

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. 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 5a				
Check all the boxes that apply	3a <input type="checkbox"/> Unrestricted access to building areas designated by ORS as Level 5				
	3b <input type="checkbox"/> Unrestricted access to irradiator				
	3c <input type="checkbox"/> Performs Simplified Acquisition Certification (Level 1) or higher procurement duties				
	3d <input type="checkbox"/> Manipulates data (e.g., contract or budget data) involving \$10M or more in automated systems				
	3e <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, NED actions)				
	3f <input type="checkbox"/> Files Public Financial Disclosure Report (SF-278)				
	3g <input type="checkbox"/> Senior Executive Service (SES) Position (FTEs only)				
	3h <input type="checkbox"/> Biosafety Level 3 (BSL-3) Worker				
	3i <input type="checkbox"/> Non-Select Agent user (in Select Agent lab)				
	4 Factors that require a minimum position sensitivity level of Level 5b				
4a <input type="checkbox"/> Office of Research Facilities (ORF) Biocontainment group					
4b <input type="checkbox"/> Office of Research Facilities (ORF) Biocontainment management					
4c <input type="checkbox"/> Security Guard in area with Select Agents					
5 Factors that require a minimum position sensitivity level of Level 2-Secret:					
5a <input type="checkbox"/> Select Agent user					
5b <input type="checkbox"/> Biosafety Level 4 (BSL-4) Worker					
6 <input type="checkbox"/> Works with children (Note: This does not affect the sensitivity level of the position.)					

Calculate the Minimum Position Sensitivity Level	7 Copy the sensitivity level from line 2 here.																						
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;"></th> <th style="width:85%;">Sensitivity Levels</th> </tr> </thead> <tbody> <tr><td>Lowest</td><td>Level 1</td></tr> <tr><td></td><td>Level 5a</td></tr> <tr><td></td><td>Level 5b</td></tr> <tr><td></td><td>Level 5c</td></tr> <tr><td></td><td>Level 6</td></tr> <tr><td></td><td>Level 2</td></tr> <tr><td></td><td>Level 3</td></tr> <tr><td>Highest</td><td>Level 4</td></tr> </tbody> </table>		Sensitivity Levels	Lowest	Level 1		Level 5a		Level 5b		Level 5c		Level 6		Level 2		Level 3	Highest	Level 4	8 If any box in line 3 is checked, enter Level 5a here.	▶			
		Sensitivity Levels																					
	Lowest	Level 1																					
		Level 5a																					
		Level 5b																					
	Level 5c																						
	Level 6																						
	Level 2																						
	Level 3																						
Highest	Level 4																						
9 If any box in line 4 is checked, enter Level 5b here.	▶																						
10 If any box in line 5 is checked, enter Level 2 here.	▶																						
11 Using the table to the left, compare rows 7, 8, 9, and 10, and enter the highest sensitivity level here. This represents the minimum sensitivity level of the position.																							

Elevate the Position Sensitivity Level	12 If necessary, enter an elevated position sensitivity level here.				
IC Optional	13 Reason for elevated position sensitivity: ▼				

Contractor Information	14 Enter the number of contractor positions here.				
For contractor positions only	15 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	16 NIH organization name or abbreviation ▼				
Supervisors must be FTEs	17 Name of supervisor (FTEs and non-FTEs) or Project Officer (contractors) - (Last, First) ▼				
	18 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 ▼