



**U.S. DEPARTMENT OF COMMERCE  
MANUAL OF SECURITY  
POLICIES AND PROCEDURES**

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## **Appendix B Position Designation**

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### **B.1 POSITION DESIGNATION REQUIREMENTS**

Proper position risk and sensitivity designations are the foundation of effective and consistent suitability and security programs. Position designations determine the type and level of investigation required for proper screening of an individual for each Department of Commerce position. Additionally, as the level of authority and responsibility of a position becomes greater, character and conduct become more significant in deciding whether employment or continued employment would protect the integrity and promote the efficiency of the Federal service.

All positions in the Department of Commerce must have a risk designation based on the duties and responsibilities and in accordance with the specific criteria outlined in DAO 202-731, Suitability Handbook.

In addition, positions with national security duties and responsibilities must have a sensitivity level designation. Proper risk and sensitivity position designations ensure that investigative screening of employees is performed in compliance with 5 CFR 731, 732, 736, Executive Order 10450, and Executive Order 12968. Investigations for positions without national security access are conducted to promote the efficiency and integrity of the Federal service. Investigations for national security access positions are conducted to protect the national security.

The Department of Commerce must maintain a Position Designation Record for each and every position in the Department. These records are maintained by the servicing human resources management offices. Servicing security offices also should maintain records of positions designated for national security access in the operating units or offices they support. The following chart provides the position designation codes for risk and sensitivity along with the impact on the integrity of the Federal service and the national security.

Although a risk assessment must be prepared for all positions, regardless of sensitivity, the position is coded in accordance with its highest designation. For national security positions, the code will reflect the sensitivity designation. If the national security designation is rescinded, the position reverts to the risk designation coding.



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**B.2 POSITION DESIGNATION CODES**

<b>POSITION DESIGNATION</b>	<b>IMPACT ON FEDERAL SERVICE OR NATIONAL SECURITY</b>
<b>4 Special-Sensitive (SS) or 4C Special-Sensitive ADP</b>	Potential for inestimable damage to the national security. Used for positions that the head of an operating unit designates at a level higher than Critical-Sensitive due to special requirements for access to Sensitive Compartmented Information (SCI) or other intelligence-related Special Sensitive information.
<b>3 Critical-Sensitive (CS) or 3C Critical-Sensitive ADP</b>	Potential for exceptionally grave damage to the national security. These positions may include access up to, and including, Top Secret defense information; development or approval of war plans, plans or particulars of future or 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; or other positions related to national security, regardless of duties, that require the same degree of trust.
<b>2 Noncritical-Sensitive (NCS) or 2C Noncritical-Sensitive ADP</b>	Potential for serious damage to the national security. These positions involve either access to Secret or Confidential national security information or materials or to duties that may adversely affect, directly or indirectly, the national security operations of the Department.
<b>6 High Risk (HR) or 6C High Risk (ADP )</b>	Potential for exceptionally serious impact involving duties especially critical to the Department or a program mission with broad scope of policy or program authority.
<b>5 Moderate Risk (MR) or 5C Moderate Risk ADP</b>	Potential for moderate to serious impact involving duties of considerable importance to the Department or program mission with significant program responsibilities and delivery of customer services to the public.
<b>1 Low Risk (LR) or 1C Low Risk ADP</b>	Positions involve duties that have a low or limited impact on the Department's mission or on the efficiency of the service.