



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative
Services Division

Federal Investigations Notice

Notice No. 09-03

Date: January 5, 2009

SUBJECT: New Position Designation System and Automated Tool

On November 25, 2008, OPM's Acting Director Michael W. Hager signed a memorandum to the heads of agencies and departments introducing a new Position Designation System (PDS) and Automated Tool for designating National Security and Public Trust positions. The position designation process is used to determine the appropriate level of investigation for positions covered by title 5, Code of Federal Regulations, parts 731 and 732. The new PDS was designed to simplify position designation and provide an automated method for making these determinations. The November 25, 2008, memorandum and its attachments replace all prior OPM guidance on position designation. Agencies may start using the new PDS and Automated Tool immediately. Position designations under the previous position designation system may be grandfathered and no re-designation using the new PDS or Automated Tool is necessary unless agencies choose to do so.

The November 25, 2008, memorandum included a list of questions and answers about the new PDS and Automated Tool. In addition, OPM's Federal Investigative Services Division (FISD) is working on additional resource material and updating materials agencies may use to train their employees. Agencies must ensure their employees receive sufficient training to be proficient at the task of position designation. To assist you, the November 25, 2008, memorandum includes a hardcopy version of the Automated Tool. A thorough familiarity with the various descriptions of duties that may impact on the final position designation, as outlined in the hardcopy version of the Automated Tool, will ensure accuracy and consistency when the Automated Tool is used.

The new PDS and the Automated Tool are For Official Use Only and have been added to OPM's Secure Portal. Access to this information was granted to designated agency security office contacts for further dissemination to personnel within their agencies charged with position designation. If you are responsible for position designation, and have not yet received the new PDS and Automated Tool, please contact your agency's security office to obtain copies.

If you need additional information or assistance, please contact FISD's Agency Liaison Group (ALG) at (703) 603-0442.

A handwritten signature in cursive script, reading "Kathy Dillaman".

Kathy L. Dillaman
Associate Director
Federal Investigative Services Division

Inquiries: **OPM-FISD-ALG, (703) 603-0442**
Code: **Executive Orders 10450 and 12968; 5 CFR Parts 731 and 732**
Distribution: **SOIs/SONs**
Notice Expires: **Until superseded**