

Department of the Interior Departmental Manual

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Series: Law Enforcement and Security

Part 441: Personnel Security and Suitability Program

Chapter 3: Position Risk and Sensitivity Level Designation

Originating Office: Office of Law Enforcement and Security

441 DM 3

3.1 Purpose. This chapter provides Departmental policy for determining program placement, position risk, and sensitivity levels to identify required minimum background investigation levels.

3.2 General Requirements. All Federal employee positions (and contractor duties) must be designated at a national security sensitivity and/or risk level commensurate with the degree of damage that an individual, by virtue of the occupancy of the position or performance of the duties, could affect the national security or the efficiency of the Federal service. This requirement includes contract personnel and other classification (i.e., consultants, guest researchers, interns, partners, volunteers, etc.) of individuals.

3.3 Risk/Sensitivity Designation System. The Risk/Sensitivity Designation System provides a systematic means of obtaining uniformity in program placement and position sensitivity and risk level designations. Illustration 1 of this chapter provides basic position risk level designation criteria that are to be considered while assessing a position. These criteria are provided to ensure consistency in interpretation and application of the designation descriptors. Illustration 2 of this chapter provides the requirements and procedural steps of the Risk/Sensitivity Designation System used to complete the Position Designation Record, DI-1959 (Illustration 3 of this chapter) or other comparable bureau/office form. National security duties receive a sensitivity level designation but also have a risk component that may or may not affect the minimum level of background investigation. All other positions are designated at a Public Trust level or as Non-Sensitive.

3.4 National Security Positions. All positions that have national security related duties must be designated at sensitivity levels to assure appropriate screening under Executive Orders (EO) 10450 and 12968. In accordance with 446 DM, Law Enforcement, all positions with law enforcement authority shall be designated, at a minimum, Critical-Sensitive, and the incumbents must maintain eligibility for a Secret security clearance. There are three National Security sensitivity levels at which a position can be designated. The following delineates the levels and the criteria:

SENSITIVITY LEVEL / REQUIRED INVESTIGATION	CRITERIA
Special-Sensitive (SS) SSBI – Single Scope Background Investigation	Includes any position that the head of the agency determines to be in a level higher than Critical-Sensitive because of special requirements under authority other than EO 10450 (e.g., DCID 6/4, Personnel Security Standards and Procedures Governing Eligibility for Access to SENSITIVE COMPARTMENTED INFORMATION (SCI)).
Critical-Sensitive (CS) SSBI – Single Scope Background Investigation	Potential for exceptionally grave damage to the national security. Includes positions involving any of the following: <ul style="list-style-type: none"> - Access to TOP SECRET national security information. - Development or approval of war plans, plans or particulars of future major or special operations of war, or critical and extremely important items of war. - Investigative duties, the issuance of personnel security clearances, or duty on personnel security boards. - Law Enforcement managerial duties. - Other positions related to national security, regardless of duties, that require the same degree of trust.
Critical-Sensitive (CS) BI – Background Investigation	Potential for serious damage to the national security. Includes positions involving non-managerial commissioned law enforcement activities with potential access to SECRET national security information.
Non-Critical Sensitive (NCS) BI – Background Investigation LBI – Limited BI MBI – Minimum BI ANACI – Access National Agency Check with Inquiries NACLC – National Agency Check with Law and Credit <i>(specific level depends upon the position risk level designation)</i>	Potential for damage to the national security. Includes positions that involve any of the following: <ul style="list-style-type: none"> - Access to SECRET or Confidential national security information. - Duties that may directly or indirectly adversely affect the national security operations of the agency.

3.5 Public Trust/Non-Sensitive Positions. All positions that do not have national security related duties are designated at risk levels commensurate with the responsibilities and attributes of the position as they relate to the efficiency of the Federal service. Certain government activities by their nature can be adversely affected by the action or inaction of employees associated with the activity in any responsible capacity. Such activities include public safety and health, collection of revenue, finance as well as authority to commit government funds through grants, loans, loan guarantees, or contracts. There are three risk levels at which a position can be designated: High Risk, Moderate Risk, and Low Risk/Non-Sensitive. Illustration 1 of this chapter provides the basic criterion that is to be used for consistency purposes when assigning risk levels to positions within the Department of the Interior (DOI). Further guidance is contained in Illustration 2, Section C of this chapter.

