

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
402-9690-A

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Togus ME		5. Duty Station 402		6. OPM Certification	
				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Firefighter (Basic Life Support)	GS	081	7	ag	4/1/08
e. Recommended by Supervisor or Initiating Office	FIREFIGHTER (STRUCTURAL)	GS	0081	07		

16. Organization Title of Position (If different from the official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
Togus VA Medical Center

c. Third Subdivision  
Fire Department

a. First Subdivision  
Facilities Management Service

d. Fourth Subdivision

b. Second Subdivision  
Engineering Section

e. Fifth Subdivision

Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor

Franklin True, Fire Chief

Signature *Franklin True*

Date 1-23-07

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Edwin Lee, Chief, FMS

Signature *Edwin H. Lee*

Date 1-25-07

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Fire Protection + Prevention Series  
GS-081 Dec 3/04

Typed Name and Title of Official Taking Action

Louise Youngs  
HR Specialist

Signature *Louise Youngs*

Date 4/1/08

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
*Background check  
FLSA non-compliant  
NACI*

Description of Major Duties and Responsibilities (See Attached)

## **FIREFIGHTER /EMT (BASIC LIFE SUPPORT)**

**GS-0081-07**

### **INTRODUCTION:**

The incumbent is assigned to the VA Medical Center Fire Department in the Facilities Management Service at the Togus ME Campus. The Medical Center is comprised of 60 structures of various classes of construction located on 400 acres. Approximate staff of 1000 employees as well as a varying number of out-patients on a daily basis. The Fire Department operates 3 primary pieces of Apparatus including a 1250 GPM Pumper, Rescue/ Special Operations Unit and an ambulance. The Firefighter/EMT responds to fires and other emergencies in residences, multi-story patient care buildings, psychiatric care units, Nursing Home Care Unit, outpatient clinics and laboratories, multiple story office buildings, carpenter shop, paint shop, electric shop, general repair shop, warehouse, fuel storage areas, public assembly areas, brush and wooded areas. These buildings contain or have the potential to contain large numbers of persons whose physical or mental condition limits their ability to protect themselves in the event of a fire.

This position involves rotating shift work; Sixty (56) hours per week. The Fire Department operates 24 hours per day, 7 days per week utilizing a 3 platoon system in which employees are assigned to alternating shifts. Firefighter is subject to overtime call back and mandatory overtime to ensure mandatory compliance with minimum crew manning requirements. Position is considered "essential" as regards reporting during inclement weather or other adverse conditions

### **PRINCIPAL DUTES AND RESPONSIBILITIES:**

The Firefighter serves as a team member effectively controlling and extinguishing fires, operates hose lines, makes forced entries, ventilates structures, perform or assists in rescue operations, uses a variety of hand tools, hydraulic tools and portable fire extinguishers, and performs salvage and overhaul. Also performs rescues, emergency medical care, hazardous materials spill response and serves as the driver operator of motorized firefighting and rescue vehicles.

The Firefighter provides stand-by and other protective measures as required for hazardous operations such as confined space entry, "hot work" (burning, cutting, welding), demolition, etc.

Firefighter services as a hoseman, hydrantman, ladderman, rescueman and drives and operates firefighting apparatus of significant complexity. This would include response during hazardous weather conditions.

The Firefighter:

- Drives the fire apparatus to the scene of the emergency following a predetermined route, or selects an alternate route when necessary; positions the apparatus, considering factors such as wind direction, water sources, hazards from falling structures, etc.
- Operates pumps, foam systems, monitor nozzles and other similar equipment; determines proper operating pressures for the distances to be pumped and the number of lines being used; and applies principles of hydraulics to water flow friction and friction loss. The firefighter will maintain constant awareness of water levels in self-contained tanks and warns handline and rescue personnel when tanks are close to running dry
- Assists in training new firefighters in the skills of driving and operating existing Medical Center apparatus.

Performs daily preventative maintenance inspections of apparatus and equipment, performing basic operator maintenance.

To perform these duties the firefighter is required to use knowledge of basic hydraulics, formulas, and physics pertaining to motion of liquids, friction loss and flow rates.

Attends periodic classes to keep proficient in emergency medical procedures, operation of fire hose lines and nozzles, use of forcible entry tools, ventilation of structures, rescue equipment and other fire and emergencies skills needed to maintain proficiency.

