REASON FOR THIS POSITION				**POSITION DESCRIPTION COVER SHEET**
1. NEW ☐	2. IDENTICAL/ADD'L TO EST. PD NUMB. ☐	3. NEW PD NUMBER	4. REPLACES PD NUMBER	

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	☐ Yes ☐ 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

FORM AD-332

MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA

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

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) ◀ X = New Std. Apply Blank = NA	9. INTERDIS. CD. (1)	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 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) ◀	DRUG TESTING 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 Class Review ▶ Class Action ▶

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: