

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

1. Agency Position No.

596-7912 A

**HRMS OFFICE COPY**

6. OPM Certification

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location VAMC Lexington, KY	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input checked="" type="checkbox"/> Employment and Financial	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
UPDATE to PD # 07912A TARGET GS 9 # 07359A		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"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special	13. Competitive Level Code X01	
				14. Agency Use		

15. Classified/Graded by	Official Title of Position	Pav 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	MEDICAL ADMINISTRATION SPECIALIST	GS	301	7	PJA	11/19/09
e. Recommended by Supervisor or Initiating Office	Medical Administration Specialist (ADD)	GS	0301	07	PJA	11/19/09

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
Department of Veterans Affairs

a. First Subdivision  
VA Medical Center, Lexington, KY

b. Second Subdivision  
Health Administration Service

c. Third Subdivision  
Office of the Chief

d. Fourth Subdivision

e. Fifth Subdivision

19. 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

a. Type Name and Title of Immediate Supervisor  
Donna Noplis, Supv Health Administration Spec  
Signature: *Donna Noplis* Date: 8/13/09

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
Judith A. Rittenhouse, Chief, Health Administration  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.

Typed Name and Title of Official Taking Action  
Signature: *[Signature]* Date: 11/19/09

22. Position Classification Standards Used in Classifying/Grading Position

**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

FPL: GS 9 PD# 07359A

25. Description of Major Duties and Responsibilities (See Attached)

## POSITION DESCRIPTION

### **Administrative Officer of the Day, GS-301-7**

Organizational Code: GS-301

**Organizational Location:** Dept. of Veterans Affairs – VA Medical Center, Lexington, KY

At the GS-7 level, the incumbent is in a training capacity and either assists or performs the following duties.

**Primary Purpose:** The Administrative Officer of the Day (AOD) serves as the Health Administration Specialist at a large complex, tertiary care, dual-division, and affiliated research facility with over 300 beds for medical and surgical care at primary, secondary, and tertiary levels, psychiatry, and extended care. Extensive outpatient clinic/workload services amounting to over 300,000 annual visits are provided via more than 700 clinics, and four community based outpatient clinics. The medical center's primary service area consists of 45 counties in northern, central, and southern Kentucky serving approximately 100,000 veterans.

The Lexington VA Medical Center's affiliation with the University of Kentucky Medical School is extremely active and has representation of all major clinical specialties.

The AOD is a management position, aligned under the office of the Chief, Health Administration Service, whose primary responsibility is to represent both the Medical Center Director and the Chief HAS on all administrative matters occurring when assigned to other than a normal tour of duty. Programs this position is directly involved with include Beneficiary Travel, Decedent Affairs, Bed Control, Urgent Care Unit administrative support, Inter-facility Patient Transfers and Patient Referrals (from both VA and private healthcare facilities), Admissions, Veteran Eligibility, Means Testing, Patient Enrollment, Health Information Management System(PIMS), Patient Care Encounter(PCE), Scheduling – Database Management, Visit Tracking.

This position is delegated full authority and responsibility to exercise the Medical Center Director's prerogative in medical administration matters occurring during the tour of duty; represents and acts on behalf of the Medical Center Director in (non-policy making) administrative matters; represents management in matters pertaining to the lawful retention of veterans in the VAMC; maintains continuity of functions and provides full medical administrative support during other than normal tours of duty to clinical and administrative medical center staff; is responsible for achieving management objectives and supporting the decisions of management in carrying out duties; and provides technical guidance necessary to meet procedural, legal, and administrative requirements relating to the care and treatment of patients to achieve optimum use of available resources. As a two-division medical facility, the AOD provides coverage to both locations.

## **PRINCIPLE DUTIES AND RESPONSIBILITIES**

This position interprets VA rules and regulations relating to determining legal entitlement to benefits relating to hospital admission (VA or non-VA); nursing home, dental, domiciliary, fee basis, and outpatient care; prosthetic appliances; patient transfer; and beneficiary travel.

