

## Position Sensitivity Worksheet Instructions (For Form NIH 2866)

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<b>Purpose of the worksheet</b>	The purpose of the Position Sensitivity Worksheet is to determine the position sensitivity that is required for a particular NIH position.
<b>Who should use the worksheet?</b>	<p>Supervisors are required to complete this worksheet for every position they supervise. The worksheet must be completed before the position is advertised or filled.</p> <p>For contract positions, the person requesting the position (i.e., the Project Officer) is required to complete the worksheet when preparing a request or modification for contract support.</p>
<b>When is the worksheet required?</b>	<p>This worksheet is required for all positions with appointments of more than six months. This includes all FTE, non-FTE, and contractor positions.</p> <p>This worksheet is also required for all positions with appointments of less than six months if the position DOES include any of the "Exception Factors" listed on the worksheet. This includes all FTE, non-FTE, and contractor positions.</p> <p>Please see the NIH Access Policy for more information.</p> <p>NOTE: All Commissioned Corps officers will be handled separately by the Commissioned Corps office. The Commissioned Corps officers will not be handled by HR, the program offices, or administrative offices for background investigations.</p>
<b>When is the worksheet NOT required?</b>	<p>The Position Sensitivity Worksheet should <b>NOT</b> be used for positions with appointments of less than six months if the position DOES NOT include any of the "Exception Factors" listed on the worksheet. If any of the Exception Factors are applicable, a worksheet must be completed.</p> <p>Please see the NIH Access Policy for more information.</p>
<b>What needs to be done with the signed worksheet?</b>	A copy of the signed Position Sensitivity Worksheet should be kept on file locally, e.g., in the personnel or contract file. The reason for retaining the form is to answer questions about how the sensitivity level of a particular position was determined.

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**Position Title /  
Function****Line 1****Position Title / Function**

Use Table 1 to select the position title that most closely reflects the functions of the position. Note: An IC has the option to raise the sensitivity level in Line 12.

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**Line 2****Position Sensitivity Level**

Using Table 1, enter the position sensitivity level that is associated with the selected position title/function.

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**Exception Factors****Line 3****Line 4****Line 5****Exception Factors that can increase the minimum sensitivity level of the position**

Most of the position titles/functions in Table 1 have a position sensitivity level of 1. However, some positions have other duties or characteristics that require a higher position sensitivity level. Select all factors that apply.

*If you have any questions,  
please call the ORS DPSAC  
Personnel Security Office at 301-  
402-9755.*

**Notes:**

A Select Agent or Toxin is considered any biological agent listed on the current HHS/USDA Select Agent and Toxin List.

The following exception factors establish a minimum position sensitivity of Level 2.

*Line 4a* – Check box if employee will handle Select Agent or Toxin OR if employee will handle any animal exposed to a Select Agent or Toxin OR if employee will handle any tissues, waste, or material associated with an animal exposed to Select Agent or Toxins. This could include (but is not limited to) staff in the following positions/functions:

- Principal Investigators
- Research Technicians
- Veterinarians
- Veterinary Technicians
- Animal Caretakers
- Cage Washers

*Line 4b* – Check box if employee requires unsupervised entry into laboratories, storage areas, or animal care facilities that contain a Select Agent or Toxin. This could include (but is not limited to) staff in the following positions/functions:

- Safety Specialists
- NIH Pest Management

*Line 4c* – Check box if employee requires unsupervised entry into interstitial spaces or other areas associated with the containment of a Select Agent or Toxin. This could include (but is not limited to) staff in the following positions/functions:

- Building Engineers
- Biocontainment Specialists

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Line 5 -Works with children—does not affect the position sensitivity level. It is important information, however, and must be indicated for those positions that will work with children.

**Note:** ORS has determined that all Clinical Fellows shall be coded as ‘working with children’. If you enter “Clinical Fellow” in Line 1, you must also check the box in Line 5.

