

REASON FOR THIS POSITION				POSITION DESCRIPTION COVER SHEET			
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
RECOMMENDED							
4. TITLE				5. PAY PLAN		6. SERIES	7. GRADE
8. WORKING TITLE				9. INCUMBENT (Optional)			
OFFICIAL							
10. TITLE Travel Specialist							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A	17. CLASSIFIER
GS	0301		09	MONTH/DAY/YEAR 03/25/2010		YES	NO
						TV	
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)							
1 st				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 continue 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		1-6	950	6. Personal Contacts		6-2	
2. Supervisory Controls		2-3	275	7. Purpose of Contacts		7-b	75
3. Guidelines		3-3	275	8. Physical Demands		8-1	5
4. Complexity		4-3	150	9. Work Environment		9-1	5
5. Scope and Effect		5-3	150	27. TOTAL POINTS		27.	1,885
OPM PCS Mis Admin & Program Series, 0301, Jan 79; OPM Admin Analysis GEG, Aug 90					28. GRADE		28. GS-09
CLASSIFICATION CERTIFICATION				GS-9 = 1,855 – 2,100 pts			
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 /s/ Tina Voglesong					30. Date 3/25/2010		
31. Name and Title: Tina Voglesong, Human Resources Spec							
32. Remarks: FPL: GS-09 FLSA: N Posn Sensitivity: 1N Standard PD#0301-09					33. OPM CERTIFICATION NUMBER		

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

A. KEY DATA

1. FUNCTION (1) A/C/D/WR	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 09	6. IP NO. (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC.SER (4) 0301	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0448	5. OFF. TITLE (38) TRAV SPECLST							
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 2 = Supv/ GSSG 4 = Supv. CSRA 5 = Mer CSRA		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DAY YEAR 3 25 2010			
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)	
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) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 = None 3 = 278 4 = 450		3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C			4. POS. SENS. (1) 1N 1 = Low Risk/nonsens 2 = Noncrit sens 3 = Critical sens 4 = Spec sens 5 = Mod risk 6 = High risk			5. COMP. LEV. (4)						
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 No Vacancy 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) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 3 25 2010	
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR			20. NTE. DT. (6) MO DAY YEAR			21. POS. ST. BUD(1) Y=Perm 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. 4=PME/Activity Rev.			Maintenance Review Act 5=Desk Audi 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) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)				
30. CLASSIFIER'S SIGNATURE								31. DATE								

32. REMARKS

Standard PD #0301-09