Figure 8: Step 3 - Adjustment for Level of Supervision or Other Controls Example



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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:

Step 4: Final Position Designation and Investigation.

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The final position designation is outlined below.

Sensitivity Level	Risk Level	Investigation	Form
Non-Sensitive	Low Risk	Tier 1	SF 85

« Previous **Reset** **PDF filename:** **Save to PDF**

Figure 9: Step 4 - Final Position Designation and Investigation Example

NBIS RESOURCES

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

1. [Human Resources, Suitability, and Security Personnel](#)
2. Information Management: Accessibility
3. Information Management: Privacy Policy https://www.dcsa.mil/contact/foia/foia_privacy/