REASON FOR THIS POSITION

1. NEW	2. UPDATE TO IDENTICAL PD NUMBER	3. REPLACES PD NUMBER
☐	☐	☐

POSITION INFORMATION

4. OFFICIAL TITLE

5. ORGANIZATIONAL TITLE (When Applicable)

6. NEW PD/MR (NFC)

7. PAY PLAN	8. SERIES	9. GRADE	10. STANDARDIZED (I/A)	11. CLASSIFICATION SPECIALIST
			☐ Yes ☐ No	

12. 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.

13. FIRST LEVEL SUPERVISOR'S SIGNATURE	14. DATE	15. SECOND LEVEL SUPERVISOR'S SIGNATURE (OPTIONAL)	16. DATE
17. FIRST LEVEL SUPERVISOR'S LEGAL NAME AND TITLE		18. SECOND LEVEL SUPERVISOR'S LEGAL NAME AND TITLE (OPTIONAL)	

GENERAL SCHEDULE SUPERVISORY GUIDE GRADE EVALUATION FACTOR

FACTOR	19. FLD / BMK	20. POINTS	FACTOR	21. FLD / BMK	22. POINTS
1. Program Scope and Effect			4-B. Purpose of Contacts		
2. Organizational Setting			5. Difficulty of Typical Work Directed		
3. Supervisory and Managerial Authority Exercised			6. Other Conditions		
4-A. Personal Contacts					
			23. TOTAL POINTS ▶		
			24. GRADE		

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.

25. SIGNATURE	26. DATE

27. NAME AND TITLE

28. REMARKS	29. OPM CERTIFICATION NUMBER
	30. SELECTED EMPLOYEE

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

◄

A. KEY DATA

1. DEPT/COMPONENT ORG CODE	2. SON - POI	3. MASTER RECORD NUMBER	4. GRADE	5. FULL PERFORMANCE LEVEL

B. MASTER RECORD

1. PAY PLAN	2. OCC. SERIES CODE	3. OCC. FUNCTION CODE	4. PREFIX/ OFF. TITLE CODE	5. OFFICIAL TITLE

6. HQ/FIELD OFFICE	7. SUPERVISORY CODE	2 = Supvy GSSG 6 = Leadr WL/1 Gl 3 = 1st Line Supv 7=Team Ldr 2Gl 4 = Supv CSRA 8 = All Others 5 = Mgmt CSRA	8. OPM STANDARD UPDATE ◄ X = New Std. Applied Blank = NA	9. INTERDISCIPLINARY POSITION

10. LAW ENFORCEMENT POSITION/EARLY RETIREMENT CODE
◄ 1 = Primary LEO   Blank = N/A
  2 = Secondary LEO

11. POSITION INACTIVE/ABOLISHED
1 = Inactive   Blank = N/A
◄ 2 = Abolished

DATE OF ACTION MO   DAY   YEAR

12. CAREER LADDER GRADE LEVEL(S)		13. INTERDISCIPLINARY SERIES
14. CAREER LADDER MASTER RECORD NUMBER(S)		15. INTERDISCIPLINARY TITLE CODE(S)

C. INDIVIDUAL POSITION

1. FLSA CODE ◄ E = Exempt N = Nonexempt	2. FINANCIAL DISC REQ. 0N= None ◄ 4N = OGE 450	3. SERVICE TYPE 1 = Competitve ◄ 2 = Excepted	4. POSITION SENSITIVITY DETERMINATION: ◄ NFC CODE:

5. SALARY CODE	6. COMPETITIVE LEVEL	7. CYBERSECURITY CODE 1st 2nd 3rd	8. COMPUTER ADP CODE ◄ C = Computer ADP N = Noncomputer ADP	9. DRUG TESTING CODE ◄ A = Applicant & Incumbent N = Not Applicable

10. ORG. TITLE CODE	11. ORGANIZATIONAL TITLE

12. ORGANIZATIONAL STRUCTURE CODE								13. VACANCY REVIEW CODE	14. TELEWORK
1st	2nd	3rd	4th	5th	6th	7th	8th	0 = Position Action No Vacancy ◄ A = No Change	

13. VACANCY REVIEW CODE:
B = Lower Grade
C = Higher Grade
D = Different title and/or series
E = New Position/New FTE

14. TELEWORK: ◄ Y = Eligible   N = Ineligble

15. DUTY STATION CITY COUNTY STATE	16. BUS CODE	17. POSITION AUDIT DATE MO DAY YEAR

18. VACANCY ACTION
1 = Review Position When Vacant
◄ 2 = Incumbent Only Position - Abolish When Vacant

19. MAINTENANCE REVIEW / CLASSIFICATION ACTION CODE (1st Digit = Activity and 2nd Digit = Results)

Normal Action	**Maintenance Review Action**	**Results**		
◄ 1 = Desk Audit 2 = Supervisory Audit 3 = Paper Review 4 = PME / Activity Review	5 = Desk Audit 6 = Supervisory Audit 7 = Paper Review 8 = Panel Review	1 = No Action Req. 2 = Minor PD Change 3 = New PD Required 4 = Title Change	5 = Series Change 6 = Position Upgrade 7 = Position Downgrade 8 = New Position Established	9 = Other

20. CLASSIFIER'S SIGNATURE	21. DATE

22. REMARKS