

## Position Designation Questionnaire

Position Title	
Position Location	
Series/Grade	
Manager/Supervisor Contact (phone/email)	
Employee Name	
PD Number	

**Instructions:** As someone intimately familiar with USGS needs and the expectations in your workgroup, your input is essential to determining the appropriate risk designation and investigation requirements for the above referenced position. Please provide responses to the following questions. If you have any questions regarding terms and definitions in this form, please contact your servicing [HR Specialist](#) or use the glossary available at: [https://www.opm.gov/investigations/background-investigations/position-designation-tool/pdt/home/glossary#national\\_security](https://www.opm.gov/investigations/background-investigations/position-designation-tool/pdt/home/glossary#national_security)

**Section 1-National Security Duties: Does the position:**

1. Require access or eligibility for access to classified information?                      Yes              No
2. Involve protecting or controlling access to restricted facilities or information systems (duties exceed basic PIV card vetting)?                      Yes              No
3. Control, maintain custody of, safeguard, or dispose of hazardous materials or explosives (including [biological select agents](#))?                      Yes              No
4. Investigate issues related to national security, suitability determinations, or identity credentialing (this includes conducting background investigations for credentialing, but not handing out ID cards)                      Yes              No
5. Involve policy making or policy determining responsibilities related to national security or the protection of the general health of the public?                      Yes              No
6. Involve other duties that could affect the security of the nation (e.g., foreign relations, foreign aggression, terrorism)?  
Yes              No

**If you answered yes to any of the questions in section 1-National Security Duties, please provide details:**

**If you answered yes to any of the questions in section 1-National Security Duties, please answer the following:**

What is the potential impact of the position (through either malfeasance or negligence)?                      Inestimable Damage?  
Exceptionally Grave Damage?              Significant or Serious Damage?              No Adverse Effect?

**Section 2 – Public Trust Duties: Does the position:**

1. Involve duties related to government operations such as rulemaking, policy making or major program responsibility (such as management of a program with a Congressional mandate or a budget line item)?                      Yes              No

2. Involve regulation, enforcement, and/or protection of public safety (such as enforcement of environmental safety laws or regulation of hazard mitigation measures)?      Yes      No

3. Involve protection of government funds (obligation or control of funds and financial records, developing statements of work...) for non-national security purposes?      Yes      No

If yes, are funds involved:      in excess of \$50 million annually      more than \$10 million but less than \$50 million

more than \$2 million but less than \$10 million      less than \$2 million

4. Handle or transport hazardous materials (such as chemical or industrial waste)?      Yes      No

5. Physical security of facilities not covered under national security, such as IT systems/servers (not individual workstations), or controlled access to firearms, ammunition, or explosives?      Yes      No

6. Protect government IT systems (with authority to bypass significant technical and operational security controls)?  
Yes      No

7. Conduct (non-criminal) investigations, administrative reviews, oversight, or audit of government personnel, programs, or activities?      Yes      No

8. Provide government service delivery or public liaison duties (with some authority beyond general information) involving direct contact with the public on a regular basis?      Yes      No

9. Perform other duties demanding a degree of public trust (with potential to damage the integrity of the service)?  
Yes      No

**If you answered yes to any of the questions in section 2- Public Trust Duties, please provide details:**

**If you answered yes to any of the questions in Section 2- Public Trust Duties, please respond to the**

**following:** Potential harm to the public trust in the integrity and efficiency of the service?

Inestimable      Severe      Moderate      Limited

Scope of Operations:      Worldwide or government-wide impact      Multi-agency impact (beyond DOI)  
Agency impact (within DOI or USGS)

Level of supervision or of programmatic controls (including built in review levels and systemic controls)  
Limited or no supervision      Periodic, ongoing review      Close, technical supervision

Please sign this form and return it to your servicing HR Office

Signature

Date