

PERSSUIT

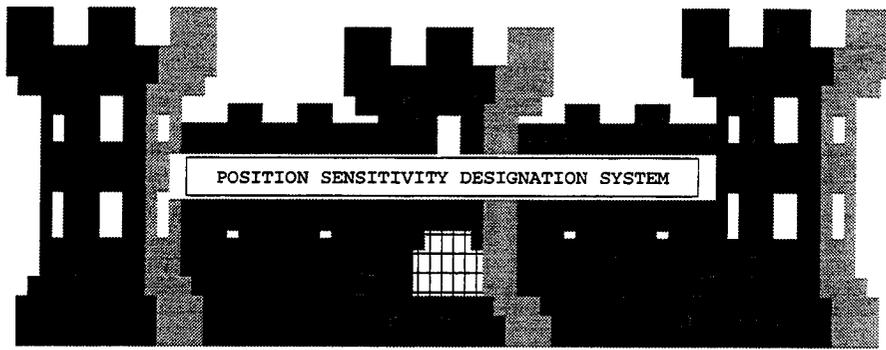
User's Guide

May 1995

PERSSUIT User's Guide

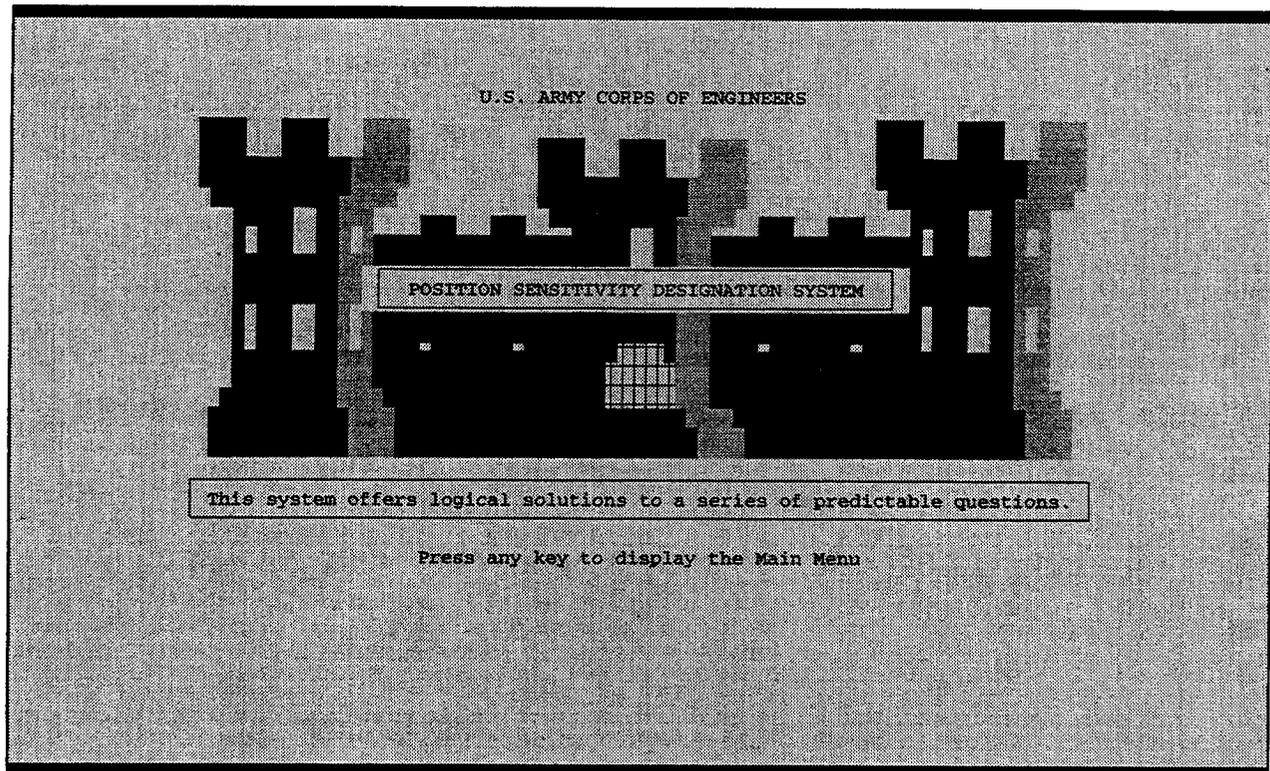
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Section I

Introduction

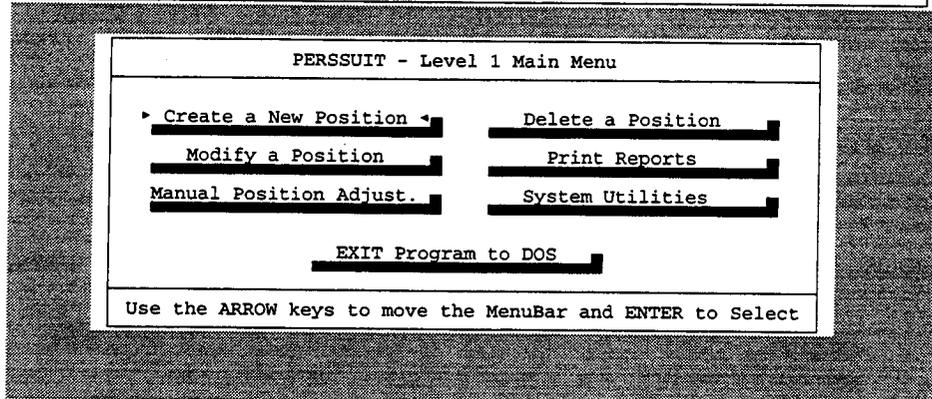


Welcome to the Position Sensitivity Designation System (PERSSUIT). The PERSSUIT system is designed to help the user designate positions in terms of their security risk factor. This system is a means of collecting data on positions only, not on the persons who might hold the positions.

The PERSSUIT User's Guide is to be used as a navigational tool for moving through the system. It is not designed to explain the reasoning behind the questions and factor ratings that go into the position designations.

For further help on understanding the content of the actual wording used for position designation, contact your Security Office.

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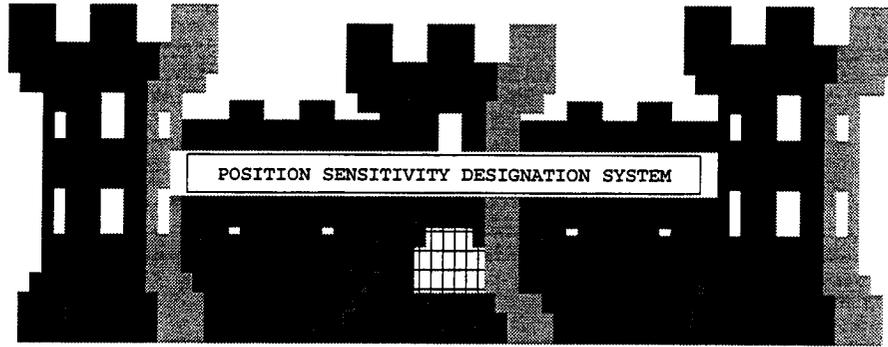


THE PERSSUIT MAIN MENU

The PERSSUIT Main Menu displays options for working within the system. From this menu you can Create, Modify and Delete security positions, run reports, and access utility options.

- ▶ *To select an option from the Main Menu, use the arrow keys to move the Menu Bar (▶ ◀) to the desired option and press **Enter**. The appropriate screen displays.*

Each Main Menu option is explained in the following pages.



Section II

Create a New Position

MAIN MENU OPTION - CREATE A NEW POSITION

When the Create a New Position option is selected, you are asked to enter a POSITION NUMBER.

- ▶ **POSITION NUMBER:** *In the Position Number field, enter the Position Number and Shred Number (i.e. N9496-001) that is assigned to the Job Description and press **Enter**. (The number can consist of letters and/or numbers.)*

Once the Position Number is entered, you are asked to enter an AGENCY and TITLE.

- ▶ **AGENCY:** *In the Agency field, type in the appropriate Agency (i.e., USACE), routing symbol (i.e., CENPP-SA-S), and Organization Code (i.e., GOS0000) and press **Enter**.*
- ▶ **TITLE:** *In the Title field, type in the appropriate Title of the position (i.e., Park Ranger) and press **Enter**.*

A message displays asking, "Is it O.K to add this position number?"

- ▶ *Press **Y** and press **Enter** to add the Position Number and move on to the Position Sensitivity questions.*
- ▶ *Press **N** and press **Enter** to return to the Main Menu without adding the Position Number.*

NOTE: Press the **Esc** key at any time to return to the Main Menu. This will void all information you have entered so far for the Position Number.

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Y-Yes-N-No	Does the Position: _____ POSITION SENSITIVITY
Y-Yes-N-No	Require access to TOP SECRET information
Y-Yes-N-No	Develop approved plans, policies or programs that affect the overall operations of the Department of Defense or of a DOD Component.
Y-Yes-N-No	Develop or approve of war plans, plans or particulars of future major or special operations of war, or critical and extremely important items of war.
Y-Yes-N-No	Perform investigative and certain investigative support duties, the issuance or adjudication of personnel security clearances, or grants access to classified information, or the making of personnel security determination.
Y-Yes-N-No	Have Fiduciary public contact, or other duties demanding the highest degree of public trust.

Press Y for Yes, N for No, or ESC to Abort:

POSITION SENSITIVITY

In the above sample screen, you will notice the title of the screen in the upper right hand corner. This screen is a sample of the first screen in the Position Sensitivity section. It displays a list of questions requiring Yes or No answers. Use the arrow keys to move the Menu Bar up and down through the list of questions.

- ▶ *For each question that requires a **YES** selection, press **Y**. This will highlight the **Yes-No** field. If you do not wish to answer Yes to a question, press **N**, **Enter**, or the down arrow key.*

*When you reach the end of the screen, a beep will sound. Press the **Enter** key to move on to the next screen.*

If you answered YES to any of the Position Sensitivity questions, you are directly placed at the ADP Sensitivity section. (See page 13 for a screen sample and instructions.)

