



**Subject:** Position Designation Tool (PDT)

**NBIS Release Notice:** 01-19

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On behalf of the Director of the DCSA Defense Vetting Directorate Patricia Stokes and the NBIS Program Executive Officer Terry Carpenter, we are pleased to announce the release of an upgraded version of the Position Designation Tool (PDT). It is available as part of the incremental product releases of the National Background Investigation Services (NBIS). The upgraded PDT has the same steps and functionality as the current PDT, but with the following new benefits:

- Designed for seamless integration with current and future NBIS services
- Developed using a more agile approach to capturing and delivering PDT change requests
- Provides a drop-down containing Agency Names on the first step
- Prepares a portable document format (PDF) summary of the designation for saving and placing with the master position description
- Styling makes the text on the page easier to read

To access the new PDT, please visit <https://pdt.nbis.mil/> or <https://www.opm.gov/suitability/suitability-executive-agent/position-designation-tool/>.

For a brief overview of the new tool please view this short informational webinar at: [https://youtu.be/LCrT\\_C\\_Olwg](https://youtu.be/LCrT_C_Olwg)

The user manual is available at <https://www.opm.gov/suitability/suitability-executive-agent/position-designation-tool/>.

Please contact your NBIB Agency Liaison at 724-794-5612 with any questions.

Additional Information:

The Department of Defense is responsible for building NBIS, which will eventually replace the currently used investigative systems hosted by the U.S. Office of Personnel Management.

The PDT provides users with a systematic, dependable, and uniform way of making position designations that accurately evaluate and assess the appropriate investigative requirement for a National Security and Public Trust position.

The PDT enables agencies to use duties and responsibilities of a position to assess the potential damage to the public's trust and national security resulting from any possible misconduct of an



individual occupying the position. The combination of a position's risk to public trust and national security sensitivity determine the appropriate level of investigation for a position.

To help government employees assess the risk and sensitivity level of a position in accordance with 5 Code of Federal Regulations, parts 731 and 1400, the tool automates the calculations necessary for designating a position as outlined in the Position Designation System promulgated by the Suitability and Credentialing Executive Agent and the Security Executive Agent.

Note: The NBIS platform supports the current version and the previous two major versions of following web browsers: Internet Explorer, Edge, Chrome, Mozilla/Firefox and Safari.

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**Release date:** July 16, 2019

**Expires:** When superseded

**For more information contact:** Agency Liaison at 724-794-5612