

REASON FOR THIS POSITION			
1. NEW <input type="checkbox"/>	2. IDENTICAL/ADD'L TO EST. PD NUMB. <input type="checkbox"/>	3. NEW PD NUMBER	4. REPLACES PD NUMBER <input type="checkbox"/>

**POSITION DESCRIPTION
COVER SHEET**

POSITION INFORMATION

5. OFFICIAL TITLE

6. WORKING TITLE (When Applicable)

8. PP	9. SERIES	INTERDISC SERIES	10. FUNC	11. GRADE	12. DATE			13. STANDARDIZED (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	23. POINTS	FACTOR	22. FLD	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. OPM CERTIFICATION NUMBER

30. REMARKS

MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA					
1. FUNCTION (1)	2. DEPT. CD./AGCY-BUR-CD.	3. POI (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. PREFIX (1)	OFF. TITLE CD (4)	SUFFIX (1)	5. OFF. TITLE
6. HQ. FLD. CD. (1)		7. SUP. CD. (1)		8. CLASS. STD. CD. (1)		9. INTERDIS. CD. (1)
				<input type="checkbox"/> X = New Std. Apply <input type="checkbox"/> Blank = NA		10. DT. CLASS (6) MO DAY YEAR
11. EARLY RET. CD. (1)		12. INACT / ACT (1)		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT / REACT (6) MO DAY YEAR
						15. AGCY. USE (10)
16. INTERDIS. SER./INTERDIS. TITLE CD.						

C. INDIVIDUAL POSITION							
1. FLSA CD. (1)	2. FIN. DIS. REQ.	NFC CODE (1):	Proc Integ Posn <input type="checkbox"/> Blank = N	3. APPT SCHEDULE A, B, C, or D	4. POSITION SENSITIVITY:	SECURITY CLEARANCE:	NFC CODE: (3)
PAY TABLE (4)		5. COMP. LEV. (4)		CYBER SECURITY (9) 1st 2nd 3rd		COMPUTER ADP CODE (1)	
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)		TELEWORK (1)	
10. TARGET GD. (2)		11. LANG. REQ. (3)		12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes		13. DUTY STATION (9) State (2) City (4) County (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	
18. GD. BASIS. IND. (1)			19. DT. REQ. REC. (6) MON DAY YEAR		20. NTE. DT. (6) MON DAY YEAR		21. POS. ST. BUD (1)
							22. MAINT. REV. / CLASS. ACT. CD. (2) USE MENUS BELOW
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT / ACT (1)		26. DT. INACT / REACT (6) MO DAY YEAR	
						27. ACCTG. STAT. (4)	
28. INT. ASGN. SER. (4)		29. AGCY. USE (8)					
30. SIGNATURE				31. DATE			

D. REMARKS

E. EMPOWHR CODES		
Job Code:	Position Number:	Staffing Number:
Department Code:	Reports to PN#	Remarks: