

REASON FOR THIS POSITION		
<input type="checkbox"/> 1. NEW	<input type="checkbox"/> 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	<input type="checkbox"/> 3. REPLACES PD NUMBER

**POSITION DESCRIPTION
COVER SHEET**

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
				MONTH	DAY	YEAR
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	17. CLASSIFIER

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
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)
<input type="checkbox"/> 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)	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
<input type="checkbox"/> 1 = HQ <input type="checkbox"/> 2 = FLD	<input type="checkbox"/> 1 = Sup. SGEG <input type="checkbox"/> 3 = Mgr. SGEG <input type="checkbox"/> 4 = Sup. CSRA			<input type="checkbox"/> 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)		
<input type="checkbox"/> 1 = Primary <input type="checkbox"/> 2 = Secondary <input type="checkbox"/> 3 = Foreign Svc. Blank = NA	<input type="checkbox"/> I = Inactive A = Active	MO DAY YEAR	MO DAY YEAR			
16. INTERDIS. SER. (40)						
(4)	(4)	(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)						
(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)				
<input type="checkbox"/> E = Exempt <input type="checkbox"/> N = Nonexempt	<input type="checkbox"/> 0 = None <input type="checkbox"/> 1 = CD 219 <input type="checkbox"/> 2 = CD 220 <input type="checkbox"/> 3 = SF 278 <input type="checkbox"/> 4 = AD 392 <input type="checkbox"/> 5 = SF 849	<input type="checkbox"/> A = Sched A <input type="checkbox"/> B = Sched B <input type="checkbox"/> C = Sched C 0 = Excepted but not A, B, C	<input type="checkbox"/> 0 = Nonsensitive <input type="checkbox"/> 1 = Noncritical <input type="checkbox"/> 2 = Critical Sensitive					
6. WK. TITLE CD. (4)	7. WK. TITLE (38)							
8. ORG. STR. CD. (18)				9. VAC. REV. CD. (1)				
1st	2nd	3rd	4th	5th	6th	7th	8th	<input type="checkbox"/> 0 = Position Action <input type="checkbox"/> No Vacancy <input type="checkbox"/> A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)	
		Blank = N/A <input type="checkbox"/> Y = Yes	State (2) City (4) County (3)		MO DAY YEAR	<input type="checkbox"/> Blank = N/A <input type="checkbox"/> 1 = PAS	MO DAY YEAR	
18. GD. BASIS. IND. (1)				19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD (1)		
<input type="checkbox"/> 1 = Rev. when vacant <input type="checkbox"/> 2 = Impact of Person <input type="checkbox"/> 3 = Sup. / SGEG <input type="checkbox"/> 4 = Sup. / Program <input type="checkbox"/> 5 = RGEG <input type="checkbox"/> 6 = Policy Analysis G E G <input type="checkbox"/> 7 = Equipment Devel. Guide <input type="checkbox"/> 8 = Agency Use <input type="checkbox"/> 9 = Agency Use ALPHAS = Agency Use				MO DAY YEAR	MO DAY YEAR	<input type="checkbox"/> Y = Perm <input type="checkbox"/> N = Other		
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)								
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. <input type="checkbox"/> 4 = PME / Activity Rev.		Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.		Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change		5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other		
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	<input type="checkbox"/> 1 = Inact. <input type="checkbox"/> 2 = Act.	MO DAY YEAR					
30. CLASSIFIER'S SIGNATURE				31. DATE				
32. REMARKS								