

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

1. AGENCY POSITION NO.  
2105

6. OPM CERTIFICATION NO.

9. SUBJECT TO IA ACTION  
 YES  NO

13. COMPETITIVE LEVEL CO

14. AGENCY USE

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

7. FAIR LABOR STANDARDS ACT  
 EXEMPT  NONEXEMPT

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

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

11. POSITION IS:  
 SUPERVISORY  
 MANAGERIAL  
 NEITHER

12. SENSITIVITY  
 1 - NON-SENSITIVE  3 - CRITICAL SENSITIVE  
 2 - NON-CRITICAL SENSITIVE  4 - SPECIAL SENSITIVE

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	Supv. Medical Admin. Program Specialist	GS	0301	12	SC	11/24/08
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE	Supv Medical Admin Program Specialist	GS	301	12		

16. ORGANIZATIONAL TITLE OF POSITION (if different from official title)  
Chief, MCCR

17. NAME OF EMPLOYEE (if vacant, specify)  
Sanderp

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

A. FIRST SUBDIVISION  
Veterans Health Administration

B. SECOND SUBDIVISION  
Phoenix VA Health Care System

C. THIRD SUBDIVISION  
Health Administration Service

D. FOURTH SUBDIVISION  
Medical Cost Care Recovery

E. FIFTH SUBDIVISION

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

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

SIGNATURE OF EMPLOYEE (optional)

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 TITLE OF IMMEDIATE SUPERVISOR  
Linette L. Baker, Asst Chief, HAS

SIGNATURE  
*Linette L. Baker*

DATE  
11/14/08

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

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/GRADING POSITION  
General Schedule Supervisory Guide;  
HRCD-5 (06/98 + 04/98).

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

SIGNATURE  
*Stephanie Coomer*

DATE  
11/24/08

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.

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

24. REMARKS  
updates language in PD. No grade/series changes.

**CHIEF, MCCR**  
**GS-301-12**  
**Medical Cost Care Recovery (MCCR) Program**

**Supervisory Medical Administration Program Specialist/Chief MCCR**  
**GS-301-12**

**1. MAJOR DUTIES AND RESPONSIBILITIES**

The Chief, MCCR is responsible for the development and implementation of the MCCR Program which will include an MCCR Utilization Review and Management Program. The Chief, MCCR serves as the MCCR Coordinator for the medical center and is responsible for the effective program management of cost recovery actions as authorized by law to recover a reasonable value of the cost of medical care rendered to veterans who have insurance, eligible veterans who have claims against third parties (Tort Feasors/Workers Compensation/Victims of Crimes), active duty personnel in the Armed Forces in accordance with sharing agreements, veterans not eligible for VA medical benefits, veterans who on an income-based means test are classified as responsible for making copayments for the federal government, and non-veterans who are treated on a humanitarian or emergent basis. Other areas of revenue are included, such as billing and collecting for treatment provided to Tricare beneficiaries, etc.

The Chief, MCCR will be responsible for developing creative billing techniques, implementing all forms of peripheral billings related to MCCR, overseeing the analyzing of recovered payments and monitoring aggressive follow-up activities as needed. This also includes pre-admission certification of elective admissions, concurrent and retrospective reviews and discharge planning in cooperation with Nursing, Social Work, the various bed services and ambulatory care clinics of the Medical Center.

Incumbent develops and implements an MCCR Utilization Review Management Program, and analyzes results from Utilization Review activities in efforts to enhance cost recovery and MCCR Utilization Review activities.

Incumbent will be responsible for all training of MCCR staff and education and communication efforts to all applicable parties. Establishes goals and objectives to implement this program in conjunction with Medical Center management and has responsibility for regional and national reporting for this MCCR Program. Incumbent will keep top management, MCCR related services and staff informed of VA policies and procedures in MCCR.

Establishes and maintains clear accounting and administrative procedures for the operation of the Medical Care Cost Recovery program to ensure effective use of the resources in the fund toward direct medical care cost recovery activities. Establishes

procedures for such things as policy for billing, identification/verification of policies, collection activities, utilization review, pre-registration, etc.