3.6 Appointments Subject to Investigations. All persons hired as Federal employees (or other classification of individual's assigned commensurate duties) within DOI (except as noted below) must undergo an investigation by the Office of Personnel Management. Except when required because of risk level changes, a person who has undergone a suitability investigation need not undergo another investigation simply because the individual has been:

- Promoted;
- Demoted;
- Reassigned;
- Converted from a career conditional to a career tenure position;
- Transferred, provided the individual has served continuously for at least two years in a position subject to investigation.

Positions not subject to investigative requirements are Low Risk, Intermittent, Seasonal, Per Diem, or Temporary; that is ... these categories of positions not anticipated to exceed an aggregate of 180 days in either a single continuous appointment or series of appointments ... and ... requiring no logical or unescorted access per the implementing instructions for HSPD-12. This includes temporary position assignments (details, temporary promotions and temporary reassignments, etc.). Please refer to Homeland Security Presidential Directive (HSPD) 12 for additional guidance. Also see 441 DM 4.

3.7 Contractor/Consultant Positions. A clause/statement must be included in contracts/consultant agreements (or other formalized document specifying the association) stipulating the risk/sensitivity level of the activities performed under the applicable document. The risk/sensitivity level will be designated by the authorized entity (e.g., Contracting Officer's Representative, Acquisitions, Human Resources/Personnel, Bureau/Office Security Office, etc.) for consultant/contract personnel by using the Risk/Sensitivity Designation System in 441 DM. The type of background investigation will be based on the risk/sensitivity designation.

3.8 Timing of Investigations and Reinvestigations. See 441 DM 4 for detailed and descriptive information regarding all aspects of background investigations and reinvestigations.

3.9 Documenting and Updating Position Designations.

A. When the designation process described in this chapter has been completed, the Position Designation Record, DI 1959, (Illustration 3 of this chapter) or a comparable form shall be completed by the applicable designation official or other authorized authority, after consultation with the supervisor or other applicable official.

B. The completed Position Designation Record shall be maintained with the original position description and Optional Form (OF) 8 in the responsible Human Resources/Personnel Office for Federal employee positions or with the applicable contract or agreement document for other activities requiring background investigations for other classifications of individuals. A copy of the Position Designation Record shall be provided to the bureau/office requesting and/or processing the background investigation.

C. Position sensitivity and Public Trust designations shall be reflected on the Standard Form (SF) 52 and SF 50 (or facsimile of information contained in automated systems for SF 52s and SF 50s). For positions designated Non-Critical Sensitive or Moderate Risk, a remark on the SF-50 will be added to specify the specific Public Trust or Low Risk component (i.e., High Risk, Moderate Risk High Point, Moderate Risk Low Point, Low Risk). It shall also be specified in vacancy announcements, along with applicable security clearance and/or background investigation requirements, and any potential waiver options or requirements.

D. The Position Designation Record, OF 8's, and the Federal Personnel Payroll System (FPPS) information shall be completed or updated in the following situations:

- (1) When a new position is established;
- (2) Changes to the duties of a position that require the position sensitivity or Public Trust designation to be raised or lowered;
- (3) Changes to the duties of a position that require the position to be identified to denote ADP (information technology) involvement; or
- (4) The program mission changes as a result of reorganization that in turn affects the level of position sensitivity or public trust.

E. The Bureau/Office Security Office shall be notified of any downgrade or upgrades in Position Risk or Sensitivity levels.

3.10 Re-designations. Absent conditions specified in Section 3.9D of this chapter, positions designated under prior versions of 441 DM do not require re-designation until the positions are reclassified, vacated, re-advertised, and/or refilled.

Positions that do not require access to classified information will not be designated as Sensitive (Special, Critical, or Non-Critical). Those positions previously designated as sensitive that do not have national security related duties are now designated as "Public Trust" or as Non-

Sensitive (Low Risk) positions (see Section 3.5 of this chapter). For example: Critical-Sensitive would convert to High Risk; Non-Critical/Sensitive would convert to Moderate Risk; Low Risk positions shall remain as Non-Sensitive.

A. If the risk or sensitivity level of the position has changed and the incumbent's background investigation is insufficient for the new designation, the incumbent may remain in the position but the investigation required by the new designation must be initiated within 14 working days after re-designation is effective.

B. Positions shall not be designated at a lower level and later re-designated at a higher level in order to circumvent investigative requirements.

