

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. UPDATE TO IDENTICAL PD NUMBER <input type="checkbox"/>	3. REPLACES PD NUMBER <input type="checkbox"/>

**POSITION DESCRIPTION
COVER SHEET**

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) <input type="checkbox"/> Yes <input type="checkbox"/> No	11. CLASSIFICATION SPECIALIST
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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
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17. FIRST LEVEL SUPERVISOR'S LEGAL NAME AND TITLE	18. SECOND LEVEL SUPERVISOR'S LEGAL NAME AND TITLE (OPTIONAL)
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19. EVALUATION NOTES/STANDARD(S) USED

20. 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.

21. SIGNATURE	22. DATE
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23. NAME AND TITLE

24. REMARKS	25. OPM CERTIFICATION NUMBER
	26. 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		8. OPM STANDARD UPDATE
		2 = Supvy GSSG 3 = 1st Line Supv 4 = Supv CSRA 5 = Mgmt CSRA		6 = Leadr WL/1 GI 7=Team Ldr 2GI 8 = All Others
				X = New Std. Applied Blank = NA
9. INTERDISCIPLINARY POSITION				
10. LAW ENFORCEMENT POSITION/EARLY RETIREMENT CODE		11. POSITION INACTIVE/ABOLISHED		DATE OF ACTION
1 = Primary LEO Blank = N/A 2 = Secondary LEO		1 = Inactive Blank = N/A 2 = Abolished		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		2. FINANCIAL DISC REQ.		3. SERVICE TYPE		4. POSITION SENSITIVITY DETERMINATION:		NFC CODE:	
E = Exempt N = Nonexempt		0N= None 4N = OGE 450		1 = Competitve 2 = Excepted					
5. SALARY CODE		6. COMPETITIVE LEVEL		7. CYBERSECURITY CODE		8. COMPUTER ADP CODE		9. DRUG TESTING CODE	
				1st 2nd 3rd		C = Computer ADP N = Noncomputer ADP		A = Applicant & Incumbent N = Not Applicable	
10. ORG. TITLE CODE		11. ORGANIZATIONAL TITLE							
12. ORGANIZATIONAL STRUCTURE CODE		13. VACANCY REVIEW CODE		B = Lower Grade		C = Higher Grade		14. TELEWORK	
1st 2nd 3rd 4th 5th 6th 7th 8th		0 = Position Action No Vacancy A = No Change		D = Different title and/or series E = New Position/New FTE				Y = Eligible N = Ineligible	
15. DUTY STATION				16. BUS CODE		17. POSITION AUDIT DATE			
CITY COUNTY STATE						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)									
<u>Normal Action</u> 1 = Desk Audit 2 = Supervisory Audit 3 = Paper Review 4 = PME / Activity Review			<u>Maintenance Review Action</u> 5 = Desk Audit 6 = Supervisory Audit 7 = Paper Review 8 = Panel Review			<u>Results</u> 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									