Ensures that patients' insurance carriers are billed within established timeframes for retrieval back billing and that long term inpatients are billed quarterly. Notifies insurers once bills are over 30 days old regarding unpaid bills and referring denial of payments by insurers to Regional Counsel.

Establishes and maintains background information on the major third party payers concerning such information as requirements for coverage/reimbursement, process for appeals and contact person for problems.

Develops, implements and maintains written and audio-visual instructions covering the duties and functions of all staff sufficient to train new employees in the steps and information necessary to perform the duties of their positions.

Communicates to veterans, veteran's organizations and community organizations the intent of the program and how important their cooperation is to the legitimate recovery of identified funds. Provides full explanations that this recovery will not impact their care nor eligibility for care.

Proficient in VISTA program and how it is used by staff for retrieval and use of information concerning veterans' medical and personal information. Computer support to include electronic billing, automated letter demands, database access for insurance identification and commercial software, follow-up calling, report generation, organizational and procedural analysis and staffing studies and analysis.

Functions as Program Manager to a staff of 29 or more employees. Writes position descriptions and performance standards covering the duties required and level of performance necessary. Selects staff for appointment and promotion and will recommend incentive awards and disciplinary action, if necessary, using sound affirmative action techniques.

Ensures that effective communication is established and maintained with insurance Companies, attorneys, business officials in health care industry, Regional and General Counsel staff and representatives of other Federal agencies and the private sector.

Determines through extensive research and development of information regarding a debtor, if collection activity should be pursued, the appropriateness of referral to another collection source, as necessary, and if debt should be written off, which may necessitate dialogue with Regional Counsel, Responsible for making decisions of whether to write off, waive, or cancel bills determined to be uncollectible.

Performs other related duties as assigned.

## 2. KNOWLEDGE REQUIRED OF THE POSITION

Displays a wide range of qualitative and/or quantitative methods for assessment and improvement of both the MCCR program's effectiveness and improvement of the complex management processes and systems. Knowledge and skill in applying analytical techniques regarding varied issues and/or studies concerning efficiency and effectiveness for the MCCR program. Ability and resourcefulness to engage in statistical and analytical related problem solving.

Exhibits a comprehensive knowledge of the range of administrative laws, policies, regulations and precedents applicable to the administration of this vast and ever changing national program.

Mastery of advanced management and organizational principles and practices along with a comprehensive knowledge of planning, programming and budgetary regulations, guidelines and processes. Thorough knowledge of the third-party billing process sufficient to develop long-range and short-range plans in accordance with agency policies and to be flexible enough to change them when programs are revised at higher levels. The work requires knowledge of conducting complex studies, part of which is accomplished through the VISTA program.

Knowledge of the principles of MCCR Utilization Management including, but not limited to, pre-admission testing, pre-admission and admission certification, medical necessity for continued stay and discharge planning. Knowledge of the appeal procedure in pursuing denied or partially denied inpatient claims.

Knowledge of third party and discretionary care billing process, the Pharmacy Copayment process, criteria for payment by major third party payers and requirements for discretionary treatment provided.

Knowledge of accounts receivable functions and how they relate to follow-up and referral measures to maximize recoveries and maintain healthy aging receivables. Advanced knowledge of the administrative procedures concerning inpatient and outpatient care sufficient to take effective measures to retrieve required data and to improve on procedures that pertain to MCCR processes.

Knowledge of the critical elements of medical documentation as they pertain to delivery of quality health care. Ensures that documentation quantifies care delivered to support reimbursement claims.

Responsible for training all MCCR staff and providing education to all medical center staff.

Monitors all cumulative FTEE levels within the program and ensures full FTEE levels are met by the close of the fiscal year. Knowledge of supervisory and personnel rules and regulations.

Ability to establish and maintain adequate relationships throughout the Medical Center with service organizations and third party payers. Demonstrates interpersonal effectiveness with all levels of the organization.

Thorough knowledge of MCCR Public Laws, policies and procedures are required to assure we are billing according to Federal regulations.

Knowledge of all MCCR and DHCP computer programs associated with the MCCR program. Knowledge of PC programs including Microsoft Word, Excel, etc.

Ability to communicate both orally and in writing to individuals, groups, insurance companies, attorneys and others. Above average ability to compose appropriate letters is mandatory.

### **3. SUPERVISORY CONTROLS**

Incumbent is under the direct supervision of the Assistant Chief, Health Administration Service. Responsible for the full management of the MCCR Program and Utilization Review Program. Direction for the program's operations is received through policies, procedures and directives issued by the MCCR Program Office.

Incumbent is permitted wide latitude and completes unreviewed actions in connection with technical, procedural, administrative and professional responsibilities.

Required to utilize broad independent and sound judgment and apply a good working knowledge of laws, practices and regulations informing upper management of potentially controversial issues or where management decisions are crucial to the effectiveness of operations.

Work is reviewed in terms of compliance to national goals and accomplishments in light of established program objectives.

### **4. GUIDELINES**

Functions within the general guidelines developed for MCCR Program within the Department of Veterans Affairs. Interprets and applies these guidelines as it pertains to each patient, insurance company and intermediaries. The incumbent is bound by all VA and national Privacy Act standards, Public Laws, excerpts from the Federal Register, etc.

There are no precedents for this cost recovery work. Since guidelines are general in nature, incumbent must analyze problems using considerable adaptation and develops procedures to effectively complete work.

### **5. COMPLEXITY**

Functions independently and has authority to act on own initiative. Incumbent has full responsibility for all aspects of the cost recovery program. This includes responsibility for employees performing the following functions:

Pre-registration, insurance verification, medical record technicians/billing, fiscal accounts clerks, utilization review, third party debt collection, copayment cashier, validation, first party debt billing and collections.

The work consists of projects and studies, which require analysis of interrelated issues for effectiveness, efficiency and productivity of substantive mission oriented programs. Typical assignments require developing detailed plans, goals and objectives for the short term and long-range implementation and administration of the program and/or developing criteria for evaluating the effectiveness of the program.

Develops detailed guidelines for staff, reevaluates and upgrades programs as improvements are required. Establishes and reviews productivity and accuracy monitors for all employees.

Responds to and participates in local, regional and national MCCR goal development and processes.

## **6. SCOPE AND EFFECT**

The incumbent has full responsibility for the MCCR Program. This is the largest revenue producing program of its kind in the VA. Ensures each patient's health care is provided in a manner which best utilizes the resources available to ensure maximum reimbursement from the third party payer for the care provided.

Responsible for overseeing the analysis of recovered payments and assuring aggressive follow-up activity is maintained. The collection of third party debts and copayment charges is essential to assure VA and this medical center meets their established recovery goals.

The scope of the position is varied in the technical, judgmental and application aspects of the principal duties and responsibilities. The work must conform and remain within the legal boundaries established by public law, while protecting the VA's interest in recovering costs of service. Failure to bill and collect amounts established by those standards will have an adverse effect on VA as a whole and this medical center by the imposition of a reduction in the recurring financial base of the facility. Data validation and accurate reporting of statistical data are paramount.

## **7. PERSONAL CONTACTS**

Incumbent has a wide variety of contact responsibilities and is responsible for establishing and maintaining good working relationships with attorneys in the private

sector, business officials and clinical staff in the health care industry, Regional and General Counsel staff, representatives of other Federal Agencies, Congressional staff, medical center staff and the general private sector medical staff. Ongoing contact with VISN level officials, Headquarters Program Office and other MCCR Coordinators throughout the systems. Contacts are formal or informal in nature depending on the topic at hand. Incumbent composes formal correspondence, including documents for the VISN, Headquarters, auditors, surveyors and other agencies both within and outside of the Department of Veterans Affairs.

#### **8. PURPOSE OF CONTACTS**

The purpose is to ensure accurate information retrieval, education of patients or their representatives, resolution to MCCR utilization of billing issues raised by the insurance companies, improving management practices and communication and enhancement of the utilization of the medical center's resources.

Contacts with third party payers will resolve disputes and insure these firms are provided with pre-certification information on veteran patients when required. Contacts with VISN and Headquarters staff are required to strengthen the cost recovery program, both nationally and within the VISN. Contacts with Regional and General Counsel are to facilitate collection efforts.