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### Calculate the Minimum Position Sensitivity Level

- Line 6 Minimum sensitivity level of the position**  
Copy the position sensitivity level from line 2.
- Line 7 Minimum sensitivity level for positions affected by the exception factors listed in line 3**  
The exception factors in line 3 require a minimum position sensitivity level of 5B. If any box in lines 3a – 3j, enter **Level 5B** in line 7.
- Line 8 Minimum sensitivity level for positions affected by the exception factors listed in line 4**  
The exception factors in line 4 require a minimum position sensitivity level of 2. If any box in lines 4a – 4c, enter **Level 2** in line 8.
- Line 9 Minimum position sensitivity level**  
Compare lines 6, 7, and 8, and enter the highest position sensitivity level in line 9.

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

**Note:** The Position Sensitivity Level 5A and its associated investigation—the National Agency Check with Inquiries and Credit Check (NACI-C)—is no longer in use at the Department of Health and Human Services (HHS). The minimum position sensitivity level for Public Trust positions is Level 5B.

### Elevate the Position Sensitivity Level

- Line 10 Elevated position sensitivity level**  
ICs have the option to raise the position sensitivity level to a higher level. Enter the raised position sensitivity level in line 12.
- Line 11 Reason for elevated position sensitivity level**  
If an elevated position sensitivity level is entered in line 12, explain why in line 13.

### Contractor Information

For contractor positions only

- Line 12 Number of contractor positions**  
For contractor positions only, enter the number of contractor positions in line 12. Note that a separate worksheet is required for each position that is different.
- For example, there are four nurses positions requested on a contract. Of these four, two of the positions will work with children and the other two have no exception factors associated with them. You must fill out two worksheets. You will enter the same position title/function in line 1 for both worksheets, and you will enter the number 2 entered in line 12 of both worksheets. However, on one sheet you will check the box on line 5 to indicate the position works with children and on the other worksheet you will not check the boxes of any of the exception factors.
- Line 13 Task Order and/or Contract Number**  
For contract positions only, enter “New solicitation” if the contract has not yet been awarded. If the contract has been awarded, enter the task order and/or contract number in line 15.

### Organization Information

- Line 14 NIH Organization Name**  
Enter the name of the organization in which the position will work.

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Abbreviations are permitted. For example, NHLBI LB

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**Line 15 Supervisor or Project Officer Name**

Enter the name of the supervisor of the Project Officer (for contractors). Note that a Project Officer is not actually permitted to supervise contractor positions but is included here to represent the person responsible for the position, not the person who occupies the position.

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**Line 16 Administrative Officer Name**

Enter the name of the administrative officer (AO).

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**Signatures**

Position type	Signatures required by
FTEs	Supervisor, HR Specialist, and AO
Non-FTEs	Supervisor and AO
Contractors	Project Officer and AO

## **Position Sensitivity Worksheet Instructions (For Form NIH 2866)**

### **Answers to Frequently Asked Questions about the position sensitivity worksheet**

#### **Who came up with the worksheet and why?**

The worksheet was developed by the Personnel Security Committee, a group charged by the NIH Deputy Director for Management to devise a standard way to determine the level of risk associated with position titles and/or functions. The position sensitivity levels and exception factors are used by the ORS Division of Physical Security and Access Control (DPSAC) to determine the type of background investigation that must be conducted for anyone who occupies the position. For more information about position sensitivity levels, see the DPSAC web site at <http://www.idbadge.nih.gov/background/security.asp>. For more information about background investigations see <http://www.idbadge.nih.gov/background/index.asp>. For cost information about the different background investigations see <http://www.idbadge.nih.gov/background/pricing.asp>.

#### **Where did the list of position titles and functions come from?**

Subject Matter Experts from across NIH were included in the process of developing the list of positions. If you have any questions, please contact the ORS DPSAC Personnel Security Office at 301-402-9755.

#### **Who came up with the position sensitivity levels that are associated with these positions/functions?**

Representatives from the extramural and intramural AO community, EOs, CC, CIT, ORS/ORF and other organizational components participated in devising the list of position titles and function, and determining position sensitivity levels that were based on HHS Personnel Security and NIH requirements.