3.11 Position Risk/Sensitivity Level Code Designations within FPPS. If a bureau/office no longer uses FPPS, equivalent Position Sensitivity Level Codes as listed below must be established and retained.

FPPS Code	Risk/Designation Level
1	Non-Sensitive/Low Risk
1	Low Risk ADP
2	Non-Critical Sensitive
3	Critical Sensitive
4	Special Sensitive
5	Moderate Risk or Moderate Risk Low Point
5	Moderate Risk High Point
6	High Risk

Illustration 1

RISK LEVELS / MINIMUM INVESTIGATION	CRITERIA
<p>High Risk (HR)</p> <p>BI – Background Investigation</p>	<p>Positions included are those that have the potential for exceptionally serious impact involving duties especially critical to the agency or a program mission with broad scope of policy or program authority:</p> <ul style="list-style-type: none"> - Policy making, policy determining, and policy implementing - Higher management duties or assignments with major program or line management responsibilities (for example, all Senior Executive Service (SES) positions or SES equivalents). - Independent spokesperson or non-management positions with authority for independent action. - Other positions designated by the agency head or designee that require the same degree of Public Trust.
<p>Moderate Risk (MR)</p> <p>MBI – Minimum Background Investigation (MRlp) *</p> <p>LBI – Limited Background Investigation (MRhp) *</p>	<p>Positions included are those that have the potential for moderate to serious impact involving duties of considerable importance to the agency or program mission with significant program responsibilities and delivery of customer services to the public such as:</p> <ul style="list-style-type: none"> - Senior staff assistants to positions with policy making, determining and implementation authority. - Mid-level management assignments such as supervisory or managerial positions that report directly to an SES position or SES equivalent. - Non-management positions with authority for independent or semi-independent action. - Other positions designated by the agency head or designee that require the same degree of Public Trust.
<p>Non-Sensitive/Low Risk (NS/LR)</p> <p>NACI (National Agency Check with Inquiries) **</p>	<p>Potential for impact involving duties of limited relation to the agency mission with program responsibilities that affect the efficiency of the Federal service. Computer positions not included in the criteria for HR and MR levels.</p> <p>** Positions with regular and reoccurring contact with children are subject to a CNACI (Child NACI) as a minimum.</p>

* Bureau or other DOI component may require the higher LBI for its employees based upon OPM guidance for position risk designation for some Moderate Risk positions relative to the position risk designation points.
MRlp = Moderate Risk Low Point and MRhp = Moderate Risk High Point

Illustration 2

Risk/Sensitivity Designation System

The Risk/Sensitivity Designation System provides a systematic means of obtaining uniformity in program placement and position sensitivity and risk level designations. The criteria delineated in Sections 3.3 and 3.4 of this chapter shall be applied in determining the appropriate designation level. The Risk/Sensitivity Designation System is divided into three parts: Program Designation, Position Risk Designation Points, and a final Position Designation.

Part I: Program Designation

A. **Program Designation.** The bureau/office identifies both the impact (Major, Substantial, Moderate, or Limited) and scope (Worldwide, Government-wide, Multi-agency, or Agency) of an agency component or program as it relates to the integrity and efficiency of the Federal service. This is expected to be a static process that is rarely changed.

B. **Impact.** Impact thresholds are detailed in Chart 1 Program Designation in Illustration 2 of this chapter. Impact is determined by identifying the area of primary program focus, and then relating that area to one of the following descriptions:

- (1) accounting, auditing or disbursement of public funds;
- (2) administrative, regulatory or policy control over public and/or private programs or operations;
- (3) protection of the national security;
- (4) enforcement of Federal laws; or
- (5) protection of life or property.

If a program has more than one area of primary focus, or if questions arise as to placement of a program at one of two impact descriptions (e.g., Substantial or Moderate), decision should be based on the best interests of the agency mission. If the program is primarily based on national security, apply the criteria delineated in Section 3.4 of this chapter.

C. **Scope of Operations.** Scope of Operations is described in Chart 1 Program Designation in Illustration 2 of this chapter. Multi-agency scope of operations is national or regional activities with a 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 scope of operations includes operations of the Department, a region, or area with primary focus extending to the elements in the private sector impacted by the agency. Agency refers to the entire DOI, not just a single bureau or office.

