REASON FOR THIS POSITION			**POSITION DESCRIPTION COVER SHEET**
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER	

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE *(Optional)*	9. INCUMBENT *(Optional)*

OFFICIAL

10. TITLE

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER
				Month	Day	Year	Yes No	

8. 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.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. 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			**27. TOTAL POINTS <-**		
			28. 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.

29. SIGNATURE	30. DATE

31. NAME AND TITLE

32. REMARKS:	33. OPM CERTIFICATION NUMBER

FORM AD-332 (Revised 10/12)

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

A. KEY DATA

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

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SERIES (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFFICIAL TITLE (38)

6. HQ. FLD. CD. (1)	7. SUP. CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT CLASS (6) MO DAY YEAR
1 = HQ 2 = FLD	2= Sup. GSSG 6 = Leader WL/1 GL 4 = Sup. CSRA 7 = Team Leader 2 GL 5 = Mgmt. CSRA 8 = All Others	X = New Standard Applied Blank = NA	N = No Y = Interdis	

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. AGENCY USE (10)
1 = Primary 3 = Foreign Svc. 2 = Secondary Blank = NA	I = Inactive A = Active			

16. INTERDISCIPLINARY SERIES (40)   (4) Per Block

17. INTERDISCIPLINARY TITLE CODE (50)   (5) Per Block

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ/PROCURMENT ACT (2)	3. POS. SCHED. (1)	4. PosSens/Computer/Drug (3)	5. Comp Lev. (4)
E = Exempt N = Nonexempt	0 = None 3 = OGE-278 4 = OGE-450 Procurement = Y or N	A = Sched A B = Sched B C = Sched C 0 = Excepted but not A,B,C	1 = Noncritical 5 = Moderate Risk 2 = NonCritical-Sensitive 6 = High Risk 3 = Critical-Sensitive COMPUTER: C = Computer-ADP N = Noncomputer-ADP DRUG TEST: N = not required A = Applicant & Incumbent required Y = Incumbent Required C = Commercial Motor Vehicle License Required	

6. WK. TITLE CODE/ORG POS TITLE (4)	7. WK. TITLE (38)

8. ORG. STR. CODE (18)								9. VAC REV CODE (1)
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

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) MO DAY YEAR	16. PAS. IND. (1)	17. DATE EST. MO DAY YEAR
		Blank = NA Y = Yes	State (2)	City (4)	County (3)			Blank=NA 1 = PAS	

18. GD. BASIS. IND (1)		19. DT.REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21.POS.ST.BUD (1)
1 = Rev. when vacant 4 = Sup./Program 2 = Impact of Person 5 = RGEG 3 = Sup./GSSG 6 = Policy Analysis G E G	7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use			Y = Perm N = Other

22. MAIN. REV./CLASS.ACT. CD. (2) *(1st Digit = Activity and 2nd Digit = Results)*

Normal Act	**Maintenance Review Act**	**Results**		
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 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.	9 = Other

23. DATE EMP. ASGN. (6) MO DAY YEAR	24. DATE ABOL. (6) MO DAY YEAR	25. INACT/ACT(1)	26. DATE INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGENCY USE (8)
		I = Inact. A = Act.				

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Department:

Work schedule:

Reports to Supvr#: