

Position Sensitivity Worksheet

The purpose of this worksheet is to determine the position sensitivity level that is required for NIH positions that are subject to the NIH Access Policy. Supervisors are required to complete this worksheet for every position they supervise before the position is advertised or filled. For contractor positions, the person requesting the position (i.e., the Project Officer) is required to complete the worksheet when preparing a request or modification for contractor support. The worksheet should be kept on file in the IC. See the worksheet instructions for more details.

Position Title / Function	1 Enter the position title / function here. ▼			
Use Table 1 in the instructions to find the most accurate function and sensitivity level for the position title.	2 Enter the position sensitivity level here, e.g., Level 1 .	▶		

Exception Factors	3 Factors that require a minimum position sensitivity level of Level 5B			
Check all the boxes that apply If you have any questions, please call the ORS DPSAC Personnel Security Office at 301-402-9755.	3a	<input type="checkbox"/> Unrestricted access to building areas designated by ORS as Level 5		
	3b	<input type="checkbox"/> Performs Simplified Acquisition Certification (Level 1) or higher procurement duties		
	3c	<input type="checkbox"/> Manipulates data (e.g., contract or budget data) involving \$10M or more in automated systems		
	3d	<input type="checkbox"/> Has approval authority for actions committing the government to a course of action involving financial and/or privacy act data (e.g., travel orders, personnel actions)		
	3e	<input type="checkbox"/> Files Public Financial Disclosure Report (SF-278)		
	3f	<input type="checkbox"/> Senior Executive Service (SES) Position (FTEs only)		
	3g	<input type="checkbox"/> Biosafety Level 3 (BSL-3) Worker		
	3h	<input type="checkbox"/> Office of Research Facilities Biocontainment group		
	3i	<input type="checkbox"/> Office of Research Facilities Biocontainment management		
	4 Factors that require a minimum position sensitivity level of Level 2			
4a <input type="checkbox"/> Assigned to work with Select Agents and Toxins				
4b <input type="checkbox"/> Access to NIH areas containing Select Agents and Toxins				
4c <input type="checkbox"/> Access to NIH areas associated with the containment of Select Agents and Toxins				
5 <input type="checkbox"/> Works with children (Note: This does not affect the sensitivity level of the position.)				

Calculate the Minimum Position Sensitivity Level	6 Copy the sensitivity level from line 2 here.	▶		
	7 If any box in line 3 is checked, enter Level 5B here.	▶		
	8 If any box in line 4 is checked, enter Level 2 here.	▶		
	9 Using the table to the left, compare rows 6, 7, and 8, and enter the highest sensitivity level here. This represents the minimum sensitivity level of the position.	▶		

Sensitivity Levels	
Lowest	Level 1
	Level 5B
	Level 5C
	Level 6
	Level 2
	Level 3
Highest	Level 4

Elevate the Position Sensitivity Level	10 If necessary, enter an elevated position sensitivity level here.	▶		
IC Optional	11 Reason for elevated position sensitivity: ▼			

Contractor Information	12 Enter the number of contractor positions here.	▶		
For contractor positions only	13 Enter "New Solicitation" here if the contract has not yet been awarded. For existing contracts, enter the task order and/or contract number here. ▼			

Organization Information	14 NIH organization name or abbreviation ▼			
	15 Name of supervisor (FTEs and non-FTEs) or Project Officer (contractors) - (Last, First) ▼			
Supervisors must be FTEs	16 Name of Administrative Officer - (Last, First) ▼			

Signatures	Supervisor (FTEs and non-FTEs) or Project Officer (contractors only) ▼	Date ▼
	HR Specialist (FTEs only) ▼	Date ▼
	Administrative Office (all position types) ▼	Date ▼