Firefighter must be able to operate and use fire extinguishing equipment carried on the apparatus such as foam and dry chemical extinguishing agents.

After an incident and upon return to quarters the employee is responsible to see that all equipment is returned to its proper location and placed in first class operating condition.

Independently performs fire inspection duties in areas where hazards are expected to be encountered. Firefighter inspects warehouse, paint shop, carpenter shop, hospital, administration areas and residential quarters for fire safety violations and other conditions contributing to more extensive fire hazards. Inspects areas where flammable material, compressed gases, and electrical equipment are stored and used. Inspects high hazard areas such as painting and welding operations. Inspections will be based upon complex National Fire Protection Association and Occupational Safety and Health Agency (OSHA) standards.

Performs pre-fire planning by physically going through structures with supervisor to become familiar with interiors and to locate any possible hazards as well as established fire protection systems. Visually checks fixed fire protection systems to determine operating adequacy. Inspects places of public assembly for fire and safety hazards.

Inspects new and renovated construction areas to see that National Fire Protection Association (NFPA), Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and VA regulations are met. Firefighter recommends as necessary additions to and locations of fire sprinkler systems, and fire detection devices. Conducts necessary inspections and maintenance of built-in building fire protection features such as, but not limited to, fire walls, smoke barriers, and vertical fire separations.

The Firefighter assists other members of the crew in preliminary investigations into causes and origin of fires. This includes, but not limited to, interviewing possible witnesses and inspecting damage. Firefighter may be called on as a witness before a board of inquiry.

The Firefighter in addition to fire and safety related duties might be assigned as a member of the rescue crew, ambulance crew, or hazardous materials spill response team. In either case he/she will function as a team member to accomplish the mission as necessary.

As a member of the rescue crew, the Firefighter may be involved with the duty of rescue from hazardous permit required confined spaces, rescue from hazardous materials spills, below grade rescues as well as rescue from fire. When accident victims must be extricated from entrapment, will use prescribed techniques and tools to remove victims quickly and safely.

Responds to releases or potential releases of Hazardous materials / Toxic materials/ Weapons of Mass Destruction in accordance with NFPA, EPA and OSHA guidelines for First Responders- Operational Level in order to minimize the effects of the release thru defensive actions such as diking, damming, or diverting the material and to protect lives and property. Establishes Hot, Warm, and Cold Zones, notifies appropriate authorities both in and out of the VA, develops incident action plans and selects appropriate tools, materials and chemical protective clothing to implement plans for a successful outcome.

Provides emergency decontamination of persons exposed to hazardous chemicals/toxic materials/ Weapons of Mass Destruction and serves as member of the VA Togu's Decontamination Team to deploy, set-up and operate a formal Technical Decontamination Unit including decontamination trailer and associated utility units both on and off-site

Firefighter operates the Medial Center ambulance for response to medical emergencies on the grounds of the Togus VA Medical Center including life-threatening emergencies. Transports on-duty physician and other members of the Emergency Medical Team From the scene to the hospital.

Firefighter will provide non-invasive procedures following State and Federal Emergency Medical Basic Life Support Protocols and in support of the attending Medical Center physician or off-site paramedics responding to the Campus and will provide on-scene direction to VAFD members with a lower level of emergency medical response training.

The Firefighter will be a member of the Medical Center Emergency Team for emergency medical response involving injuries or illness of patients, staff and visitors on the Togus VA Campus. His or her response will consist of the following minimum Basic Life Support (BLS) duties:

- (M) Manages respiratory and cardiac emergencies to include performing cardiopulmonary resuscitation (CPR) and/or automatic external defibrillation (AED).
- (M) Prepares appropriate and relevant patient care documentation and reports to ensure medical requirements are met and accurately reported.
- (M) Uses and maintains care of emergency equipment such as backboards, suction devices, AED, splints, oxygen delivery systems, and stretchers; properly disposes of biohazard materials; and replaces medical and expendable supplies.
- (M) The Firefighter will reassure the patient, relatives and bystanders by working in a confident and professional manner. During the treatment of any patient the Firefighter will use appropriate infection control and blood borne exposure precautions. The Firefighter will comply with all Federal, State and VA Togus regulations pertaining to privacy as regards any responses to a medical emergency and condition/ treatment of the victim.

Performs initial and on-going focused patient assessment and physical examination to determine priority of patient care based upon the assessment findings.

Takes, records, and monitors patient's baseline vital signs.

Attempts to ascertain whether the patient has preexisting medical problems and to obtain a comprehensive drug history from the patient.

Controls external bleeding with direct pressure and treats shock.

Splints and immobilizes fractures and dislocations for transport.

Establishes communication with the receiving facility, providing all patient information including estimated time of arrival.

Employs a variety of established emergency medical techniques, methods, and equipment to stabilize the patient for transport as soon as possible.

#### **FACTOR 1- REQUIRED COMPETENCIES:**

Ability to drive and operate motorized fire and rescue apparatus.

Knowledge of and ability to perform firematic duties that require the use of ropes, ladders, hose, water streams, foam, salvage and overall, rescue, water supplies, sprinkler systems, fire extinguishers, ventilation, hazardous materials and forcible entry.

Knowledge of training requirements and regulations for all new and existing employees ensuring that the fire safety educational needs is successfully met.

Knowledge and ability to conduct training programs and courses.

Knowledge of the Medical Center Safety Program.

Knowledge of and ability to present and demonstrate fire prevention and educational programs.

Knowledge of fire alarm and communication systems and ability to identify problems with it.

Knowledge of Federal Communication Commission (FCC) and VA communications procedures, regulations and proper radio procedures.

Knowledge of NFPA Standards, OSHA Regulations, JCAHO Standards, and VA regulations for implementation of the safety program and inspections to ensure compliance.

Knowledge and ability to test and inspect fire and smoke detection system, sprinkler systems, fire extinguishers, etc.

Ability to read and interpret pre-fire plans and blueprints.

Knowledge and ability to prepare appropriate reports and documentation to ensure compliance with all codes, standards and inspections.

Knowledge of and ability to provide emergency medical care per State of Maine Basic Life Support Protocols at the level of Emergency Medical Technician.

Knowledge of Infection Control standards and procedures.

Knowledge and ability to perform OSHA required confined space rescue as an entrant and rescuer.

Demonstrate the ability to ensure that all firefighters use proper protective equipment and follow safe work practices at all times.

Knowledge to prepare a pre-fire plan for a given structure, using forms, symbols and maps/blueprints prescribed by the Medical Center Fire Chief.

Ability to prepare an operational plan that identifies the required resources and safety considerations for the safe the successful control of an incident.

Knowledge of safety policies and procedures.

Demonstrate the ability to display tact and courtesy in all contacts with patient, employees, and the general public.

Knowledge of and ability to communicate a working relationship with local, county, state, and other Federal Agencies as may be required to facilitate inter-agency cooperation and coordination during both normal and emergency situations.

Demonstrate the ability to communicate orally and in writing.

The Firefighter must have attended and successfully completed a certification class for, Emergency Medical Technician (EMT) and must maintain such certification to meet requirements of this position at this level

The Firefighter must have successfully completed a training course on Hazardous Materials Emergency Response. This training shall meet the intent of OSHA regulation 1920.120, First Responder Operations. This training will ensure proficiency in hazardous materials identification, use of response plans, containment, chemical protective clothing, and decontamination.

Firefighter shall acquire a good working knowledge of the Center's hazardous waste policy and shall have the ability to follow the procedures required to handle a hazardous waste emergency.

#### **FACTOR 2- SUPERVISORY CONTROLS:**

The Firefighter is under immediate supervision of the shift leader (Captain) and general supervision of the Fire Chief. Routine duties receive only spot checks. Shift Leader gives guidance on difficult problems regarding correction of fire and safety hazards, methods of operations, etc.

In the absence of the Shift leader, the Firefighter may be assigned the duties of shift leader.

When detecting hazards and code violations, the Firefighter initiates electronic work orders and or takes other appropriate action as necessary to eliminate the hazard.

Generally works with minimal supervision for routine task or as a member of a team for more complicated or involved tasks

The Firefighter assists his shift leader in conducting drills and provides training for employees and patients, helps conduct fire drills and provides training to new firefighters on a man to man basis by pointing out locations of hydrants, location of equipment and physical layout of buildings.

#### **FACTOR 3 – GUIDELINES:**

The fire fighter follows the published guidelines of the VA Togus relating to the facility's fire and safety program as well as departmental Standard Operating Guides and national codes and standards for all routine assignments and emergency responses.

