POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL/ADD'L TO EST. PD NUMB.	3. NEW PD NUMBER	4. REPLACES PD NUMBER
☐	☐		☐

POSITION INFORMATION

5. OFFICIAL TITLE

6. WORKING TITLE (When Applicable)

8. PP	9. SERIES	INTERDISC SERIES	10. FUNC	11. GRADE	12. DATE (MONTH / DAY / YEAR)	13. STANDARDIZED (I/A)	14. CLASSIFIER
			00 - N/A			☐ Yes ☐ No	

15. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the 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 statute or their implementing regulations.

16. SUPERVISOR'S SIGNATURE	17. DATE	19. SECOND LEVEL SUPERVISOR'S SIGNATURE	20. DATE
18. SUPERVISOR'S NAME AND TITLE		21. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM

FACTOR	22. FLD	23. POINTS	FACTOR	22. FLD	23. POINTS
1. Knowledge Required	Select	0	6. Personal Contacts	Select	0
2. Supervisory Controls	Select	0	7. Purpose of Contacts	Select	0
3. Guidelines	Select	0	8. Physical Demands	Select	0
4. Complexity	Select	0	9. Work Environment	Select	0
5. Scope and Effect	Select	0	24. **TOTAL POINTS** ▶		24. 0
			25. **GRADE** ▶		25. 0

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

26. SIGNATURE	27. DATE
28. NAME AND TITLE	29 OPM CERTIFICATION NUMBER

30. REMARKS

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CLEAR FORM

MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD./AGCY-BUR-CD.	3. POI (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A ◀ A/C/D/I/R					

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD. (2)	4. PREFIX (1)	OFF. TITLE CD (4)	SUFFIX (1)	5. OFF. TITLE
			_	_ 0000	_	

6. HQ. FLD. CD. (1)	7. SUP. CD. (1)	8. CLASS. STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
2 - Field	8 - Other	◀ X = New Std. Apply Blank = NA	N = No	MO / DAY / YEAR

11. EARLY RET. CD. (1)	12. INACT / ACT (1)	13. DT. ABOL. (6)	14. DT. INACT / REACT (6)	15. AGCY. USE (10)
_ ◀ N/A	A ◀ ACTIVE	MO / DAY / YEAR	MO / DAY / YEAR	

16. INTERDIS. SER./INTERDIS. TITLE CD.

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ.	NFC CODE (1):	Proc Integ Posn	3. APPT SCHEDULE	4. POSITION SENSITIVITY:	SECURITY CLEARANCE:	NFC CODE: (3)
* ◀ _	NOT REQUIRED	▶ 0	☐ Blank = N	◀ A,B, C, or D	NCS/High Risk (T5)	OTHER	7 N _ ◀

PAY TABLE (4)	5. COMP. LEV. (4)	CYBER SECURITY (9) 1st	2nd	3rd	COMPUTER ADP CODE (1)	DRUG TESTING CODE (1)
	XXXX	000	000	000	N ◀ NON-COMPTR ADP	_ ◀ CHOOSE ONE

6. WK. TITLE CD. (4)	7. WK. TITLE (38)

8. ORG. STR. CD. (18) 1st	2nd	3rd	4th	5th	6th	7th	8th	9. VAC. REV. CD. (1)	TELEWORK (1)
								E ◀ New Position/New FTE	Y ◀ ELIGIBLE

10. TARGET GD. (2)	11. LANG. REQ. (3)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9) State (2)	City (4)	County (3)	14. BUS. CD (4).	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		◀ Blank = N/A Y = Yes					MO / DAY / YEAR	◀ Blank = N/A 1 = PAS	MO / DAY / YEAR

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD (1)	22. MAINT. REV. / CLASS. ACT. CD. (2)
◀ Not applicable	MON / DAY / YEAR	MON / DAY / YEAR	Y ◀ PERM	0 0 ◀ USE MENUS BELOW

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT / ACT (1)	26. DT. INACT / REACT (6)	27. ACCTG. STAT. (4)
MO / DAY / YEAR	MO / DAY / YEAR	A ◀ ACTIVE	MO / DAY / YEAR	

Class Review ▶ N/A for this field

Class Action ▶ N/A for this field

28. INT. ASGN. SER. (4)	29. AGCY. USE (8)

30. SIGNATURE	31. DATE

D. REMARKS

E. EMPOWHR CODES

Job Code: Position Number: Staffing Number:

Department Code: Reports to PN# Remarks:

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CLEAR FORM