POSITION DESIGNATION TOOL (PDT) JOB AID FOR HIRING MANAGERS

Who completes the Position Designation Tool (PDT)?

*Per DAO 202-731 SECTION 4. GENERAL PROVISIONS.*

.01 Designation of Positions.

a. The head of the operating unit or Departmental Office is responsible for ensuring that the sensitivity designations of positions in the unit or Office are accurate.

b. The head of each operating unit or Departmental Office is responsible for making designations of sensitivity levels of positions in the unit using the sensitivity levels defined in Section 5 below. This authority may be redelegated only to those officials to whom full personnel management authority is delegated, as listed in Appendix A of Department Administrative Order 202-250, "Delegation of authority for Personnel Management."

When is the PDT completed?

The PDT will be completed and attached with Job Code requests, as well as recruitment requests. Reference *Job Aid for completing the CD-516.*

How do I complete the PDT?

This website takes you directly to the PDT:

STEP 01: ACCESS THE POSITION DESIGNATION TOOL (PDT)

Overview

Position Designation Automated Tool (PDT)

Proper position designation is the foundation of an effective and consistent suitability and personnel security program. In order to ensure a systematic, dependable, and uniform way of making position designations, OPM provides the Position Designation Automated Tool (PDT) for those individuals within agencies charged with position designation responsibilities.

[Position Designation Automated Tool]

Step 1. Start here to begin.

STEP 02: THE PROCESS: 3D’s- DESIGNATION, DETAILS, DUTIES

Designation: Ensure that you have your supplemental documents (e.g. Position Description) to refer to when determining your designation.

Details: The PDT is a four-step Process which will determine the final designation for the position.

Duties: The Hiring Manager must look at both national security and public trust duties and responsibilities, as related to the position to determine the sensitivity and/or clearance levels.

[Continue]

Step 2. Select here to continue.
**STEP 03: COMPLETE POSITION INFORMATION**

Position Designation Record

- **Agency**: Bureau/Office (ex. OS/OEC)
- **Position Title**: Human Resource Specialist
- **Series and Grade/Pay Band**: ZA-0201-IV
- **Position Description Number**: TBD
- **Designator's Name & Title**: Supervisor's Name/Title

HR Specialist will provide the job code number once classification is complete.

**STEP 04: SELECT APPLICABLE RESPONSIBILITIES/DUTIES**

**NATIONAL SECURITY DUTIES AND RESPONSIBILITIES**

- Protecting or controlling access to facilities/access to classified information
- Investigative or adjudication related to national security, suitability, or identifying credentials
- Planning or conducting intelligence/counterintelligence

If your position does not have National Security Duties, select this and click Continue. The PDT will then transfer you to Public Trust Duties.

**PUBLIC TRUST POSITION DUTIES AND RESPONSIBILITIES**

- Government Operations- Rulemaking, policy, program responsibility
- Protection of personal, private, controlled unclassified... information
- Investigation, oversight, and audits of government personnel, programs, and activities (unrelated to national security)
STEP 05: REVIEW AND GENERATE POSITION DESIGNATION SUMMARY

The final position designation is outlined below.

Final Results

<table>
<thead>
<tr>
<th>Positions Covered</th>
<th>Investigation</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate Risk</td>
<td>T2 and T2S</td>
<td>SF 85P</td>
</tr>
</tbody>
</table>

Designator Notes/Justification/Comments: ________________

Hierarchical Sensitivity/Clearance Levels

<table>
<thead>
<tr>
<th>Tier Level</th>
<th>Position Sensitivity/Clearance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>Low Risk</td>
</tr>
<tr>
<td>Tier 2, Tier 2S, Tier 2R &amp; 2RS</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>Tier 3 &amp; Tier 3R</td>
<td>Non-critical Sensitivity/Secret</td>
</tr>
<tr>
<td>Tier 4 or Tier 4R</td>
<td>High Risk</td>
</tr>
<tr>
<td>Tier 5, Tier 5R, Tier 5C</td>
<td>Critical/Special Sensitivity/Top Secret</td>
</tr>
</tbody>
</table>

Step 5: Select the ‘Print Summary’ button in order to sign and acknowledge completion of the PDT.
STEP 06: PRINT, SIGN, AND ATTACH (PRINT SUMMARY PAGE)

Right click on the Print Summary Page, and select ‘Print’.

**Supervisor signs.** This must be attached to the job code request in HRConnect, along with the **PD and CD-516**.

**NOTE:** THE DESIGNATION MUST MATCH THE DUTIES AND RESPONSIBILITIES OF THE POSITION DESCRIPTION.

**Supervisor’s Signature Here.**

<table>
<thead>
<tr>
<th>Sensitivity</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Sensitive</td>
<td>Moderate Risk</td>
</tr>
</tbody>
</table>

Signature: __________________________

Name: __________________________

Date: __________________________

**NOTE:** THE DESIGNATION MUST MATCH THE DUTIES AND RESPONSIBILITIES OF THE POSITION.