Position Numbering Methodology for ARS Positions

First digit – Position Category Code
Second Digit – Organizational Unit
Third through Sixth Digit – Sequential numbers assigned by servicing branch

Position Category Codes for ARS Positions

Category 1 (Research Scientist). Permanent scientific and engineering research positions in which the highest level of work, for a major portion of time, involves personal conduct or conduct and leadership of investigations that have one or more of the following objectives: to determine the nature, magnitude, and inter-relationships of physical, biological, psychological, social, and other comparable phenomena and processes; to create or develop empirical, theoretical, or experimental means of investigating such phenomena and processes; or to develop empirical, theoretical, or experimental means of investigating such phenomena and processes; or to develop principles, criteria, methods, and data of general applicability. Such positions meet the Research Responsibility criteria outlined in the RGEG, or are in a designated developmental career ladder to such positions. Category 1 positions are SY positions.

Category 2. Non-Permanent Research/Service Scientist positions are professional scientific positions established on a non-permanent basis; filled by temporary or term appointments; and entail research and/or Service Scientist work. Examples: Research Associate, Research Affiliate, Visiting Scientist, individuals reemployed in ARS after having retired from category 1 or 4 positions (except those appointed as Collaborators -- see Code 0.)

Category 3. Support Scientist positions are professional scientific positions which function to provide direct support or service to one or more positions in Categories/Codes 1 or 4; are responsibly involved in one or more, but not all, phases of research (particularly not the problem selection and definition phases); and participate responsibly in the analysis and preliminary interpretation of data, but are not responsible for the final interpretation and conclusion which relate the results to the field of research involved (Directive 431.3).

Category 4. Service Scientist (SY) positions are SY positions established on a permanent basis and serve as project or program leaders over, or personally perform, work assigned to ARS, which involves professional scientific service to the public or to other Government agencies (Directive 431.3).

Category 5. Technician/Aid/Assistant positions (non-Engineering and Non-Scientific) include all technicians, aids, and assistants in non-engineering and non-scientific single interval occupational series (except those within the GS-300 group). Examples: Safety Technician, Personnel Assistant, Accounting Technician, Purchasing Agent, Procurement Assistant, Library Technician, Supply Clerk, Personnel Clerk, Photographer, Guard, Firefighter, etc.

Category 6. Specialist positions perform managerial, advisory, or administrative work based upon established principles which require a college degree or training equivalent to that represented by college graduation and are typically in two-grade interval series. This code will encompass non-SY staff scientists and staff specialists. Examples include Area Director, Center Director, Deputy Administrator, Agricultural Administrator, Safety Specialist, Human Resources Officer, Human Resources Specialist, Information Technology Specialist, Administrative Officer, Program Analyst, Accountant, Public Affairs Specialist, Technical Publications Writer, Facility Management Specialist, Budget Officer, Librarian, etc.

Category 7. Technician/Aid/Assistant positions (Engineering and Scientific Support) identify technician, aid, and assistant positions in one-grade interval series within the GS400, 600, 700, 800, 1300, and/or 1500 groups. Examples: Biological Science Technician/Aid, Electronics Technician, Hydrologic Technician, Statistical Assistant/Clerk, and Physical Science Technician, Aid, etc.

Category 8. Trade and Craft Occupations are positions having trade or craft knowledge as the paramount qualifications requirement. Examples: Boiler Plant Operator Foreman, Animal Caretaker Leader, Laborer, Farmer, and Tractor Operator.

Category 9. Administrative Support Occupations (Clerical/Secretarial/Other) are general occupations involved in structured work in support of office operations within one-grade interval series in the GS-300 occupational group. Examples: Office Automation Assistant, Secretary, Computer Clerk, Administrative Technician Clerk, Management Assistant/Clerk, etc.

Category 0 (Zero). Includes all positions that do not fit any of the above codes including positions whose incumbents are in the Student Career Education Program. Examples: Student Trainee (Biology); Student Trainee (Chemistry); Student Trainee (Accounting); Consultant and Expert positions; Collaborators; etc.

Category G. Intergovernmental Personnel Act (IPA) is used for employees serving a temporary assignment between ARS and States, local governments, institutions of higher education, Indian Tribal governments, or other organizations under Title IV of the Intergovernmental Personnel Act of 1970 (PL 91-648), as amended by the Civil Service Reform Act of 1978 (PL 95-454).