Basic and detailed information is provide in various technical manuals, code books and on-line learning modules

Established procedures and methods aid the employee in exercising sound judgment in the performance of all duties

In accordance with VA Regulation MP-3, Part III, the Firefighter receives a minimum 80 hours of fire and rescue training annually. The employee's training requires constant studying of the adopted International Fire Service Training Association (IFSTA) text "Essentials of Firefighting" and other technical manuals, fire codes, OSHA regulations or trade books as referenced by the training program.

As a part of the training program the employee is sometimes given an assignment by his supervisors and under their supervision, to instruct other members of the crew in various aspects of firefighting, first-aid or rescue.

#### **FACTOR 4 – COMPLEXITY:**

The work requires a moderate to high degree of technical proficiency for both routine and emergency duties, and the firefighter is required exhibit flexibility/ adaptability to dynamic conditions under stressful situations. The individual must be capable of identifying a variety of options and choices for action and select the most appropriate based on the conditions observed.

The lives of patients, staff and visitors may depend on the firefighters judgment and actions.

**FACTOR 5 – SCOPE AND EFFECT:**

The Firefighters actions directly impact the safety and welfare of the Medical Center's population and result in an effective Fire Protection and Prevention Program.

The results of the incumbent's actions (inspections, training, and response) are reflected in an increased sense of personal safety for patients, staff and visitors that enhances morale and productivity of other individuals in the workplace

Effective administration of the Fire Safety Management Plan required by JCAHO and Environment of Care Standards aids in maintaining required accreditations.

**FACTOR 6 – PERSONAL CONTACTS:**

Contacts are with other firefighting and fire inspection personnel as well as representatives/ employees from all other services and sections in the performance of routine duties and emergency response

As part of the local Mutual Aid organization, the firefighter may also have contact with the general public and officials from other governmental agencies at the local, State or Federal Level

**FACTOR 7 – PURPOSE OF CONTACTS:**

Contacts on-site are for the purpose of education and training in elements of the Facility Fire Management Plan, hazard documentation (inspections), reporting and abatement, and mitigation of emergencies.

Contacts with outside agencies or organizations are for the purpose of public relations or emergency response and mitigation.

**FACTOR 8 – PHYSICAL DEMANDS:**

The performance of fire and safety inspections throughout the Campus routinely requires considerable walking, stooping, bending and climbing on a daily basis

May be required to lift and carry heavy objects, including equipment over 50 pounds and victims of fires or other emergencies

Working conditions may include heavy physical exertion, extreme heat, smoke and dust in enclosed smoke filled places, in all types of weather.

The Firefighter must pass a fitness for duty physical. This physical will include examinations for both firefighter and hazardous materials response. The medical examination will include but not limited to a history relating to the handling and exposure to hazardous materials and the Firefighters ability to wear any required personal protective equipment including respirators, under conditions including temperature extremes that may be expected at the work site.

**FACTOR 9 – WORK ENVIRONMENT:**

The requirements of the job are such that the Firefighter must maintain alertness, self-control, and emotional stability when working under conditions of stress, confusion, panic and where physical injury or death are present.

The firefighter will routinely be expected to enter hazardous environments both in and outdoors including those which may be Immediately Dangerous to Life and Health to implement tactical objectives necessary to successfully mitigate the emergency

Firefighter must maintain the ability to don personal protective equipment consisting of: coat, helmet, boots, gloves, bunker pants and self-contained breathing apparatus in excess of 50 pounds combined.

Firefighter must wear this equipment when responding to and during all emergency calls (excluding ambulance) regardless of temperature.

Firefighter will adhere to safety and environmental protection policies and procedures and techniques.

Consistently uses proper body mechanics, appropriate lifting equipment and personal protective equipment to prevent injury to self and/or patient on a daily basis. Anticipates potential safety hazards, takes action to promote a safe and therapeutic environment.

May be required to work long and irregular hours during the course of emergency response or to accomplish mandated inspection and training requirements.





