

POSITION DESIGNATION SYSTEM AND AUTOMATED TOOL

1. On November 25, 2008, the Office of Personnel Management (OPM) introduced a new Position Designation System and Automated Tool (PDAT) for designating National Security and Public Trust positions. This system replaces the current process for position risk and sensitivity level designation. The position designation process is used to determine the appropriate level of investigation for positions covered by Title 5, Code of Federal Regulations, parts 731, Suitability, and 732, National Security Positions. This new system will also be used for Contracting Officers and Contracting Officer Technical Representative when they are designating contracts at appropriate levels. The PDAT was designed to simplify position designation and provide an automated method for making these determinations.
2. VA Directive and Handbook 0710, Personnel Suitability and Security, is being revised to reflect these changes. Distribution of the PDAT will be limited to VA personnel who have the responsibility and authority for position designation.
3. The PDAT will create a Position Designation Record (PDR), which will replace VA Form 2280, Position Risk and Sensitivity Level Designation, and VA Form 2280a, Contractor Position Risk and Sensitivity Level Designation.
4. The PDAT will be disseminated to those who require it due to their personnel security and or suitability related duties and/or those charged with position designation duties. Questions may be directed to Ms. Mari Hughes at 501-257-4114.
5. RESCISSION. This notice is rescinded September 13, 2009; however, the guidance contained within this notice will remain in effect until issued through VA Directive and Handbook 0710.

CERTIFIED BY:

/s/
Stephen W. Warren
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for Information and Technology

**BY DIRECTION OF THE SECRETARY OF
VETERANS AFFAIRS**

/s/
Kevin T. Hanretta
Acting Assistant Secretary for
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