Is authorized as certifying officer for documents pertaining to the administration of laws concerning VA. Coordinates the resolution of medical-legal problems concerning the medical center. Analyzes and ensures that appropriate legal, regulatory and policy requirements are met.

Processes administrative issues surrounding beneficiary death, seriously ill cases, elopements, suicides, assaults, deaths on arrival (DOA), homicides, code 500, cost recovery matters, and facility or community disasters.

Assumes control of communications and notifications in event of local and civil disasters, in accordance with local facility disaster plan. Acts as NDMS incident commander during disasters and disaster drills.

Provides administrative authority, guidance and advice to Medical Officer of the Day (MOD) as well as all other clinical staff concerning administrative matters necessary for operation of the medical center during other than normal tours. Provides orientation and situational technical advice to physicians regarding VA policies and procedures.

Assists and coordinates medical center staff with medically related legal problems, including involuntary commitments, orders of protective custody, and management of unruly or severely disturbed patients. Works as a team leader to carry out top management responsibilities during other than regular tours.

Promotes harmonious working relationship among patients, public, and staff. Directly intervenes when problems regarding patient activity occur, advising clinical staff of appropriate administrative action. Observes, evaluates, and coordinates administrative activities with IRMS, Engineering, Laboratory, Radiology, Nursing, and Environmental Management personnel, among others.

Coordinates non-routine contacts received at the medical center after regular operating hours. Receives and responds to non-routine patient condition inquiries and other administrative inquiries from concerned veterans, families, visitors, law enforcement officials, representatives from private hospitals, veterans service organization representatives, VA Central Office, Congressional offices, military personnel, private physicians, media and the general public.

Serves as inter-facility transfer coordinator during all other than regular tours. As such, insures bed availability and connects outside providers with appropriate accepting physician and arranges transfer if accepted.

Oversees determination of applicants' eligibility; obtaining income and insurance information for appropriate non-service connected applicants; counseling nonservice connected veterans to determine ability to defray costs of medical care elsewhere. Determines extent of release of information from patients' records.

Serves as patient advocate and resolution source for patients, families, and other medical center staff who experience difficulties with interpretation of health administration benefits, regulations, and policies. The incumbent is required to possess a thorough working knowledge of VA regulations, policies, procedures, and practices. Must be able to independently resolve complex issues and to coordinate resolution with other services and individuals.

Maintains good public and media relations. Establishes and maintains liaison with Public Affairs Officer, whenever applicable. Releases appropriate information to news media and public in accordance with VA regulations, VAMC policy, and Privacy Act and Freedom of Information Act requirements.

Guides and coordinates all HAS personnel assigned to other than normal tours of duty, such as medical clerks, telephone operators, file room personnel, admitting and clinic clerks; and serves as an advisory resource. Handles all requests for annual and sick leave for HAS personnel, assures adequate HAS coverage through call-in of support personnel.

Administratively approves and coordinates tests and procedures which cannot be done at medical center. Locates available source and authorizes VA payment of services at community hospitals, or resolves in accordance with established sharing agreements. Coordinates patient referrals and transfers to and from the medical center.

Prepares daily Gains and Losses Sheet and other related statistical reports for management. Maintains current bed inventory; obtains bed availability for treatment needs. Completes and provides daily report/log of all activities occurring during tour of duty. Unusual incidents are further reported in VA Form 119, Report of Contact, to the Office of the Chief.

Assists physicians in notifying next of kin of changes or events when appropriate. Records operative permits and other appropriate conversations. Provides compassionate and sympathetic explanation of death and burial benefits to family and next of kin.

Investigates unusual incidents occurring involving welfare, injury, abuse of patients; loss of personal property; infractions of VAMC rules, etc. Provides written and oral reporting of incidents involving beneficiaries, employees, as well as safety or other issues. Determines the appropriateness of notifying medical examiner on unusual deaths.

Ensures that VISTA/CPRS system is operational; evaluates and resolves computer related problems. Ensures ADP security for own computer/computer system access.

Orients new MOD's regarding legal and quasi-legal matters defined in VA directives and interprets VAMC policies as they relate to patient care and treatment.

Initiates actions dealing with any disaster situation, in accordance with hospital-wide disaster plan. Responds to emergencies, determines priorities and nature of action to be taken; authorizes services, supplies and personnel; notifies authorities as situation dictates. Implements search plan for missing patient; informs next of kin as appropriate. Observes for safety, potential problems, and takes corrective action.

Responsible for calling in all necessary employees on an overtime basis to attend to patient care needs or for emergency repairs, etc., including calling in physicians as requested by MOD. Secures resources or services needed to manage the medical center.

Enforces Medical Center policy that only authorized personnel are allowed into certain areas after regular duty hours. Safeguards and manages valuables and clothing room activities.

During regular hours, may be assigned as acting section chief or to perform additional medical administrative duties. As such, participates in special projects or analytical studies of problem areas; conducts investigations and /or systematic review of HAS operations; prepares work flow charts, work standards, and staffing recommendations; makes recommendations or suggestions for improved methods and procedures; coordinates, implements, and completes accepted changes. Drafts HAS policy for medical center memoranda. Investigates issues and prepares complex and sensitive correspondence relating to patient care activities. Organizes and teaches classes to HAS employees to improve work performance.

### ***KNOWLEDGE REQUIRED BY THE POSITION***

Knowledge of management's objectives, goals, decisions, and policies. Knowledge of general principles of management and of the practices, techniques, and objectives of supervision. General knowledge of Federal and department personnel management policies and practices. Knowledge of medical center organization, functions, specialties, and programs, i.e., Social Work, Nursing, Laboratory, Radiology, Surgery, etc. Knowledge of medical resources in surrounding community. Knowledge of medical and technical terminology.

Comprehensive working knowledge of applicable public laws, VA policy and regulations, station directive, legal decisions, and state laws dealing with care and treatment of veterans and beneficiaries (admissions, discharges, scheduling, inpatient and outpatient policy, fee services, domiciliary care, sharing agreements, legal detention, beneficiary travel, patient funds and valuables, death details procedures and burial benefits, Compensation and Pension

activities, medical and dental benefits, procedures, eligibility and related matters). Ability to locate and interpret all applicable regulations. Thorough knowledge of all aspects of Health Administration Service programs and knowledge of how they interrelate to all other Medical Center services and programs.

Knowledge of public laws governing VA and states served by medical center in matters of judicial hospitalization, issuing warrants, Workman's Compensation, reimbursable hospital insurance, liability of third parties, and other medico-legal matters. Knowledge of commitment laws and proceedings in the state and other neighboring jurisdictions so that required actions are taken without violating patient's rights.

Knowledge of medical and administrative records systems; of Privacy Act and Freedom of Information Act, as they relate to release of information on patients.

Knowledge of VISTA/CPRS programs. Knowledge of all computer menus relating to processing data for admission and determining legal entitlement of veterans to benefits and to menu for outpatient scheduling.

Knowledge of safety and fire prevention rules and regulations, of facility and community disaster plans and procedures, of emergency plans for work areas throughout the medical center.

Ability to interpret rules, regulations, policies, and procedures to make sound decisions, using good judgment. Ability to adapt to situations quickly, precisely, and accurately. Ability to cope with wide variety of problems and to resolve them quickly and decisively. Skill in exercising initiative and originality.

Ability to deal with variety of individuals with tact and diplomacy. Ability to interpret and explain VA policies to house staff, patients, employees, and others. Ability to deal with individuals who are under the influence of alcohol, drugs, or have severe psychiatric problems. Ability to present self in a professional attitude and to create positive impression as management's representative.

Ability to identify and analyze complex problems or situations with a range of variables. Ability to complete assigned projects, studies, narrative and statistical reports, reviews in a thorough, accurate, and timely manner. Ability to explain and organize complex issues in writing.

Available to be recalled on an emergency basis in order to maintain administrative support for off-tour patient care.

## **SUPERVISORY CONTROLS**

Must be a self-starter and must be able to function independently in the performance of duties. The Chief of Health Administration and the Medical Center Director establish the overall objectives and responsibilities of the position, and determine what resources will be available to accomplish the work. The AOD, as an expert in Medical Administration policies and practices, develops plans and carries out work, and establishes deadlines for assigned projects or program implementation. The AOD carries out the assignments

through interpretation and application of pertinent law, VACO and VISN directives, medical center policy, and established practice. The AOD resolves most conflicts arising during the assigned tour of duty, coordinating work with others, as necessary. Work is assessed through reports of activity in terms of its total effectiveness in accomplishing the full range of assignments.

## **GUIDELINES**

Guidelines used include United States Code (USC), Code of Federal Regulations (CFR), VA regulations and policies, local procedures, JCAHO guidelines, established procedures of personnel, fiscal accounting and data validation. The AOD must apply applicable provisions of law, regulations, and VA manuals which pertain to benefits other than medical benefits, e.g., conservatorship, burial benefits, authority to purchase scarce medical services, joint agreements for medical services between VA and DOD. AOD applies appropriate state law for procedures in areas such as patient retention and commitment, consents for autopsy, and advance directives. Guidance is also contained in local medical center and Health Administration Service policy and directives.

Procedures and facility policy are established for doing this work. Due to the voluminous guides available, the AOD must use judgment in selecting the appropriate guideline, reference, or procedure for direct application to the specific situation or in making deviations to accommodate immediate situations. No higher level official is readily available for assistance in resolution of significant deviations from guidelines.

## **COMPLEXITY**

AOD provides coverage for a broad range of health administration activities, as well as giving guidance to other on-duty personnel. Must often provide rapid and appropriate decisions relative to non-routine matters that require immediate attention and be able to relay this information in an efficient manner. Certain decisions made can have a direct impact on the delivery of healthcare to a patient. Full cooperation and support must be provided to the clinical staff, management, and other areas related to or affected by Health Administration.

The AOD must analyze the issues involved in the tasks or problems brought forth, must select and apply the appropriate policy or procedure to resolve the issues, and must accept responsibility for their outcome, always considering both the medico-legal aspects of a problem as well as the potential social-political point of view.

In addition, may be involved in identifying problems in the work accomplished during the tour of duty or in other HAS settings. In these cases, procedures relating to work distribution, workload, and worker skill must be considered in assessing needs and resolving problems.

Responsible for providing all reports generated during tour of duty to appropriate personnel in the medical center. Expected to constantly and consistently explore methods of improving operations, make recommendations and insure implementation. This position operates in a highly diversified medical complex, with dual divisions. The effectiveness with which assignments are accomplished has a significant impact on the overall mission of the medical center, and many times, its rapport with the community.

### **SCOPE AND EFFECT**

The purpose of this position involves the treatment of a wide variety of situations, problems, and questions in accordance with VACO and VISN directives, VHA, and medical center policies and procedures.

The administrative expertise provided by the incumbent affects the day-to-day operations within Health Administration and the medical center. The AOD must establish effective working relationships with outside organizations, local, state, and federal agencies. These contacts influence the public image of this facility and agency by the manner in which the AOD conducts him/herself.

The work of the AOD has a direct impact upon the care of the patients during other than regular tours of duty.

### **PERSONAL CONTACTS**

The incumbent must exercise a high degree of professionalism utilizing the utmost tact, poise and diplomacy when dealing with clinical and administrative personnel within the medical center, as well as contacts with the public, both within and outside the medical center. Within the medical center, contacts are with veterans, their families and visitors, the clinical staff, administrative and management staff, and top management. Contacts outside the facility include federal, state, and local agencies: veteran service organizations; other VA Medical Centers and non-VA health facility clinical and administrative staff, Congressional staff; and the general public.

These contacts occur in a relatively unstructured setting. Many contacts, both within and outside of the medical center, are routine in nature. However, given the diversity of functions and the unforeseen quality of events occurring on other than normal tours of duty, the potential exists for the AOD to encounter a wide variety of individuals from outside the medical center. Each contact may have a different purpose and the AOD may be required to assume various roles in the exchange or interaction. The AOD may be exposed to dangerous and hazardous situations when confronted by hostile, aggressive, inebriated or substance-abusing individuals, emotionally disturbed or irritated individuals, grieving families, or threatening patients while handling face-to-face exchanges or while taking threatening telephone calls.



## **PURPOSE OF CONTACTS**

The purpose of contacts will be as diverse as the variety of contacts themselves. They will range from a simple exchange of information to the control of drug-induced violent behavior exhibited by an individual in need of treatment. The need to interrogate, motivate, and/or influence are regular and recurring aspects of the AOD's assignments. They regularly may encounter skeptical veterans, fearful patients, uncooperative individuals, and dangerous situations. The AOD must be a skillful communicator, sensitive to nuances of behavior and able to control a variety of potentially difficult interactions. The AOD must remain calm and in control during these situations and be able to react quickly, precisely and accurately.

## **PHYSICAL DEMANDS**

The work requires much walking through the medical center with occasionally being required to lift objects such as suitcases, clothing, x-rays, or medical charts. The incumbent must be able to deal with emergency situations and function calmly under stress in both public and private settings.

## **WORK ENVIRONMENT**

Work is accomplished in a busy, generally congested office area. The AOD routinely goes to most sections and buildings, including offices, clinics, wards, laboratories and the morgue. All work involves the use of safe work habits with office equipment and medical center Fire and Safety procedures. Some exposure to communicable disease, verbal and/or physical abuse may be experienced by the incumbent. On occasion, travel to off-site places of business is required in order to provide information to various community groups.

## **OTHER SIGNIFICANT FACTS**

### **CUSTOMER SERVICE (VHA)**

Meets the needs of customers while supporting the Medical Center and Service missions. Consistently communicates and treats customers (patients, visitors, volunteers, and all medical center staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

### **AGE-RELATED COMPETENCY STATEMENT**

Provides care and/or services appropriate to the age of the patients being served. Assesses data reflective of the patient's status and interprets the information needed to identify each patient's requirements relative to their age-

specific needs and to provide care needed as described in the services' policies and procedures.

**COMPUTER KNOWLEDGE – WORD PROCESSING (MS-WORD)**

Uses MS Word or comparable word processing software to execute several office automation functions such as storing and retrieving electronic documents and files., activating printers; inserting and deleting text; formatting letters, reports and memorandum and transmitting and receiving e-mail.

**COMPUTER KNOWLEDGE – SPREADSHEETS (MS-EXCEL)**

Uses MS Excel or other comparable spreadsheet software to develop and change spreadsheets in order to graphically display data.

**COMPUTER KNOWLEDGE – GRAPHICS (MS-POWERPOINT)**

Uses MS PowerPoint or other comparable graphics software to develop presentation materials.

**COMPUTER KNOWLEDGE – VISTA/CPRS**

Uses VISTA/CPRS to access information in the Medical Center Computer System



# POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

POSITION DESCRIPTION NUMBER (PD #)

Med Adm Spec GS-301-7

7912A

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 and 732.201.

### 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

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	3
2.	Fiduciary Responsibility	1
3.	Importance to Program	1
4.	Program Authority	1
5.	Supervision Received	3
6.	Total Risk Points (Sum of Lines 1-5) ▶	9

### STEP 3 - POSITION SENSITIVITY LEVEL

National Security Classified Information

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
- NON-CRITICAL SENSITIVE
- 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**

SIGNATURE OF INFORMATION SECURITY OFFICER

DATE (MM/DD/YYYY)

*[Signature]*

8/24/2006

### 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

DATE (MM/DD/YYYY)

*[Signature: Cheda K. Lambert]*

8-24-06