<b>POSITION REPORT</b>	NATURE OF PROPOSED ACTION <i>Redescription</i>	POSITION NO. 402-9690-A
	<b>EXISTING</b>	

CLASSIFICATION TITLE <i>Firefighter (Basic Life Support)</i>	SCHED. 65	SERIES 681	GRADE 7
ORGANIZATIONAL TITLE	NO. POSITIONS		
NAME OF EMPLOYEE	SECOND ORGANIZATIONAL SUBDIVISION		
STATION AND LOCATION	THIRD ORGANIZATIONAL SUBDIVISION		
FIRST ORGANIZATIONAL SUBDIVISION	FOURTH ORGANIZATIONAL SUBDIVISION		

<b>PROPOSED</b>			
PROPOSED CLASSIFICATION TITLE	SCHED.	SERIES	GRADE
PROPOSED CLASSIFICATION TITLE	NO. POSITIONS		

<b>EVALUATION SUMMARY</b>			
CLASSIFICATION TITLE	SCHED.	SERIES	GRADE

ANALYSIS AND EVALUATION (Use additional blank sheets if more space is required)

The position serves as a team member controlling and extinguishing fires, operates hose lines, makes forced entries, ventilates structures, performs or assists in rescue operations, uses a variety of hand tools, hydraulic tools and portable fire extinguishers, performs salvage and overhaul. Also performs rescue, emergency medical care, hazardous material spill response and serves as the driver/operator of motorized fire-fighting and rescue vehicles.

The GS-0681 series includes positions that supervise a person work to control and extinguish fires, rescue persons endangered by fire and reduce or eliminate potential fire hazards. It requires knowledge of firefighting & fire prevention theory & techniques and fixed and mobile firefighting equipment operations. Some positions may also require varying levels of knowledge regarding hazardous materials and/or emergency medical services.

In addition to performing firefighting duties & inspection & prevention of the Center, the position requires providing emergency decontamination of persons exposed to hazardous chemicals/toxins materials/weapons of mass destruction and is a member of the Medical Center Emergency Team for emergency medical response involving injuries & illness of patients, staff and visitors. Based on the description of the duties, the grade meets the GS-7 level as long as they

CONCUR	DATE	EVALUATED BY <i>Rose Ryan</i>	DATE 4-1-08
TITLE AND/OR ORGANIZATIONAL LOCATION		TITLE <i>HR Specialist</i>	

# POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION

**Togus VA Medical Center, 1 VA Center, Augusta, ME 04330/402**

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

POSITION DESCRIPTION  
NUMBER (PD #)

**Firefighter /GS-0081-7**

**402-9690-A**

**NOTE:** Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102.

**STEP 1 – PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)**

**A. IMPACT ON EFFICIENCY OF SERVICE**

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

**B. SCOPE OF OPERATIONS**

- WORLDWIDE
- GOVERNMENTWIDE
- MULTI-AGENCY
- AGENCY

**C. PROGRAM RISK LEVEL**

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

**STEP 2 – POSITION RISK POINTS**

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

**STEP 3 – POSITION SENSITIVITY LEVEL**

National Security Classified Information

LINE NO	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	3
2.	Fiduciary Responsibility	1
3.	Importance to Program	3
4.	Program Authority	1
5.	Supervision Received	3
6.	Total Risk Points (Sum of Lines 1-5) ▶	11

**NOTE:** All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102

SENSITIVITY LEVEL

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

**STEP 4 – RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER**

**NOTE:** All positions are reviewed by Information Security Officer for access to VA information systems.

- CONCUR WITH RISK LEVEL (See STEP 2)
- INCREASE RISK LEVEL TO:  MODERATE RISK  HIGH RISK

**RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS**

- HIGH RISK
- MODERATE RISK
- LOW RISK/NONSENSITIVE

JUSTIFICATION  
Copy to ISO

SIGNATURE OF INFORMATION SECURITY OFFICER: *Michael M. Murrell*

DATE (MM/DD/YYYY): **4-14-08**

**STEP 5 – ADJUSTMENTS TO POSITION RISK LEVEL**

**NOTE:** Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

**Risk Level:**

- NO ADJUSTMENT
- INCREASE RISK LEVEL TO:
  - MODERATE RISK
  - HIGH RISK

**Sensitivity Level:**

- NO ADJUSTMENT
- INCREASE SENSITIVITY LEVEL TO:
  - NONCRITICAL SENSITIVE
  - CRITICAL SENSITIVE
  - SPECIAL SENSITIVE

**STEP 6 – FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION**

**FINAL POSITION RISK LEVEL**

- HIGH RISK
- MODERATE RISK
- LOW RISK

**FINAL SENSITIVITY LEVEL DESIGNATION**

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

*Sauree J. Dunbar, HR Spec*

DATE (MM/DD/YYYY)

**4/14/08**