



**U.S. Department of Agriculture  
Personnel Security Bulletin #11-02  
Subject: Updated Position Designation Automated Tool**

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**Subject:** The Office of Personnel Management (OPM) has updated the Position Designation Automated Tool (PDT) located in the Secure Portal.

**Date Issued:** October 25, 2010

**Effective Date:** October 25, 2010

**Scope and Effect:** This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program

**Supersession:** None

**Background:** Proper position designation is the foundation of an effective and consistent suitability and personnel security program. The process determines, through the evaluation of National Security and suitability requirements, what type of investigation is required and how closely an applicant or incumbent is screened for a position.

In order to ensure a systematic, dependable, and uniform way of making position designations, OPM provides the hard-copy [Position Designation System \(PDS\)](#) and the [Position Designation Automated Tool \(PDT\)](#) for those individuals within agencies charged with position designation responsibilities. For a brief overview of PDS and PDT origins, and the relationship of position designation to reform efforts, please see OPM Federal Investigations Notice <http://www.opm.gov/investigate/fins/2010/fin10-06.pdf>.

**New Procedure:** To support the transition to the new Fiscal Year (FY) 2011 product line, OPM has updated the PDT.

The updated tool reflects changes made to the OPM FY11 product line. It aligns position sensitivity and risk with the correct form and investigation type for that position. The PDT is now Web-based; it no longer needs to be downloaded in order to use.

The PDT can be found on OPM's Federal Investigative Services website at:  
<http://www.opm.gov/investigate/resources/position/index.asp>  
[X](#)

If you are currently using any of the OPM products that are no longer offered (LBI, PT-SBI and PRIR), OPM is recommending that you use the PDT to ensure that the correct case type is requested in the future.

**Effective immediately, prior versions of the PDT should no longer be used.**

Further Information: Please contact the Personnel and Document Security Division at (202) 720-7373.

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