If you have answered NO to all of the Position Sensitivity questions, a series of questions will appear. (The questions and instructions are provided beginning on page 10). These questions require an objective evaluation of the position as it relates to the program under which it operates. For example, a File Clerk in Operations would be evaluated under the Administrative program.

The questions that appear after answering NO to the Position Sensitivity questions consist of two segments. Each answer is numerically rated within these segments. The two positions include Program Placement (the Impact on the efficiency of the service and the Levels of Scope of Operations in terms of efficiency of the service) and Position Placement (the Risk Levels determined for the position.)

- **Program Placement:** In this segment, you are evaluating the efficiency and scope of operations that the position has within the program (Administration, Auditing, etc.) based on your input. It also identifies Program Placement (lowest to highest).
- **Position Placement:** This segment contains five Risk Factor questions. Answers to each of these questions must be carefully considered before answering.

The combination of these two segments will automatically bring about a rating of one of the following levels: Special Sensitive (SS), Critical Sensitive (CS), Non-Critical Sensitive (NCS), Non-Sensitive (NS).

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Determine the IMPACT on the Efficiency of the Service by identifying the area of primary program focus (Below), and then relating that area to one of the IMPACT levels (A-G) Primary Program Focus

- Accounting for auditing or disbursement of public funds
- Administrative, regulatory or policy control over public and/or private programs or operations:
- Protection of the national security:
- Enforcement of Federal laws; or
- Protection of life or property:

Impact Levels

Impact A
Impact B
Impact C
Impact D
Impact E
Impact F
Impact G

Is directly vital to the overall stability or survival of the Nation.

Use (↑/↓) then press ENTER to Select, or ESC to ABORT:

IMPACT LEVELS Impact on the efficiency of the service.

In the above sample screen, you will notice the Impact Levels displayed in the box on the right-hand side of the screen. The levels go from A to G, A representing the highest potential impact on the program. As you arrow through each Impact Level, a description of the level displays in the lower part of the screen.

- ▶ *Use the arrow keys to move to the appropriate Impact Level and press **Enter** to select a level.*

Once you have selected an Impact Level, the Levels of Scope display.

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Determine the Scope of Operations in Terms of the Efficiency of the Service by selecting one of the seven levels of (Scope of Operations) descriptions given to the right.

Scope 1 - Worldwide
Scope 2 - Nationwide
Scope 3 - Governmentwide
Scope 4 - Multi-agency
Scope 5 - Single-agency
Scope 6 - Regionwide
Scope 7 - Areawide

Levels of Scope

Scope 1
Scope 2
Scope 3
Scope 4
Scope 5
Scope 6
Scope 7

Operational activity is carried out worldwide with primary focus in either the public or the private sector.

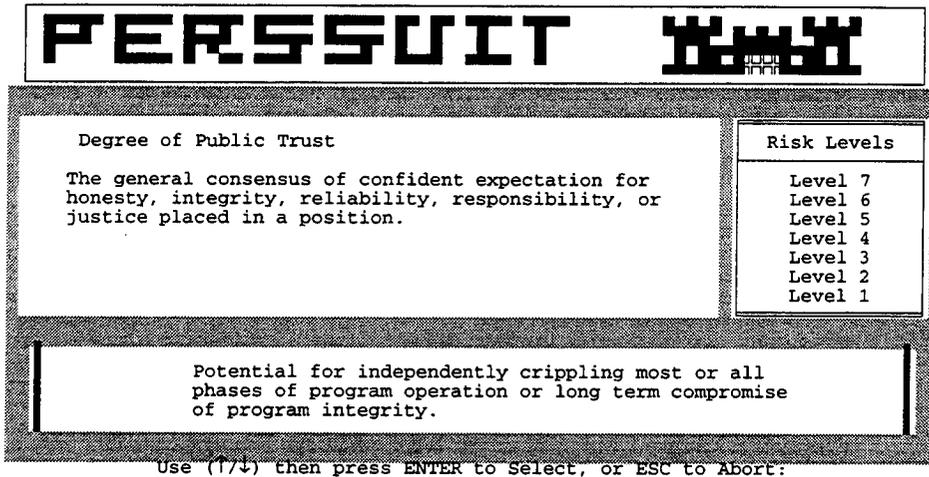
Use (↑/↓) then press ENTER to Select, or ESC to Abort:

LEVELS OF SCOPE Levels of Scope of Operations in terms of efficiency of the service.

In the above sample screen, you will notice the Levels of Scope displayed in the box on the right-hand side of the screen. The levels (from 1 to 7) are given a Scope of Operations description provided in the center of the screen. As you arrow through each Impact Level, a further description of the level displays in the lower part of the screen.

- ▶ *Use the arrow keys to move to the appropriate Level of Scope and press **Enter** to select a level.*

Once you have selected a Level of Scope, the Risk Levels display.



RISK LEVELS

In the above sample screen, you will notice the Risk Levels displayed in the box on the right-hand side of the screen. The levels (from 7 to 1) are given for five different sets of definitions, displayed in the center of the screen. The above screen sample displays a definition for the **Degree of Public Trust** for which a Risk Level is being assessed. As you arrow through each Risk Level, a description of the level displays in the lower part of the screen.

- ▶ *Use the arrow keys to move to the appropriate Risk Level and press **Enter** to select a level.*

Once you have selected a Risk Level, a new term and definition displays in the center of the screen. The five areas for which to assess a Risk Level are Degree of Public Trust, Fiduciary Responsibility, Importance to Program, Program Authority, and Supervision Received.

Once the Level of Risk for each area has been selected, the ADP Sensitivity screen displays.

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Yes-No	Does the Position: _____ ADP SENSITIVITY
Yes-No	Have responsibility for the development and administration of agency computer security programs, including direction and control of risk analysis and/or threat assessment.
Yes-No	Have significant involvement in life-critical or mission-critical systems.
Yes-No	Have the responsibility for the preparation or approval of data for input into a system which does not necessarily involve personal access to the system, but with relatively high risk for effecting grave damage or realizing significant personal gain.
Yes-No	Involve major responsibility for the direction planning, design, test, maintenance operation monitoring, and/or management of systems hardware and software.

Press Y for Yes, N for No, or ESC to Abort:

ADP SENSITIVITY

In the above sample screen, you will notice the title of the screen in the upper right hand corner. This screen is a sample of the first screen in the ADP Sensitivity section. It displays a list of questions requiring Yes or No answers. Use the arrow keys to move the Menu Bar up and down through the list of questions.

- ▶ *For each question that requires a **YES** selection, press **Y**. This will highlight the **Yes-No** field. If you do not wish to answer Yes to a question, press **N**, **Enter**, or the down arrow key.*

*When you reach the end of the screen, a beep will sound. Press the **Enter** key to move on to the next screen.*

You may use the Up arrow key to move back to a previous screen.

Once you have reached the end of the ADP Sensitivity section, a final form displays showing all of the information as entered.

"Do you want to add another?"

- ▶ *Press Y to add a new position. (See page 7, Create a New Position, for instructions)*
- ▶ *Press N to return to the Main Menu without adding a new position.*

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Final Adjustment Factor for Position Sensitivity

Uniqueness: Factors that are unique and are not fully accounted for in the program or position designation system that can cause adjustments include Ranger Personnel w/citation authority, Emergency Operations Center Support personnel and any other factors the agency thinks relevant.

The Final Sensitivity Level is currently: NS

1. Non-Sensitive
2. Non-Critical Sensitive
3. Critical Sensitive
4. Special Sensitive

Use (↑/↓) then press ENTER to Select, or ESC to Abort:

FINAL SENSITIVITY ADJUSTMENT

In special cases, when you reach the final form, the sensitivity factor for the position may need to be adjusted. In the above screen sample, the current Final Sensitivity Level displays. The Sensitivity Level options display in the box below the current level.

- ▶ *Use the arrow keys to move to the appropriate Sensitivity Level and press **Enter** to select the level.*

When the new Sensitivity Level is entered, a field displays in which to enter a reason for the adjustment. For example, to adjust a NS position to a NCS position, enter NCS and type in a justification, such as "ADDITIONAL DUTY ASSIGNMENT TO EOC STAFF, ACCESS TO CLASSIFIED INFORMATION TO THE SECRET LEVEL".

- ▶ *Type in the reason for this adjustment and press **Enter**.*

NOTE: You must enter something as a reason for the adjustment in order to move on. The adjustment and the reason for the adjustment will always print out with this form. If you press Esc, no data will be lost. The Adjustment attempt will be ignored and the form will display unchanged.

Once the Final Adjustment Factor is entered, the final form displays with the adjusted Sensitivity Level. Press any key to move on to a series of questions.

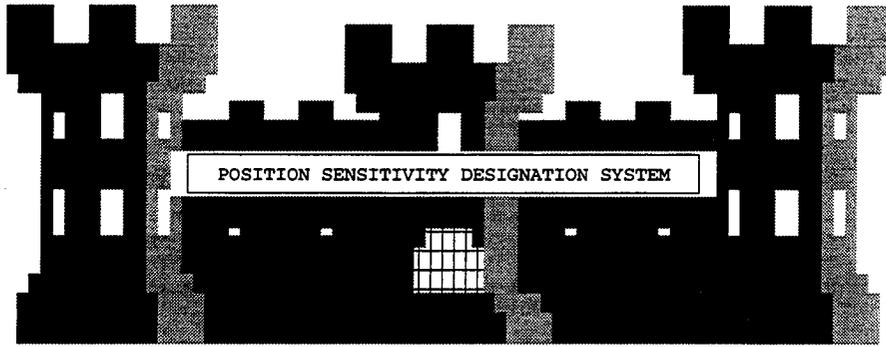
"Would you like to print this form now?"

- ▶ *Press Y to print the form. Once the form is sent to the printer, the next question displays.*
Press N to decline a printout and move on to the next question.

NOTE: **If you are connected to a network, your form may not print until you exit the PERSSUIT program. If you have further trouble printing, see Section VII, System Utilities, to make sure your printer is properly selected.**

"Do you want to add another?"

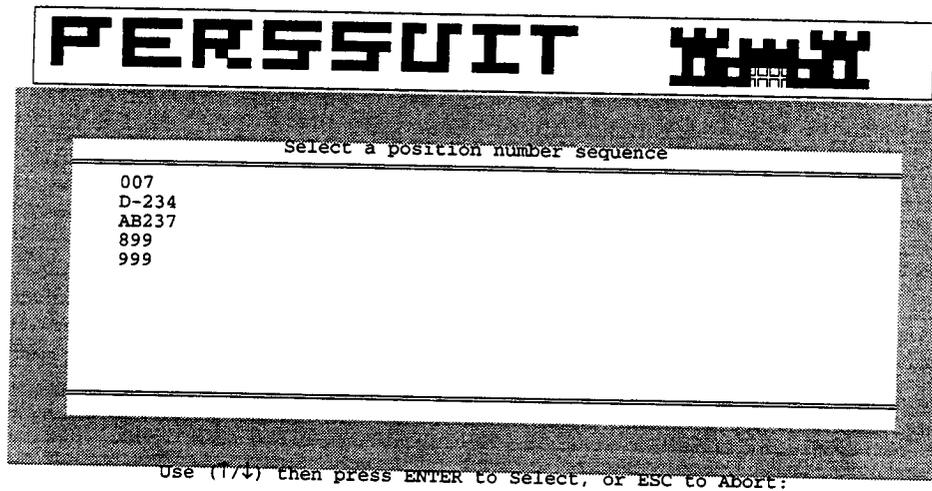
- ▶ *Press Y to add a new position. (See page 7, Create a New Position, for instructions.)*
- ▶ *Press N to return to the Main Menu without adding a new position.*



Section III

Modify a Position

MAIN MENU OPTION - MODIFY A POSITION

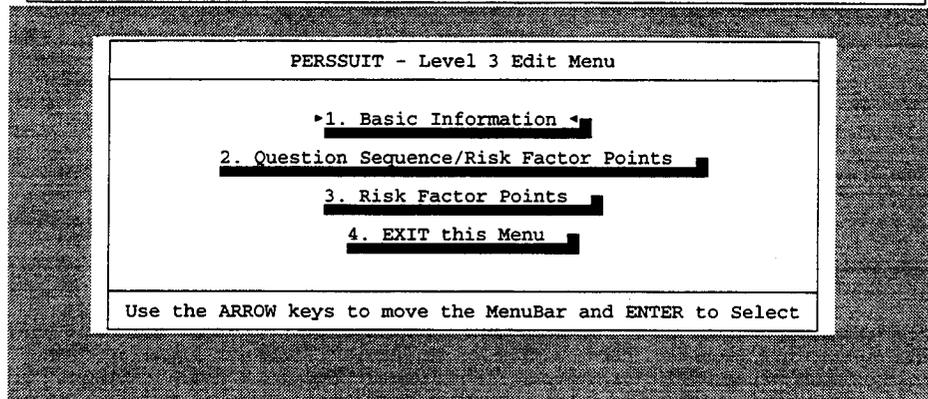


When the Modify a Position option is selected from the Main Menu, you are presented with a screen which lists all of the position numbers that are in the system.

- ▶ *Use the arrow keys to move the Highlight Bar to the Position Number you wish to modify and press **Enter**.*

The Edit Menu displays.

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Edit Menu

- ▶ *To select an option from the Edit Menu, use the arrow keys to move the Menu Bar (▶ ◀) to the desired option and press **Enter**. The appropriate screen displays.*

Edit Menu Option 1. Basic Information

The Basic Information includes the Position Number, the Agency, and the Title. When this option is selected, these fields display.

- ▶ *Type over the information you wish to change or press **Enter** or use the arrow keys to move through without making any changes.*

A series of questions display:

"Is it OK to update this position?"

- ▶ *Press **Y** to update the information and move on to the next question.*
- ▶ *Press **N** to cancel the update and skip the Print question. (Move on to "Continue editing this position?")*

"Would you like to print a form now?"

- ▶ *Press Y to print the form with the updated information. Once the form is sent to the printer, the next question displays.*
- ▶ *Press N to decline a printout and move on to the next question.*

NOTE: If you are connected to a network, your form may not print until you exit the PERSSUIT program. If you have further trouble printing, see Section VII, System Utilities, to make sure your printer is properly selected.

"Continue editing this position?"

- ▶ *Press Y to return to the Edit Menu to select another option for this Position Number.*
- ▶ *Press N to return to the Main Menu.*

Edit Menu Option 2. Question Sequence/Risk Factor Points

This option allows you to edit all of the Position Sensitivity questions and ADP Sensitivity Risk Factor points. Select a Position Number and then follow the instructions for Creating a Position, beginning with the Position Sensitivity question sequence beginning on page 8.

Edit Menu Option 3. Risk Factor Points

This option allows you to edit ONLY the Risk Factor points without going through the Question Sequences (Position Sensitivity and ADP Sensitivity). The Risk Factor Points include Impact Levels, Levels of Scope, and the five Risk Levels.

If there were no Risk Factor Points, the following statement displays:

"Risk Factors were not used in determining the Sensitivity Designation of this position."

- ▶ *Press any key to move on to the next question.*

"Continue editing?"