D. **Designation.** Designation is determined by placement at the intersection of the appropriate row and column of Chart 1 Program Designation in Illustration 2 of this chapter. (Examples: Substantial impact + Multi-agency scope = Substantial; and Limited impact + Agency scope = Limited).

Chart 1: Program Designation

(2) SCOPE OF OPERATIONS				
(1) IMPACT	WORLDWIDE: Operational activity is carried out worldwide, with primary focus in either the public or the private sector.	GOVERNMENTWIDE: Operational activity is carried out Government wide, to all sectors, with the primary focus on the public sector.	MULTI-AGENCY: 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.
MAJOR: Impacts directly on the survival, stability, and continued effectiveness of Government operations, the promotion of major Government fiscal goals, or a primary social, political, or economic interest of the nation.	MAJOR	MAJOR	SUBSTANTIAL	MODERATE
SUBSTANTIAL: Impacts directly on the efficiency and effectiveness of a sizeable segment of the Federal workforce, or the interests of large numbers of individuals in the private sector.	MAJOR	<i>SUBSTANTIAL</i>	<i>SUBSTANTIAL</i>	<i>MODERATE</i>
MODERATE: Impacts directly on the effectiveness of an agency's operations, the fiscal interests of an agency, or affects the social political or economic interests of individuals, businesses or organizations in the private sector.	SUBSTANTIAL	<i>MODERATE</i>	<i>MODERATE</i>	<i>LIMITED</i>
LIMITED: Limited impact on the operational effectiveness of one or a few programs in an agency, or the interests of a limited number of individuals in the private sector.	MODERATE	<i>MODERATE</i>	<i>LIMITED</i>	<i>LIMITED</i>
(3) PROGRAM PLACEMENT				

Italic entries are those that are expected as most likely to be utilized.

Part II: Position Risk

This step involves the designation of a position(s) for its degree of risk upon the bureau/office program as it relates to the efficiency of the Federal service (see Chart 2 Position Risk in Illustration 2 of this chapter.). The degree of risk is divided into four categories (Major, Substantial, Moderate, and Limited), and is calculated in five factor description areas (Degree of Public Trust, Fiduciary (Monetary) Responsibility, Importance of Program, Program Authority, and Supervision Received). National Security and Public Trust positions are assigned risk points.

When designating position sensitivity and risk levels, the duties and responsibilities of the position must be considered in the context of the bureau/office program and the risk that the position has for damage or abuse to the program.

A. Risk Factor Descriptions.

- (1) Degree of Public Trust. This risk factor evaluates the degree of confident expectation for honesty, integrity, reliability, responsibility or justice placed on a position.
- (2) Fiduciary (Monetary) Responsibility. This risk factor evaluates only those positions with the authority or ability to obligate public money.
- (3) Importance to Program. This risk factor evaluates the impact an individual position has on the program as a whole, either individually or collectively.
- (4) Program Authority. This risk factor evaluates the ability of a position to manipulate authority or to control the outcome or result of all or key portions of a program or policy.
- (5) Supervision Received. This risk factor evaluates the frequency with which work is reviewed. Mitigating factors should be taken into account such as technical, operational, and management controls over access to, and use of, information of a personal, sensitive, or proprietary nature, such as audits, guards, cameras, back-up tapes, etc.

B. Position Risk Points. Points are assigned under each risk factor to reflect numerically the degree of impact. The higher the degree of risk, the higher the point value for the risk factor. The point values are totaled to provide the total “Position risk points” for a position. Example: Substantial Degree of Public Trust (5 points), Substantial Fiduciary (Monetary) Responsibility (5 points), Limited Importance to Program (1 point), Limited Program Authority (1 point), and Moderate Technical Supervision (3 points) = position risk points (5+5+1+1+3 =15).

C. Degree of Risk. The degree of risk is a measure of the position’s potential to affect the bureau/office program itself and is not affected by the program designation. For example, a program may be designated as Substantial, but the position in question may only rise to the

degree of Low Risk due to the nature of its assignment or degree of technical, operational, and management controls.

