REASON FOR THIS POSITION			**POSITION DESCRIPTION COVER SHEET**

REASON FOR THIS POSITION

	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
☐ 1. NEW	☐	☐

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)

OFFICIAL

10. TITLE

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER
				MONTH	DAY	YEAR	☐ Yes ☐ No	

18. 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.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE

21. SUPERVISOR'S NAME AND TITLE	24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD / BMK	26. POINTS	FACTOR	25. FLD / BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. **TOTAL POINTS** ▶	27.	
			28. **GRADE** ▶	28.	

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.

29. SIGNATURE	30. DATE

31. NAME AND TITLE

32. REMARKS	33. OPM CERTIFICATION NUMBER

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

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

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFF. TITLE (38)

6. HQ. FLD. CD. (1)	7. SUP. CD. (1)	8. CLASS. STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
◄ 1 = HQ 2 = FLD	◄ 1 = Sup. SGEG 5 = Mgmt. CSRA 3 = Mgr. SGEG 6 = Leader LGEG 4 = Sup. CSRA 8 = All Others	◄ X = New Std. Applied Blank = NA	N = No Y = Interdis	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)
◄ 1 = Primary 3 = Foreign Svc. 2 = Secondary Blank = NA	◄ I = Inactive A = Active	MO | DAY | YEAR	MO | DAY | YEAR	

16. INTERDIS. SER. (40)

(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)

(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
◄ E = Exempt N = Nonexempt	◄ 0 = None 3 = SF 278 1 = CD 219 4 = AD 392 2 = CD 220 5 = SF 849	A = Sched A 0 = Excepted but B = Sched B not A, B, C ◄ C = Sched C	◄ 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	

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)
◄ 0 = Position Action B = Lower Grade D = Different title and / or
No Vacancy C = Higher Grade   series
A = No Change E = New Position / New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	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)

◄ 1 = Rev. when vacant 4 = Sup. / Program 7 = Equipment Devel. Guide
2 = Impact of Person 5 = RGEG 8 = Agency Use
3 = Sup. / SGEG 6 = Policy Analysis G E G 9 = Agency Use ALPHAS = Agency Use

19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD (1)
MO | DAY | YEAR	MO | DAY | YEAR	Y = Perm ◄ N = Other

22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	Maintenance Review Act	Results	
1 = Desk Audit	5 = Desk Audit	1 = No Action Req.	5 = Series Change 9 = Other
2 = Sup. Audit	6 = Sup. Audit	2 = Minor PD Change	6 = Pos. Upgrade
3 = Paper Rev.	7 = Paper Rev.	3 = New PD Req.	7 = Pos. Downgrade
◄ 4 = PME / Activity Rev.	8 = Panel Rev.	4 = Title Change	8 = New Pos.

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT / ACT (1)	26. DT. INACT / REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO | DAY | YEAR	MO | DAY | YEAR	◄ 1 = Inact. 2 = Act.	MO | DAY | YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS