<mark>POSITION DESIGNATION TOOL (PDT) JOB AID FOR HIRING MANAGERS</mark>

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. <mark>The head of each operating unit or Departmental Office is responsible for making designations of sensitivity levels of positions</mark> 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:

https://www.opm.gov/investigations/suitability-executive-agent/position-designation-tool/#url=Automated-Tool

STEP 01: ACCESS THE POSITION DESIGNATION TOOL (PDT)

Overview | Automated Tool | Glossary

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.

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

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

To determine the proper designation of a position and its required corresponding level of investigation, the position description and any other necessary supplemental information (e.g. human resources, management and security office input) must be carefully evaluated to assess the nature of the position as it relates to the potential material adverse impact to the national security, **and** -- if it is a covered position under part 731 -- its impact on the efficiency or integrity of the service.

The following position designation system consists of a four-step process that will guide the designator through an examination of a position's duties and responsibilities. The completion of this process will result in a final designation for the position which will, in turn, determine the investigative requirements for the position in question.

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

It is important to keep in mind that for covered positions as defined in 5 CFR part 731, the designator must look at both national security and public trust duties and responsibilities. Some duties accounted for herein occur under both the national security and public trust sections of the process because of the duty's potential impact on one concern and/or the other. For covered positions, a or special-sensitive national security designation automatically confers high-risk public trust designation, and a noncritical national security designation automatically confers a moderate-risk public trust designation unless, as described in the for of the position designation system, it requires a higher designation. See 5 CFR 1400.201(c), (d).

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.

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 RESPONSIBLITIES/DUTIES

NATIONAL SECURITY DUTIES AND RESPONSIBLITIES

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 po...
- ☐ Planning or conducting ... the preservation of the ... erned with
- ☐ Protecting or controlling
- ☐ Controlling, maintaining
- ☐ Investigative or adjudic
- ☐ Duties related to crimin
- ☐ Conducts internal or ex
- ☐ National security policy
- ☐ Public health and safety
- ☐ Fiduciary responsibility in support of activities with national security impact
- ☐ Unclassified information (e.g. private...)
- ☐ Other duties that could otherwise bri... explanation to document that the du...

- 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.**

- ☑ No National Security duties exist

PUBLIC TRUST POSITION DUTIES AND RESPONSIBLITIES

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
- ☐ Phy... expl...
- ☑ Inve...
- ☐ Adju... pub...
- ☐ Prot... byp... scop...
- ☑ Prot... (incl... disc... con...
- ☐ 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):

- ☐ No Public Trust duties exist

- 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

Positions Covered	Investigation	Form
Moderate Risk	T2 and T2S	SF 85P

Designator Notes/Justification/Comments:

Previous	Print Summary	Reset

Tier Level	Position Sensitivity/Clearance Level
Tier 1	Low Risk
Tier 2, Tier 2S, Tier 2R & 2RS	Moderate Risk
Tier 3 & Tier 3R	Non-critical Sensitivity/Secret
Tier 4 or Tier 4R	High Risk
Tier 5, Tier 5R, Tier 5C	Critical/Special Sensitivity/Top Secret

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

RESPONSIBILITES OF THE POSITION DESCRIPTION.

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4. POS SENS  (2)

      1=LOW RIS          C=ADP
      2=NONCRIT/SEN      N=NON-ADP
      3=CRIT/SENS
  5   4=SPECIAL SENS
      5=MOD RISK
      6=HIGH RISK
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*Block C-4, Page 2 of CD-516 (**reference CD-516 job aid**)*

Supervisor's Signature Here.

Sensitivity	Risk Level
Non-Sensitive	Moderate Risk

Signature: _____   Date: _____

Name: _____

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