- ▶ *Press Y to return to the Edit Menu to select another option for this number.*
- ▶ *Press N to move on to the next question.*

"Do you want to edit another?"

- ▶ *Press Y to select another Position Number.*
- ▶ *Press N to return to the Main Menu.*

If there were Risk Factor Points, the first of the Risk Factor point screens displays. See the instructions for entering the Risk Factor Points beginning on page 10 and ending on page 12.

Once the Risk Factor points have been edited, the Form displaying this Position Number's information displays. Press any key to move on to a series of questions.

"Would you like to print a form now?"

- ▶ *Press Y to print the form. Once the form is sent to the printer, the next question displays.*
- ▶ *Press N to decline a printout and move on to the next question.*

NOTE: If you are connected to a network, your form may not print until you exit the PERSSUIT program. If you have further trouble printing, see Section VII, System Utilities, to make sure your printer is properly selected.

"Continue editing this Position?"

- ▶ *Press Y to return to the Edit Menu to select another option for this number.*
- ▶ *Press N to move on to the next question.*

"Do you want to edit another?"

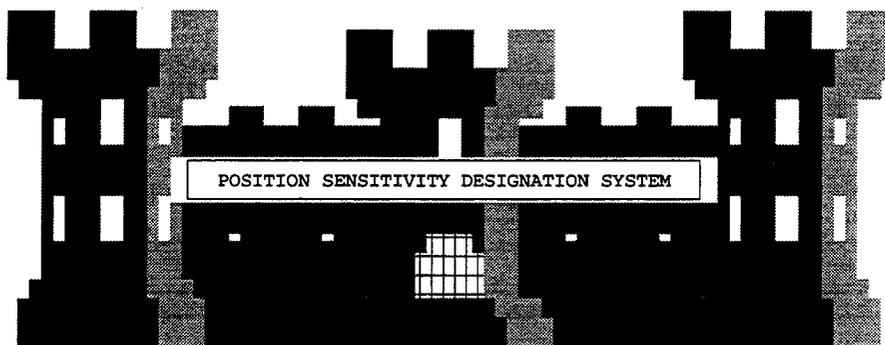
- ▶ *Press Y to select another Position Number to edit.*
- ▶ *Press N to return to the Main Menu.*

Edit Menu Option 4. EXIT this Menu

To Exit the Edit Menu, you must select Edit Menu Option 4, EXIT this Menu. The following question displays.

"Do You Want To Edit Another?"

- ▶ *Press Y to select a Position Number to edit.*
- ▶ *Press N to return to the Main Menu.*



Section IV

Manual Position Adjustment

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Final Adjustment Factor for Position Sensitivity

Uniqueness: Factors that are unique and are not fully accounted for in the program or position designation system that can cause adjustments include Ranger Personnel w/citation authority, Emergency Operations Center Support personnel and any other factors the agency thinks relevant.

The Final Sensitivity Level is currently: NS

1. Non-Sensitive
2. Non-Critical Sensitive
3. Critical Sensitive
4. Special Sensitive

Use (↑/↓) then press ENTER to Select, or ESC to Abort:

MAIN MENU OPTION - MANUAL POSITION ADJUSTMENT

This option allows you to manually edit a Sensitivity Adjustment for a Position Number. When the Manual Position Adjustment option is selected from the Main Menu, you are presented with a screen which lists all of the position numbers that are in the system.

- ▶ *Use the arrow keys to move the Highlight Bar to the Position Number containing the Sensitivity Adjustment you wish to edit and press **Enter**.*

If the Sensitivity Level has not been adjusted previously, the screen will display similar to the above sample.

- ▶ *Use the arrow keys to move to the appropriate Sensitivity Level and press **Enter** to select the level.*

When the new Sensitivity Level is entered, the field in which the reason for the adjustment displays.

- ▶ *Enter the reason for the adjustment and press **Enter**.*

Once the reason for the adjustment is entered, the Final Form displays showing the Position Placement (CS, NCS, NS), the Final Adjustment (CS, NCS, NS) and the Final Sensitivity Level (CS, NCS, NS).

NOTE: The Final Sensitivity of the Position will equate to either the highest level of either the Position Placement or Final Adjustment.

Press any key to return to the Main Menu.

If the Sensitivity Level has been adjusted before, the screen will display similar to the sample below.

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Final Adjustment Factor for Position Sensitivity

Uniqueness: Factors that are unique and are not fully accounted for in the program or position designation system that can cause adjustments include Ranger Personnel w/citation authority, Emergency Operations Center Support personnel and any other factors the agency thinks relevant.

The Final Sensitivity Level is currently: CS

This Position has been Adjusted before

The prior determination was assigned as: NCS

The reason for the Adjustment was:
ADDITIONAL DUTY ASSIGNMENT TO EOC STAFF. ACCESS TO SECRET INFORMATION.