#### **9. PHYSICAL DEMANDS**

Work is mostly sedentary. The work site is located separate from the main facility, so a moderate amount of walking is involved.

#### **10. WORK ENVIRONMENT**

Work is performed in an office setting, which is adequately lighted, and climate controlled. At times, due to equipment, telephone conversations, etc., the noise levels may be high.

### **OTHER SIGNIFICANT FACTS**

#### **CUSTOMER SERVICE**

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealings with the customer constructively and appropriately.

#### **ADP SECURITY**

Protects printed and electronic files containing sensitive data and information in accordance with the Privacy Act and other applicable laws, federal regulations, VA status and policy. Protects the data from unauthorized release or from loss, alteration or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set in the computer access agreement that the employees signs.



<b>POSITION EVALUATION STATEMENT</b> FACTOR EVALUATION SYSTEM	NATURE OF PROPOSED ACTION <i>Redescribe</i>	POSITION NO. <i>2105</i>
--	--	-----------------------------

CLASSIFICATION TITLE <i>Supr. Medical Administrative Program Specialist</i>	SCHED. <i>GS</i>	SERIES <i>301</i>	GRADE <i>12</i>
ORGANIZATIONAL TITLE <i>MCCR Coordinator</i>	NO. POSITIONS <i>1</i>		

ORGANIZATION <i>Medical Administration</i>	SUBDIVISION <i>MCCR Section</i>	LOCATION
---	------------------------------------	----------

EVALUATION FACTORS	POINTS ASSIGNED	STANDARD USED (Give Benchmark No., Factor Level No., etc.)	COMMENTS
1. KNOWLEDGE REQUIRED BY THE POSITION	<i>1250</i>	<i>FL 1-7</i>	
2. SUPERVISORY CONTROLS	<i>450</i>	<i>2-4</i>	
3. GUIDELINES	<i>450</i>	<i>3-4</i>	
4. COMPLEXITY	<i>225</i>	<i>4-4</i>	
5. SCOPE AND EFFECT	<i>225</i>	<i>5-4</i>	
6. PERSONAL CONTACTS	<i>180</i>	<i>3</i>	
7. PURPOSE OF CONTACTS	<i>-</i>	<i>0</i>	
PHYSICAL DEMANDS	<i>5</i>	<i>8-1</i>	
WORK ENVIRONMENT	<i>5</i>	<i>9-1</i>	

<b>SUMMARY</b>	TOTAL POINTS <i>2790</i>	(2755 - 3150)
	GRADE CONVERSION GS- <i>12</i>	

REMARKS (As appropriate, desk audit findings or other considerations not previously documented which affect final grade.)

*Non-supervisory duties are evaluated by reference to the Administrative Analysis Grade Eval. Guide. These duties are grade controlling. See prior evaluation of supervisory duties which remains accurate. Titling as supervisor is appropriate.*

YOUR _____	DATE _____	EVALUATED BY <i>Nancy J. Campbell</i>	DATE <i>7-31-98</i>
---------------	---------------	--	------------------------

TITLE AND/OR ORGANIZATIONAL LOCATION _____	TITLE <i>HRM Specialist</i>
---	--------------------------------

**GENERAL SCHEDULE SUPERVISORY GUIDE  
EVALUATION ANALYSIS**

<b>Position No.</b> 2105	<b>Nature of Proposed Action</b> <i>Reclassification</i>		
<b>Organization</b> <i>MAA; MCCR</i>			
<b>Location</b> <i>VAMC, Okla. Ag.</i>			
<b>Grade Evaluation Factors</b>	<b>Factor Level</b>	<b>Points Assigned</b>	<b>Remarks</b>
<b>FACTOR 1-PROGRAM SCOPE AND EFFECT</b>	<i>1-2</i>	<i>350</i>	
<b>FACTOR 2-ORGANIZATIONAL SETTING</b>	<i>2-1</i>	<i>100</i>	
<b>FACTOR 3-SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED</b>	<i>3-2</i>	<i>450</i>	
<b>FACTOR 4-PERSONAL CONTACTS</b>	<i>4A-2</i>	<i>50</i>	
<b>A-NATURE OF CONTACTS</b>			
<b>B-PURPOSE OF CONTACTS</b>	<i>4B-2</i>	<i>75</i>	
<b>FACTOR 5-DIFFICULTY OF TYPICAL WORK DIRECTED</b> (Highest level of base work supervised) <i>GS-5</i> <small>*see evaluation below</small>	<i>5-3</i>	<i>340</i>	
<b>FACTOR 6-OTHER CONDITIONS</b> SPECIAL SITUATIONS CREDITED: <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>6-2</i>	<i>575</i>	
SEE EVALUATION BELOW			
	<b>TOTAL POINTS:</b>	<i>1940</i>	
<b>Point to Grade Conversion Chart:</b> 855-1100 GS-5    1855-2100 GS-9    3155-3600 GS-13 1105-1350 GS-6    2105-2350 GS-10    3605-4050 GS-14 1355-1600 GS-7    2355-2750 GS-11    4055-UP    GS-15 1605-1850 GS-8    2755-3150 GS-12		<i>GS-9</i>	

**Evaluation:** *The incumbent has been classified at the GS-11 level using the Administrative Analyst's Grade Evaluation Guide to evaluate personal duties. The position is classified as Medical Administration Program Specialist, GS-301-11 with an Organizational title of MCCR Coordinator.*

*San 12/12/94*



LOCATION NUMBER/ORGANIZATION  
1 T. Hayden VA Medical Center

SUBJECT NAME (Optional)	POSITION TITLE/GRADE Supv. Medical Admin Program Specialist, GS-0301-12	POSITION DESCRIPTION NUMBER (PD #) 2105
-------------------------	---	---

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)

<b>A. IMPACT ON EFFICIENCY OF SERVICE</b> <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED	<b>B. SCOPE OF OPERATIONS:</b> <input type="checkbox"/> WORLDWIDE <input type="checkbox"/> GOVERNMENTWIDE <input type="checkbox"/> MULTI-AGENCY <input checked="" type="checkbox"/> AGENCY	<b>C. PROGRAM RISK LEVEL</b> <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> 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	5
2.	Fiduciary Responsibility	1
3.	Importance to Program	3
4.	Program Authority	5
5.	Supervision Received	5
6.	Total Risk Points (Sum of Lines 1-5) ▶	19

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

<input type="checkbox"/> SPECIAL SENSITIVE	<input type="checkbox"/> CRITICAL SENSITIVE
<input type="checkbox"/> NON-CRITICAL SENSITIVE	<input checked="" type="checkbox"/> 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.

<input type="checkbox"/> CONCUR WITH RISK LEVEL (See STEP 2)	<input type="checkbox"/> MODERATE RISK	<input type="checkbox"/> HIGH RISK
<input type="checkbox"/> INCREASE RISK LEVEL TO:		

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS

<input type="checkbox"/> HIGH RISK
<input type="checkbox"/> MODERATE RISK
<input checked="" type="checkbox"/> 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:

<input checked="" type="checkbox"/> NO ADJUSTMENT
<input type="checkbox"/> INCREASE RISK LEVEL TO:
<input type="checkbox"/> MODERATE RISK
<input type="checkbox"/> HIGH RISK

Sensitivity Level:

<input checked="" type="checkbox"/> NO ADJUSTMENT
<input type="checkbox"/> INCREASE SENSITIVITY LEVEL TO:
<input type="checkbox"/> NONCRITICAL SENSITIVE
<input type="checkbox"/> CRITICAL SENSITIVE
<input type="checkbox"/> SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL

<input type="checkbox"/> HIGH RISK
<input type="checkbox"/> MODERATE RISK
<input checked="" type="checkbox"/> LOW RISK

FINAL SENSITIVITY LEVEL DESIGNATION

<input type="checkbox"/> SPECIAL SENSITIVE
<input type="checkbox"/> CRITICAL SENSITIVE
<input type="checkbox"/> NON-CRITICAL SENSITIVE
<input checked="" type="checkbox"/> NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

*Diane Tinsley*

DATE (MM/DD/YYYY)

08/25/06