

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL/ADD'L TO EST. PD NUMB. <input type="checkbox"/>	3. REPLACES PD NUMBER <input type="checkbox"/>

**POSITION DESCRIPTION  
COVER SHEET**

POSITION INFORMATION										
4. OFFICIAL TITLE										
5. WORKING TITLE (When Applicable)										
6. NEW PD/MR (NFC)			7. INTERDISC PD NUMBERS							
8. PP	9. SERIES	INTERDISC SERIES		10. FUNC	11. GRADE	12. DATE			13. I/A	14. CLASSIFIER
						MONTH	DAY	YEAR	<input type="checkbox"/> Yes <input type="checkbox"/> 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 / BMK	23. POINTS	FACTOR	22. FLD / BMK	23. 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			24. TOTAL POINTS ▶		24.
			25. GRADE ▶		25.

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. REMARKS	30. OPM CERTIFICATION NUMBER

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

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

<b>B. MASTER RECORD</b>											
1. PAY PLAN (2)		2. OCC. SER. (4)		3. OCC. FUNC. CD. (2)		4. PREFIX/ OFF. TITLE CD. (6)		5. OFF. TITLE (38)			
6. HQ. FLD. CD. (1)		7. SUP. CD. (1)		2 = Sup. GSSG 7=Team Ldr 2GI 4 = Sup. CSRA 8 = All Others 5 = Mgmt. CSRA 6 = Leadr WL/1 GI		8. CLASS. STD. CD. (1)		9. INTERDIS. CD. (1)		10. DT. CLASS (6) 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 2 = Secondary		3 = Foreign Svc. Blank = NA		I = Inactive A = Active		MO   DAY   YEAR		MO   DAY   YEAR			
16. INTERDIS. SER. (40)		(4)		(4)		(4)		(4)		(4)	
17. INTERDIS. TITLE CD. (50)		(6)		(6)		(6)		(6)		(6)	

<b>C. INDIVIDUAL POSITION</b>																	
1. FLSA CD. (1)		2. FIN. DIS. REQ. & PROC INTEG ACT (2)		3. POS. SCHED. (1)		4. POS. SENS. - COMPUTER ADP (2)											
E = Exempt N = Nonexempt		0 = None Y = Must be certified 4 = OGE 450 N = Not required		A = Sched A 0 = Excepted B = Sched B at A, B, C C = Sched C		F = Nonsensical ADP 4 = Special Sens (SS) C = Computer ADP G = [ ] & itcl Use (NCS) 5 = Moderate Risk (MBI) N = Noncomputer ADP 3 = Other Use (CS) 6 = High Risk (BI)											
PAY TABLE (4)		5. COMP. LEV. (4)		CYBER SECURITY (2)		DRUG TESTING (1) C = Comm Motor Veh Lic. N = Not Applicable Y = Incumbent only A = Applicant & Incumbent U = Undesignated											
6. WK. TITLE CD. (4)		7. WK. TITLE (38)															
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)		TELEWORK							
1st   2nd   3rd   4th   5th   6th   7th   8th								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 Y = eligible N = ineligible							
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 Y = Yes		State (2) City (4) County (3)				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)							
1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGE G						4 = Sup. / Program 5 = RGE G 6 = Policy Analysis G E G		7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		MO   DAY   YEAR		MO   DAY   YEAR		Y = Perm N = Other			
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																	
<b>Normal Act</b>				<b>Maintenance Review Act</b>				<b>Results</b>									
1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.				5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change				5 = Series Change 9 = Other 6 = Pos. Upgrade 7 = Pos. Downgrade 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																	