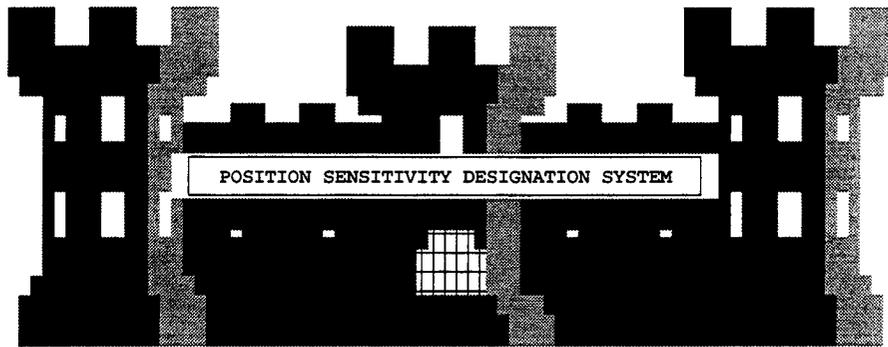
Press any key to continue:

When this screen displays, press any key to continue. The Final Sensitivity Level options display. (See page 24 for instructions.)

NOTE: ERASING AN ADJUSTMENT AND ADJUSTMENT REASON:
At this point, if you want to erase a previous adjustment, select the *original* Adjustment again.

You must return the adjustment code (i.e., CS) to the original adjustment AND delete everything that is in the Reason for Adjustment field. This is the only way to delete the Adjustment note at the end of the Final Form. If you leave even a period in the Reason for Adjustment field, the Position Adjustment and Reason will still exist.

Again, to completely erase the Adjustment information, select the original adjustment and delete all of the characters in the Reason for Adjustment field.



Section V

Delete a Position

MAIN MENU OPTION - DELETE A POSITION

The PERSSUIT system allows you to delete security positions from the system data base. When this option is selected, the Position Numbers display.

- ▶ *Use the arrow keys to move the Highlight Bar to the Position Number you wish to delete and press **Enter**.*

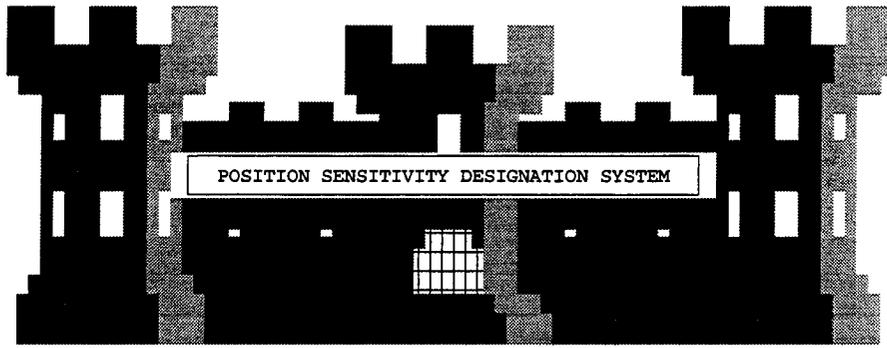
A set of questions displays.

"Are you sure you want to delete that position?"

- ▶ *Press **Y** to delete the position and move on to the next question.*
- ▶ *Press **N** to ignore the deletion and move on to the next question.*

"Do you want to delete another position?"

- ▶ *Press **Y** to return to the Position Numbers list to select another position to delete.*
- ▶ *Press **N** to return to the Main Menu.*



Section VI

Print Reports

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PERSSUIT - Level 1 Main Menu

Create a New Position Delete a Position

Modify a Position Print Reports

Select the output device for your report.
Printer Screen
Use ARROWS to move and ENTER to select.

Use the ARROW keys to move the MenuBar and ENTER to Select

MENU OPTION - PRINT REPORTS

The Print Reports option is available for printing the final Position Sensitivity Level Designation Certificates. When this option is selected, you are prompted to select an output device (as shown in the above screen sample.)

- ▶ *Use the arrow keys to highlight the Printer or Screen field and press **Enter**.*

NOTE: If you select the Printer field, the form will be printed at the printer, but it will not display on the screen. If you select the Screen field, the form will display on the screen and will not print.

Once an output device is selected, the Position Numbers display.

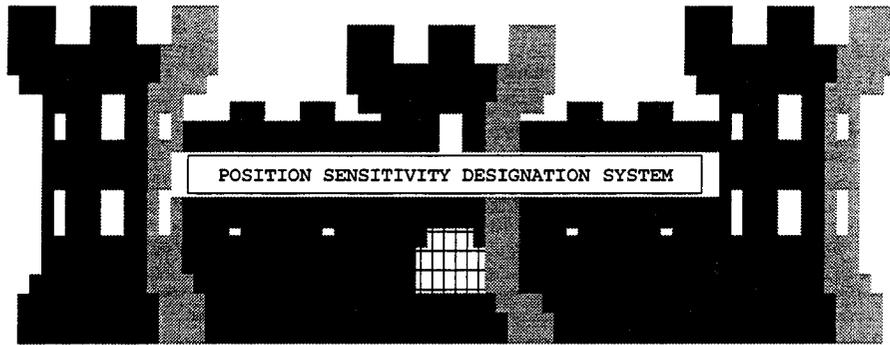
- ▶ *Use the arrow keys to move the Highlight Bar to the Position Number you wish to print or display and press **Enter**.*

A set of questions displays.

"Would you like another report?"