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**Table 1:** Find the most accurate position title or function (*for line 1 of form*) and the corresponding sensitivity level (*for line 2 of form*).

<u>Position Title / Function</u>	<u>Sensitivity Level</u>	<u>Position Title / Function</u>	<u>Sensitivity Level</u>
Accountant .....	5B	Deputy Directors, NIH .....	3/4
Accounting Technician .....	1	Dept. Head/Office Chief/Deputy Chief/Section Chief/Nurse Manager, CC.....	5B
Acquisitions Professional.....	5B	Deputy Division Director, IC .....	5B
Acquisitions Support Staff .....	1	Deputy Division Director, NIH .....	6
Adjunct Investigator .....	1	Deputy Scientific Director .....	5B
Administrative Assistant / Technician / Clerk.....	1	Dietitian, Registered.....	1
Administrative / Business Specialist; Program/Management Analyst.....	1	Director, CIT.....	3
Administrative / Office Support (Customer Support, Support Services Specialist, etc) .....	1	Director, IC .....	6
Administrative Officer (any grade) .....	5B	Director, NIH .....	4
Animal Facility Operations & Management staff.....	1	Division Director, IC .....	5B
Associate / Assistant Director (at the IC or major division level).....	5B	Division Director, NIH.....	6
Associate Director, ORS and ORFDO (SES position).....	5B	EEO and Diversity Management Staff (professional and support).....	5B
Attorney, Office of General Counsel.....	5B	Emergency Dispatcher .....	5B
Auditor .....	5B	Ethics staff (professional and support) .....	5B
Biologist .....	1	Executive Officer .....	5B
Branch Chief .....	5B	Executive Secretariat Staff.....	1
Budget (and Accounting) Analyst, Financial Management Analyst.....	5B	Facility Operations & Maintenance staff .....	1
Chemist .....	1	Facility Planning & Management staff .....	1
CC Senior Management (e.g., COO, CFO, Chief, NPCCS, Deputy, Associate & Assistant Directors) .....	5B	Financial Mgmt Office Support Staff (Budget Tech, Office Automation Clerk) .....	1
CIO, NIH.....	4	Fellow (Visiting Fellow; IRTA; pre-doc VF/IRTA; post-bacc IRTA technical IRTA; student IRTA).....	1
CIO, IC .....	5C	Financial Mgmt Office Professional Staff (Budget Analyst / Officer) .....	5B
CISO, NIH .....	4	Firefighter, NIH.....	5B
Clinical Director, IC.....	5B	Freedom of Information Act (FOIA) Office Support Staff.....	1
Clinical Fellow .....	1	Freedom of Information Act (FOIA) Office Professional Staff.....	5B
Committee Management Professional staff.....	5B	Grants Management Support Staff (Grants Mgmt Assts).....	1
Committee Management Support staff.....	1	Grants Management Professional Staff (Grants Mgmt Officer / Admin / Specialists).....	5B
Communications and Public Liaison Professional Staff.....	1	Health & Safety Compliance and Evaluation professional staff .....	1
Contracting Office Support Staff (Procurement Tech).....	1	Health Science Program/Review Officer .....	5B
Contracting Office Professional Staff (Procurement Analyst, Contract Specialist, etc.).....	5B	Hospital Support (e.g., housekeeper, food service worker) .....	1
DEAS Staff -- Management (non-IT staff).....	1	HR Liaison Staff .....	5B
DEAS Staff -- Non-management (non-IT staff).....	1	Human Resources Management Staff (professional and support).....	5B
Dental Hygienist .....	1	Immediate OD and EO office staff above GS-13.....	5B
Deputy CIO, NIH .....	4	Immigration Specialist .....	5B
Deputy Director, IC.....	5B	Infection Control Consultant.....	1
Deputy Director, CIT.....	3		

