

**GENERAL SERVICES ADMINISTRATION
DETERMINATION OF POSITION SENSITIVITY**

INSTRUCTIONS - This form is to be used when creating a position description or multiposition description, or when changing sensitivity on an existing position description or multiposition description. (Refer to ADM P 9732.1B, App.A. Personnel Security Handbook.)

POSITION CLASSIFICATION TITLE AND SERIES	POSITION DESCRIPTION NUMBER(S)
--	--------------------------------

PART A. DESIGNATION PROCESS

GSA PROGRAM	LOCATION (Office title)
-------------	-------------------------

STEP 1	IMPACT DESCRIPTION (a)	SCOPE DESCRIPTION (b)	PROGRAM PLACEMENT LEVEL (c)
PROGRAM PLACEMENT DESCRIPTION CONVERSION			

DETERMINE PLACEMENT OF POSITION

STEP 2	DEGREE OF PUBLIC TRUST (a)	FIDUCIARY RESPONSIBILITY (b)	IMPORTANCE TO PROGRAM (c)	PROGRAM AUTHORITY (d)	SUPERVISION RECEIVED (e)	TOTAL
RISK FACTORS						

POSITION PLACEMENT DESIGNATION

STEP 3	PROGRAM PLACEMENT (Same as STEP 1(c)) (a)	POSITION RISK POINTS (Same as STEP 2(f)) (b)	POSITION PLACEMENT (c)
POSITION PLACEMENT DESIGNATION			

FINAL ADJUSTMENT FACTORS

STEP 4	POSITION PLACEMENT (Same as STEP 3(c)) (a)	ADJUSTMENT FACTORS (b)	STATE IF SENSITIVITY WAS UPGRADED, DOWNGRADED, OR NO CHANGE TO STEP 4(a) (c)
POSITION SENSITIVITY LEVEL			

REMARKS

DESIGNATION

POSITION SENSITIVITY IS 4 SPECIAL-SENSITIVE 2 NONCRITICAL-SENSITIVE
 3 CRITICAL-SENSITIVE 1 NONSENSITIVE

AGENCY DESIGNATOR AND TITLE

DATE

PART B. SECURITY APPROVAL

GSA SECURITY OFFICER OR DESIGNEE

DATE