Chart 2: Position Risk

DEGREE	RISK FACTOR DESCRIPTIONS					DEGREE
	a. DEGREE OF PUBLIC TRUST: The consensus of confident expectations for honesty, integrity, reliability, responsibility, or justice placed in a position.	b. FIDUCIARY (MONETARY) RESPONSIBILITY: Authority or ability to obligate, control or expend public money or items of monetary (bonds etc.) value.	c. IMPORTANCE TO PROGRAM: Impact the individual position has, due to status, in or influence on the program as a whole either individually or collectively.	d. PROGRAM AUTHORITY: Ability to manipulate authority or control the outcome or results of all or key portions of a program or policy.	e. SUPERVISION RECEIVED: Frequency work is reviewed and nature of the review.	
MAJOR: Potential for independently compromising the integrity and effectiveness of a major program element or component, or in conjunction with others, damaging all phases of program operations.	6-7	6-7	6-7	6-7	6-7	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 the efficiency of overall program operations, or the overall operations of major program elements or components independently, or through collective action with others.	4-5	4-5	4-5	4-5	4-5	PERIODIC: Ongoing spot review of policy and major operational considerations of work by superior, with some knowledge of program operations, but with minimal technical expertise.
MODERATE: Potential for reducing the efficiency of the overall or day-to-day operations of a major program element or component, through independent action or collectively with others.	2-3	2-3	2-3	2-3	2-3	MODERATE TECHNICAL: Ongoing spot review of work in connection with important operational issues by superior with technical program expertise.
LIMITED: Potential for damage not meeting above criteria.	1	1	1	1	1	CLOSE TECHNICAL: Continuing review of all phases of work by supervisor with technical program expertise.
	POSITION RISK POINTS					

Part III: Position Risk Designation

The results of Parts I and II are next applied to Chart 3 Position Risk Placement in Illustration 2 of this chapter to obtain the position risk designation. Acronyms used in the following chart are: High Risk = HR, Moderate Risk = MR, and Non-Sensitive/Low Risk = NS/LR.

Chart 3: Position Risk Placement

I. PROGRAM PLACEMENT	II. POP POSITION RISK POINTS					
	5-10	11-17	18-23	24-29	30-33	34-35
MAJOR	MR	MR	MR*	HR	HR	HR
SUBSTANTIAL	NS/LR	MR	MR	MR*	HR	HR
MODERATE	NS/LR	NS/LR	MR	MR	MR*	HR
LIMITED	NS/LR	NS/LR	NS/LR	MR	MR*	HR
	III. POSITION RISK LEVEL					

* Bureaus/Offices may optionally require the higher LBI for its employees based upon OPM guidance for position risk designation for some Moderate Risk positions relative to the position risk designation points. If utilized, this designation is referred to as Moderate Risk High Point (MRhp). Conversely, the use of MRlp would be Moderate Risk Low Point.

Adjustments: Some positions, by the very nature of the duties and responsibilities of the bureau/office program or the position will require designation at certain levels of risk/sensitivity (e.g., all positions with law enforcement authority, at a minimum, are designated Critical-Sensitive). Final adjustment in the designation process must take into account unique factors specific to positions and the organizational need for uniformity of operations. If an adjustment is made, the bureau/office must document the rationale for the adjustment on the Position Designation Record. National Security sensitivity as a factor is not specified until this step.

A. **Uniqueness:** Factors that are unique and are not fully accounted for in the program or position designation system that can cause adjustments include but are not limited to:

- (1) Few-of-a-kind positions with special duties (e.g., Special Assistant to the Secretary, Deputy Assistant Secretary, Assistant or Associate Directors, etc.).
- (2) Support positions with no responsibilities for preparation or implementation of program policies and plans, but involving regular contact with, and ongoing knowledge of, all or most of such material (e.g., Budget Analyst).

B. **Uniformity:** Uniformity in position designation is required because of authority level (or program placement level) that may serve as a basis for making the adjustment:

- (1) Bureau/Office heads may adjust position designations at the same authority level to assure uniformity within the bureau/office (e.g., Assistant Directors with the same level of authority may be placed at the same level of risk/sensitivity).

(2) If the placement level of the program is determined to be so overriding as to negate any specific risk considerations associated with individual positions within the program, the bureau/office head may designate all positions within the program at the risk/sensitivity level that is required to best protect the efficiency of the Federal service.

C. Computer/ADP (Information Technology) Adjustment: In addition to the above, all positions must be assessed for Information Technology (IT) responsibilities and access. If a position is determined to have IT responsibilities and access it should be assessed by an individual who is familiar with the system using the below criteria to ensure consistency in interpretation and application. In addition, the OF-8, Position Description Coversheet must be notated with a "C" in Box 12 and FPPS or the equivalent system must be coded appropriately.

