

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

1 AGENCY POSITION NO  
**04780**

2 REASON FOR SUBMISSION <input checked="" type="checkbox"/> REDESIGNATION <input type="checkbox"/> NEW ESTABLISHMENT <input type="checkbox"/> NEW GRADE <input type="checkbox"/> OTHER	3 SERVICE <input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> MILITARY	4 EMPLOYER OFFICE LOCATION NAME Phoenix, AZ	5 DUTY STATION
7 AGENCY STANDARD NO <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT	8 FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> FINANCIAL STATEMENTS <input type="checkbox"/> FINANCIAL INTERESTS	9 SUBJECT TO ACTION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
10 POSITION STATUS <input checked="" type="checkbox"/> COMPETITIVE <input type="checkbox"/> NON-COMPETITIVE <input type="checkbox"/> SPECIAL	11 POSITION IS: <input checked="" type="checkbox"/> SENIORITY <input type="checkbox"/> NON-SENIORITY <input type="checkbox"/> MERIT	12 SENSITIVITY <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> OTHER	

13 CLASSIFICATION BY	OFFICIAL TITLE OF POSITION	PAY PLAN	OCCUPATIONAL CODE	GRADE	INITIALS	DATE
A U.S. OFFICE OF PERSONNEL MANAGEMENT						
B BY DEPARTMENT, AGENCY OR ESTABLISHMENT						
C SECOND LEVEL REVIEW						
D FIRST LEVEL REVIEW	Laundry Plant Manager	GS	1658	12	SC	6/9/10
E RECOMMENDED BY SUPERVISOR OF HIRING OFFICE	Laundry Plant Manager	GS	1658	12		

14 DISCRETIONARY FIELD OF POSITION (Optional)

15 DEPARTMENT, AGENCY, OR ESTABLISHMENT  
Department of Veterans Affairs  
Veterans Health Administration  
Phoenix VA Health Care System

16 NAME OF EMPLOYEE (in full)  
**Peterson**

17 SUPERVISOR  
C. THIRD SUBDIVISION  
Facilities  
D. FOURTH SUBDIVISION  
HMO  
E. FIFTH SUBDIVISION

18 SIGNATURE OF EMPLOYEE  
*[Signature]*

19 EMPLOYEE RESPONSIBILITY: This is an accurate description of the major duties and responsibilities of this position.

20 SUPERVISORY CERTIFICATION: I certify that this is an accurate description 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 in my capacity as the immediate supervisor.

21 SUPERVISOR'S NAME AND TITLE OF HIGHER LEVEL SUPERVISOR OR MANAGER (Required)  
John Flowers, Chief EMD

22 SIGNATURE OF SUPERVISOR  
*[Signature]*

23 DATE  
6/9/10

24 CLASSIFICATION/GRADING CERTIFICATION: I certify that this position has been classified in accordance with Title 5, U.S. Code, and Government work standards published by the U.S. Office of Personnel Management or its published standards apply directly, consistently, and in full application, published standards.

25 POSITION CLASSIFICATION SYMBOLS USED IN CLASSIFYING THIS POSITION  
GS02, (UC/98), JP98 for Administrative work in the Equip, Facilities & Svc Group, GS-1698 (05/03)

26 INFORMATION FOR EMPLOYEES: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification job grading appeals and complaints on occupation from FLSA, is available from the personnel office in the U.S. Office of Personnel Management.

27 EMPLOYEE'S NAME AND TITLE OF HIGHER LEVEL SUPERVISOR OR MANAGER (Required)  
Elephanic Cooper, HR Specialist

28 SIGNATURE OF EMPLOYEE  
*[Signature]*

29 DATE  
6/10/10

30 POSITION REVIEW	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
A EMPLOYEE										
B SUPERVISOR										
C CLASSIFIER										
D MANAGER										

31 FULL PERFORMANCE LEVEL IS GS-12  
**GS-11 (4780)**

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

1. AGENCY POSITION NO.

04780

2. REASON FOR SUBMISSION  
 REDESCRIPTION  NEW  
 REESTABLISHMENT  OTHER  
 EXPLANATION (Show any positions replaced)

3. SERVICE  
 HDQTRS.  FIELD

4. EMPLOYING OFFICE LOCATION  
 VAMC

5. DUTY STATION  
 Phoenix, AZ

6. OPM CERTIFICATION NO.

Replaces PD#3347

7. FAIR LABOR STANDARDS ACT  
 EXEMPT  NONEXEMPT

8. FINANCIAL STATEMENTS REQUIRED  
 EXECUTIVE PERSONNEL FINANCIAL DISCLOSURE  EMPLOYMENT AND FINANCIAL INTERESTS

9. SUBJECT TO IA ACTION  
 YES  NO

10. POSITION STATUS  
 COMPETITIVE  
 EXCEPTED (Specify in Remarks)  
 SES (Gen.)  SES (CR)

11. POSITION IS:  
 SUPERVISORY  1 - NON-SENSITIVE  3 - CRITICAL SENSITIVE  
 MANAGERIAL  2 - NON-CRITICAL SENSITIVE  4 - SPECIAL SENSITIVE  
 NEITHER

13. COMPETITIVE LEVEL CO  
 S01

14. AGENCY USE

15. CLASSIFIED/GRADED BY	OFFICIAL TITLE OF POSITION	PAY PLAN	OCCUPATIONAL CODE	GRADE	INITIALS	DATE
A. U.S. OFFICE OF PERSONNEL MANAGEMENT						
B. DEPARTMENT, AGENCY OR ESTABLISHMENT						
C. SECOND LEVEL REVIEW						
D. FIRST LEVEL REVIEW	Laundry Plant Manager	GS	1658	12	SC	6/9/10
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE	Laundry Plant Manager	GS	1658	12		

16. ORGANIZATIONAL TITLE OF POSITION (if different from official title)  
 Assistant Chief of EMD

17. NAME OF EMPLOYEE (if vacant, specify)

18. DEPARTMENT, AGENCY, OR ESTABLISHMENT  
 Department of Veterans Affairs

C. THIRD SUBDIVISION  
 Facilities

A. FIRST SUBDIVISION  
 Veterans Health Administration

D. FOURTH SUBDIVISION  
 EMD

B. SECOND SUBDIVISION  
 Phoenix VA Health Care System

E. FIFTH SUBDIVISION

19. EMPLOYEE REVIEW - This is an accurate description of the major duties and responsibilities of my position.

SIGNATURE OF EMPLOYEE (optional)

**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. TYPED NAME AND TITLE OF IMMEDIATE SUPERVISOR  
 John Flowers, Chief EMD

B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER (optional)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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.

22. POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRAIDING POSITION  
 GSSG, (06/98), JFPS for Administrative Work in the Equip, Facilities & Svc Group, GS-1600 (05/03)

TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION  
 Stephanie Coomer, HR Specialist

**INFORMATION FOR EMPLOYEES:** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed 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.

SIGNATURE *Stephanie Coomer* DATE 6/9/10

23. POSITION REVIEW	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
A. EMPLOYEE (optional)										
B. SUPERVISOR										
C. CLASSIFIER										

24. REMARKS

Full Performance Level is GS-12.  
 PD at GS-11 (4781)

25. DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES (See Attached)

Laundry Plant Manager (Assistant Chief of EMD)  
GS-1658-12

**INTRODUCTION:**

The incumbent serves as the Textile Care Manager and Assistant Chief, Environmental Management Service (EMS). The EMS is responsible for environmental sanitation, waste management/recycling program, pest management, consolidated laundry/linen and uniform services, and management of approximately 128 FTEE.

The Consolidated Textile Care Processing Facility is located in Phoenix VA Health Care System (PVAHCS), Phoenix, Arizona. This processing facility provides laundry and linen services to three major facilities: PVAHCS, Northern Arizona Veterans Affairs Healthcare System, Prescott, Arizona, and Southern Arizona Veterans Affairs Healthcare System, Tucson, Arizona. PVAHCS also serves 5 satellite/Community Based Outpatient Clinics: Southeast Clinic, Northwest Clinic, Globe Clinic, Show Low Clinic and Thunderbird Clinic. The Textile Care Processing Facility currently produces over 3.3 million pounds and has an equipment capacity of 4.1 million pounds per year. There are twenty five (25) employees who receive, process, finish, distribute, and load clean items for shipment by the use of seven (7) commercial washing machine extractors ranging in size from 600 to 95 pound capacities. Other equipment items include numerous carts, conveyors and overhead monorails. Over 45% of total production is represented as bundle work with over 71,481 bundles processed per week.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Textile Care Manager

The incumbent, under direct supervision of the Chief, Environmental Management Service, serves as the Textile Care Manager of the Consolidated Textile Care Processing Facility and is responsible for the overall management of the textile care program. The textile care operation includes classification of soiled linen, the processing of clean linen, inspection of surgical linen, preparation of special surgical packs, the processing of patient personal clothing (as needed), employee uniforms and specialty items; inspection of uniforms and specialty items; linen repair; and the distribution of all linen and uniforms.

Major duties:

- Plan, direct, coordinate, and assign work to 25 subordinate employees and several volunteers. Subordinate employees include an assistant plant manager (GS-9) and workers varying in grades from WG-01 through WL-05
- Visit servicing facilities to ensure that linen needs and expectations are met; report findings to upper management and use sound technical/business judgment

to make adjustments in linen, deliveries and transportation, and quotas as necessary

- Develop and prepare operating budget requests
- Develop contingency plans to address equipment failures, unexpected demand increases, employee absents and other unplanned events
- Balance workload and the equipment, recommend, as necessary, the purchase of additional equipment
- Balance workload and staff requirement. Recommend comp time, overtime, work schedule changes, and staff increases/decreases as appropriate
- Develop and maintain adequate plant maintenance, cleaning, repairs programs. Arrange the timing of equipment overhaul and installations to minimize interference with production schedules
- Establish master work schedules and lot sizes to be compatible with installed equipment
- Initiate and participate in improvement studies such as plant layout, equipment locations and linen handling
- Evaluate laundering processes by studying the results of tensile strength loss and whiteness retention tests, pH (acid or alkalinity) readings of sudsing, rinsing, souring operations, and other related factors.
- Keep abreast of new trends and technologies to improve results
- Observe proper specialized washing formulas and processing of contaminated linen, tumbler operation cycles, ironer/folder speeds, etc., taking corrective action as required.
- Work with clinical staff to develop reasonable linen quotas, and ensure reasonable pickup and delivery schedules are maintained
- Prepare reports to justify expenditures for replacement linen, equipment, and cost transfers, vouchers, inventories, salvage records
- Meet all requirements of the Joint Commission, OSHA, EPA and other applicable regulations and standards as related to textile care program
- Maintain an appropriate inventory level; Prepare turn-in request when equipment is not longer serviceable
- Develop service contracts and monitor their performance
- Manage related contracts and contract personnel as required

## 2. Assistant Environment Management Chief

The incumbent provides a variety of essential administrative and management supports to assist the Chief, EMS, for the overall management of sanitation, pest control and linen programs.

### Major Duties:

- Implement and maintain departmental policies and procedures pertaining to the Textile Care and Housekeeping sections
- Act as Chief, EMS as required
- Review daily log or check sheet, as needed, on factors pertinent to the various services performed which indicate work accomplished, and notes of deficiencies

- Record shortage of supplies, materials, equipment and furnishings, employee attendance, manner of employees' performance, complaints received and action taken, and safety and security violations
- Prepare reports and recommendations for improvement
- Train subordinates, conduct time/motion studies and comprehensive quality control inspections
- Conduct surveys and analyze operations to evaluate administrative methods, producers, work flow, personnel utilization, etc., and make recommendations for improvement
- Assist with scheduling and overseeing pertinent mandatory training conducted by the safety officer, infection control and other experts.
- Communicate with EMS staff and other departments to ensure duties and responsibilities are performed
- Select, train, counsel, discipline and evaluate of subordinate employees with the overall goal of developing a highly productive work force
- Participates in meetings and committee as directed
- Perform other related duties as assigned

### **RATING FACTORS:**

#### **Factor 1 - Nature of Supervisory Responsibility**

Incumbent exercises considerable initiative as instructions are relayed in broad, general terms and judgment must be exercised in accomplishing objectives. Work is reviewed for conformance to established policies and program requirements.

Incumbent verifies time and attendance records, arranges leave schedules and authorized leave for assigned employees; administers performance ratings and reviews grievances and/or refers them to supervisory personnel if not resolved; implements and evaluates EEO activities on a continuing basis; conducts training sessions for subordinates by using manufacturer's recommendations, VA program guides and related training materials and best practices; initiates disciplinary actions and maintains accurate position descriptions for subordinates

The Textile Care Manager Assistant Chief plans and develops viable programs and reviews, such as: long and short range goals, systematic reviews, management improvement - cost reduction reports, plans and procedures for linen quotas, delivery and security systems, equipment utilization and linen inventory analysis, i.e., percentage of usage and loss by using Medical Center. The incumbent keeps all employees well informed on production and operating techniques, meets frequently with employees to discuss problems and solutions, and promotes a harmonious relationship among employees and superiors. Incumbent interviews and hires new employees, and recommends appointment promotion to such positions. Provides on-the-job training for subordinates on procedures, product use, equipment, safety practices, assigns and reviews work daily, approves leave and recommends performance standards and ratings. Assures subordinates follow established safety procedures and utilize personal protective equipment. The incumbent ensures that all employees are counseled on production and performance, as well as on personal problems that may affect their performance, i.e.

monitors warranted disciplinary action, makes recommendations regarding reassignment of employees, supports agency and medical center EEO Affirmative Action Plans, as well as the VA Employee Assistance Program.

In the performance of official duties, the employee has regular access to printed and electronic files containing sensitive data that must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statues and policy, and VHS&RA policy. The employee is responsible for (1) protecting the data from unauthorized release or from loss, alteration, or unauthorized deletion; and (2) following applicable regulations and instructions regarding access to computerized files and user ADP security as set out in the computer access agreement which the employee signs.

Factor 2 - Personal Contacts:

- Contact Environmental Management Service Office in Washington, D.C. related issues
- Other Textile Care Facilities and VA Medical Centers across the country to resolve daily problems
- Communicate with internal and external stakeholders for efficient work flow
- Various contractors and vendors

Factor 3 - Level of Work Directed

1. As the Textile Care Manager, the incumbent supervises 25 subordinate employees.

<u>No. of Position</u>	<u>Position Title</u>	<u>Series &amp; Grade</u>
2.0	Laundry Machine Operator	WG-7305-5
4.0	Laundry Machine Operator	WG-7305-3
1.0	Sewing Machine Operator	WG-3111-3
1.0	Linen Clerk	WG-7304-2
2.0	Linen Clerk	WG-7304-3
14.0	Laundry Worker	WG-7304-2
1.0	Laundry Work Leader	WG-7304-5
1.0	Laundry Plant Supervisor	GS-1658-9

In addition to the above, incumbent, acting as the Assistant Chief, performs other administrative and supervisory duties for the entire EMS, as needed.

Factor 4 - Other Conditions

These responsibilities include the full Textile/Environmental Care Program. Monitoring daily linen quotas requested by additional facilities and sanitation operations at the Phoenix VA Healthcare System. The incumbent must forecast demand on quarterly basis and purchase replacement linen for all three medical centers and the six satellite

extension clinics in the consolidation. Shipping and delivery schedules must be coordinated and interfaced with truck driver and linen delivery personnel at the other facilities, over which the incumbent has no supervisory control. Another impact of consolidated operations is the necessity to make alternate linen transportation arrangements in emergency situations resulting in severe weather, breakdowns in heating and air conditioning at the other facilities, truck breakdown, or anticipated high patient workloads. These situations require immediate resolution on a continuing basis due to the fact that linen must be available to the patients on a daily basis. Failure to meet the patients' daily linen needs could result in a medical center being unable to deliver a satisfactory level of direct patient care. Finally, the incumbent is held responsible for controlling unaccountable loss of linen items, even though the linen delivered, stored, and used by personnel who are not under the incumbent's supervision.

Incumbent is expected to have working knowledge of relevant computer programs.

Because of the distance separating the satellite outpatient clinics, the incumbent is often contacted directly regarding problems with linen, uniforms and specialty items. The incumbent requires resourcefulness and the ability to articulate and make sound decisions.

#### Special Situations:

##### 1. Shift Operation:

Incumbent manages a complete Laundry/Linen Operation which provides laundry/linen service seven days per week with coverage Sunday through Saturday 6:00 a.m. to 3:30 p.m. and holiday coverage 6:00 a.m to 2:30 p.m. Special tours of duty are provided for various employees to provide laundry coverage during irregular departmental hours.

##### 2. Fluctuating Work Force or Constantly Changing Deadlines:

Due to annual leave and sick leave, the daily number of employees continually changes. Also due to the fluctuation of the patient load in the hospitals, there is constantly changing deadlines for different types of linen to be delivered. This often requires major adjustment in workflow processing in order to have sufficient amounts of certain types of linen ready to fill the next linen order in delivery sequence.

##### 3. Impact of Specialized Programs:

Incumbent must complete all three parts of the National Association of Institutional Linen Management courses at the American Laundry and Linen College within 1 year of initial appointment, and maintain valid a Laundry Linen Director registration for the duration of the employment.

##### 4. Specialized Programs:

The Incumbent must have general knowledge of the principles of chemistry, biology and bacteriology. Knowledge of technical laundry requirements, complex electronic automated laundry equipment, sanitation, safety, etc., as they relate to healthcare environmental programs is required.

Must be able to express logically, clearly, and concisely, both orally and in writing, and is expected to communicate effectively with professional staff. The incumbent must exhibit sound judgment based on his/her experience, organizational policy and sound management principles regarding various medical/administrative functions in making proper recommendations to solve the operational problems.

Knowledge of personnel management including, position descriptions, performance standards, competency assessments, employee appraisals and knowledge of staffing methodologies is required to properly perform the administrative functions of the position.

Must have a thorough understanding of superior labor/management responsibilities and work within the framework of the Master Agreement to partnership with the bargaining unit.

5. Changing Technology:

Incumbent must keep up-to-date on the continually changing housekeeping and laundry industry by attending educational seminars. The washing and or sanitation procedures may change at anytime because of new technology in the chemical industry, as well as advances in chemical biology. Contact with the chemical representative must be maintained so that the medical center textile facility is current on forefront breakthroughs and or technology within this range. For example, one type of bleach requires that the water temperature attains 160 degrees to achieve maximum whiteness and for the chemical to work properly. VA policy states that water temperatures cannot exceed 120 degrees. The alternative is to obtain a different type of bleach that maintains whiteness and follows VA policy. The incumbent is responsible to notify staff of changes in chemicals and or procedures in washing so that proper protocols are maintained.

6. Special Hazard and Safety Conditions:

The work is very vigorous, inside the Textile Care in well-lighted and air-conditioned space. The incumbent is subject to exposure of contaminated sharp items found in linen, contaminated linen, chemicals, lint, dust and extreme noise generated by the laundry equipment itself. The incumbent must be safety conscious, exercising caution when around machinery, slippery floors and caustic solutions.



**POSITION CLASSIFICATION EVALUATION STATEMENT**

**CURRENT TITLE/SERIES/GRADE:** Laundry Plant Manager, GS-1658-12  
**PROPOSED TITLE/SERIES/GRADE:** Laundry Plant Manager, GS-1658-12  
**FINAL TITLE/SERIES/GRADE:** Laundry Plant Manager, GS-1658-12  
**ORGANIZATIONAL TITLE:** Assistant Chief of EMD  
**ORGANIZATIONAL LOCATION:** Phoenix VA Health Care System; Facilities Service

**REFERENCES:** General Schedule Supervisory Guide, HRDC-5 dated 06/98 & 04/98.  
Administrative Work in the Equipment, Facilities , and Services Group, GS-1600 dated 05/2003.

**BACKGROUND:** This position is currently vacant. Management has taken this opportunity to update the position description. The position will now be the assistant chief of EMD as well as functioning as the laundry plant manager.

**SERIES/TITLE DETERMINATION:** The incumbent is responsible for assigning work, ensuring timely completion of work assignments, training employees and other supervisory duties while also being responsible for day to day work.

**GRADE DETERMINATION:** The Grade Level Guide for General Schedule Supervisory Guide, HRCD-5, (06/1998), is used to evaluate this position.

**FACTOR EVALUATION SYSTEM POINTS RATINGS**

<b>Evaluation Factors</b>	<b>Points</b>	<b>Level</b>
1. Program Scope and Effect	775	1-4
2. Organizational Setting	100	2-1
3. Supervisory and Managerial Authority Exercised	775	3-3
4. Personal Contacts	175	4A-3, B-3
5. Difficulty of Typical Work Directed	650	5-5
6. Other Conditions	575	6-2
<b>Total Points</b>	<del>2190</del> 3050	
<b>Grade Conversion (Range 2755 - 3150)</b>	GS-12	

**CONCLUSION:** The proper title and series is Laundry Plant Manager, GS-1658-12.

*Stephanie A. Coon*  
\_\_\_\_\_  
**HR SPECIALIST (CLASSIFICATION)**

*6/9/10*  
\_\_\_\_\_  
**DATE**



STATION NUMBER/ORGANIZATION

644 - Phoenix VA Health Care System

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

Laundry Plant Manager, GS-1658-12

POSITION DESCRIPTION NUMBER (PD #)

047800

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

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	1
4.	Program Authority	1
5.	Supervision Received	3
6.	Total Risk Points (Sum of Lines 1-5) ▶	9

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)

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

Stephanie Coomer, HR Specialist (Classification)

DATE (MM/DD/YYYY)

06/09/2010