- ▶ *Press Y to return to the Position Numbers to select another form to print or to display.*
- ▶ *Press N to return to the Main Menu.*

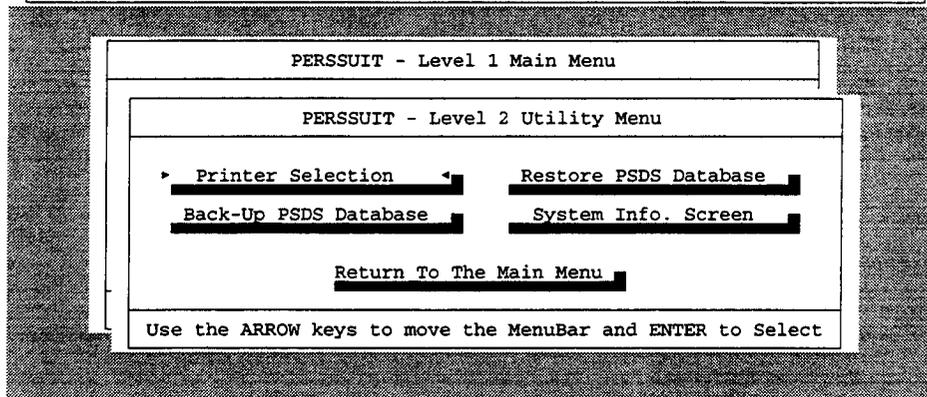
NOTE: **If you are connected to a network, your form may not print until you exit the PERSSUIT program. If you have further trouble printing, see Section VII, System Utilities, to make sure your printer is properly selected.**



Section VII

System Utilities

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MAIN MENU OPTION - SYSTEM UTILITIES

The System Utilities option allows you to perform system functions, including selecting a printer, backing up and restoring data, and displaying information about the system. When the System Utility option is selected from the Main Menu, the above Level 2 Utility Menu displays.

- ▶ *To select an option from the Utility Menu, use the arrow keys to move the Menu Bar (▶ ◀) to the desired option and press **Enter**. The appropriate screen displays.*

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Printer Selection Menu

This option is designed to change your current Printer Selection in case you have been experiencing some printing difficulties.

The Menu to the right contains a Listing of the presently available printers for this system.

If your printer is not displayed in the List, you can try selecting other models to find a good match.

```
HP Laser Jet
HP Laser Jet Plus
▶ HP Laser Jet, II ◀
LaserPro
Canon LBP-8II
Genicom
Televideo
Qume
IBM Proprinter
Epson FX-286
```

Use (↑/↓) then press ENTER to Select, or ESC to Abort:

Utility Menu Option - Printer Selection

In the PERSSUIT system, you may select the printer that is available to you. When you select this option, the screen displays similar to the above sample screen.

- ▶ *Use the arrow keys to move the Highlight Bar to the Printer you wish to select and press **Enter**.*

NOTE: If the exact printer does not display in the printer selection, select the closest match to your printer.

Once a printer is selected, you are returned to the Utility Menu.

Utility Menu Option - Back-Up PSDS Database

The back-up option is available for backing up the PSDS (Position Sensitivity Designation System) data to a floppy disk. This is very important to do in case your original data on the hard drive is somehow corrupted or lost.

When the Back-Up PSDS Database option is selected, a question displays as follows:

"Please Insert a Formatted Diskette In The 'A' Drive"

- ▶ *Place a 5¼", High Density floppy diskette in Drive A (the largest floppy disk drive, located on the front of your computer) and press **Enter**.*

NOTE: If you do not have a diskette in the drive, or if it is not formatted, a message will display indicating this.

All of the PSDS data (the information that you have entered into the system for the Position numbers) will be located in the PERSSUIT.DBF file on the floppy disk.

Utility Menu Option - Restore PSDS Database

The Restore PSDS (Position Sensitivity Designation System) Database option is available in case you lose the data in your PERSSUIT system for some reason. This option allows you to restore the PERSSUIT.DBF file, thus restoring all of the data you backed up on the floppy diskette in the Back-Up option. (See page 33 for an explanation of the Back-Up option.)

When the Restore PSDS Database option is selected, a question displays as follows:

"Please Insert your diskette containing the database in drive 'A'"

- ▶ *Place the floppy diskette that holds the PERSSUIT.DBF file in Drive A (the largest floppy disk drive, located on the front of your computer) and press **Enter**.*

NOTE: If you do not have a diskette in the drive, or if it is not formatted, a message will display indicating this.

This restores all of the PERSSUIT data back to your PERSSUIT system.

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General System Information

The Current Time is: 12:53 PM
Your Printer Selection is: HP Laser Jet II
Your Available Disk Space on Current Drive is: 19,689,472
The Date of Your Last Database Update is: 08/04/93
The Number of Records in Your Database is: 5
The Name of Your Database is: PERSSUIT.DBF
The Available Internal RAM Memory Is: 151

Press any key to continue:

Utility Menu Option - System Info. Screen

When the System Information Screen option is selected, you are provided a screen displaying the General System Information (as displayed in the above screen sample). You are only allowed to view this screen. Press any key to return to the Utility Menu.