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<u>Position Title / Function</u>	<u>Sensitivity Level</u>
Information Office Staff (e.g., Writer, Public Affairs Spec., Tech Info Spec., Librarian/Asst., Editorial Asst., Educator) .....	1
Intramural Programs Management Staff.....	1
Investigator.....	1
ISSO and other IT Security Staff, IC.....	5C
IT Developer, SysAdmin, or DBA with read/write access to a system whose users have a sensitivity Level 5B or higher....	5C
IT Developer, SysAdmin, or DBA who have read/write access to a system used by another agency.....	5C
IT Developer, SysAdmin, or DBA with read/write access to a system whose users have a sensitivity Level 1 .....	5B
IT Developer, SysAdmin, or DBA with read access to a system whose users have a sensitivity Level .....	1
IT Developer, SysAdmin, or DBA with access to a system whose users have no sensitivity level assigned .....	1
IT Staff who perform IT-related work such as IT policy, desktop support, help desk, business process analysis.....	1
Lab Chief.....	5B
Lab Technical Support .....	1
Legislative Staff.....	5B
Librarian / Library Assistant / Library Support Staff .....	1
Management Analyst/Program Analyst / Program Specialist ..	1
Management Intern and Fellow .....	1
Microbiologist .....	1
NRSA Payback Specialist .....	5B
Nurse / Nurse Practitioner/Nurse Anesthetist.....	1
Occupational Therapist .....	1
Ombudsman Staff, OD .....	1
Other administrative (e.g., Lab Manager).....	1
Other CC Credentialed Clinical Staff .....	1
Patient Care Coordinator.....	1
Perfusionist.....	1
Pharmacist .....	1
Phlebotomist.....	1
Physical Therapist / Assistant.....	1
Physician Assistant .....	1
Police, NIH .....	6
Policy and/or Program Coordination Staff Affecting Parties Outside NIH -- Supervisors and Office Directors/Chiefs .....	5B
Policy and/or Program Coordination Affecting Parties Outside NIH-non-supervisory staff.....	1
Policy and/or Program Coordination Affecting NIH Staff and/or Internal NIH Operations .....	1
Privacy Office Professional Staff.....	5B

<u>Position Title / Function</u>	<u>Sensitivity Level</u>
Program and Employee Services professional staff, NIH.....	1
Program Coordinator.....	5B
Program Specialist.....	5B
Property Management.....	1
Purchasing Agent.....	5B
Recreation Therapy Specialist .....	1
Regulatory Affairs Office Staff .....	5B
Research Fellow .....	1
Respiratory Care Practitioner .....	1
Safety Specialist.....	5B
Science Policy Analyst .....	5B
Science Policy Leader.....	5B
Science Program Analyst.....	5B
Science Program Leader .....	5B
Scientific Director .....	5B
Scientific Executive .....	5B
Scientific Extramural Program Professional Staff (do not administer/manage contracts or grants).....	1
Scientific Policy Office Staff (Planning Officer, Program Advisor, Policy Analyst, Legislative staff) .....	1
Scientific Review & Health Scientist Administrator (administer/manage contracts or grants).....	5B
Secretary/Program Assistant / Office Manager .....	1
Security & Emergency Management and Coordination Staff ..	5B
Security Guard .....	5B
Senior Investigator .....	1
Senior Research Assistant/Research Assistant .....	1
Senior Scientific Officer.....	5B
Senior Scientist/Senior Clinician .....	1
Social Worker.....	1
Speech Language Pathologist .....	1
Staff Scientist .....	1
Staff Clinician .....	1
Student with appointments > 6 months duration .....	1
Technician (e.g., Anesthesia, Ophthalmic, EEG, EKG, EMG, Pharmacy).....	1
Technologist (e.g., Cytology, Diagnostic Radiology, Nuclear Medicine, Surgical, Transfusion Medicine).....	1
Technology Transfer Professional Staff .....	5B
Technology Transfer Support Staff .....	1
Vocational Rehab Counselor .....	1