(1) High Risk IT Positions include positions with the potential for exceptionally serious impact involving duties especially critical to the bureau/office mission, with broad scope and authority, and with major program responsibilities that affect a major IT system. Positions assigned the following or comparable duties and responsibilities should be considered High Risk for IT purposes.

(a) Development and administration of IT security programs, including direction and control of risk analysis and/or threat assessment.

(b) Significant involvement in life-critical or mission-critical IT systems.

(c) Preparation or approval of data for input into an IT system that does not necessarily involve personal access to the system but could realize significant personal gain.

(d) Assignments associated with or directly involving accounting, disbursement, or authorization for disbursement from IT systems of (a) \$10 million per year or greater, or (b) lesser amounts if the activities of the individual are not subject to technical review by higher authority to ensure the integrity of the system.

(e) Assignments associated with or directly involving accounting, disbursement, obligation, lease, sale, and records maintenance of tribal and individual Indian trust resources, including serving as conservator or in a position of similar responsibility to individuals and preparation and approval of data, proprietary and otherwise, that does not necessarily involve personal access but could realize significant personal gain.

(f) Major responsibility for direction, planning, design, testing, maintenance, operation, monitoring, and/or management of IT systems hardware and software.

(g) Access to a system during the operation or maintenance in such a way to permit high risk for causing grave damage or realizing a significant personal gain.

(2) Moderate Risk IT Positions include positions with the potential for moderate to serious impact involving duties of considerable importance to the bureau/office mission and/or with significant program responsibilities that affect large portions of an IT system. Positions

assigned the following or comparable duties and responsibilities should be considered Moderate Risk for IT purposes.

(a) Access to or processing of proprietary data, data covered by the Privacy Act of 1974, and Government developed privileged information and data involving the award of contracts.

(b) Computer systems design, operation, testing maintenance and/or monitoring that is technically reviewed by a higher authority.

(c) Accounting, disbursement, or authorization for disbursement from computer systems, of amounts less than \$10 million per year.

(d) Other positions that involve a degree of access or system responsibility that creates a significant potential for damage or personal gain less than that in High Risk positions.

(3) Low Risk IT Criteria: Positions with the potential for impact involving duties of limited relation to the bureau/office mission through the use of IT systems. This includes all positions that have advanced rights access to IT systems but do not meet the criteria in the Moderate or High Risk level as described above.

Illustration 3

DEPARTMENT OF THE INTERIOR POSITION DESIGNATION RECORD	
BUREAU/OFFICE: _____ PROGRAM: _____	
POSITION TITLE: _____	
POSITION DESCRIPTION # : _____	
I. PROGRAM DESIGNATION (PLACEMENT):	
Impact on efficiency of Federal service:.....	_____
(Major, Substantial, Moderate, Limited)	
Scope of Operations:.....	_____
(Worldwide, Government wide, Multi-Agency, Agency)	
Overall Program Placement:.....	_____
(Major, Substantial, Moderate, Limited)	
II. POSITION RISK POINTS (PLACEMENT):	<u>Risk Points</u>
<u>Risk Factors</u>	
a. Degree of Public Trust (7-1):.....	_____
b. Fiduciary Responsibility (7-1):.....	_____
c. Importance to Program (7-1):.....	_____
d. Program Authority (7-1):.....	_____
e. Supervision Received (7-1):.....	_____
TOTAL POINTS:.....	_____
III. POSITION DESIGNATION (INITIAL RISK PLACEMENT):	_____
(High Risk, Moderate Risk or Low Risk; & Minimum Required Investigation)	
IV. ADJUSTMENTS & COMMENTS:	_____
(Include national security and computer/AIS {ADP-C / FISMA} and consistency, uniformity & uniqueness criteria):	
	ADP: _C N
V. FINAL POSITION PLACEMENT:	_____
(Sensitivity SS/CS/NCS, access level SCI/Top Secret/Secret - or - Risk level HR/MR-HP/ MR-LP/LR; & Final Minimum Required Investigation)	_____

Signature of Supervisor/Official over position	Signature of Agency HR/Personnel Designator
Printed Name of Supervisor/Official	Printed Name of Agency Designator
	Date
	Telephone Number

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