DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

USNAINST 12510.5C
24/CD
3 March 1983

USNA INSTRUCTION 12510.5C

From: Superintendent

Subj: Position Classification

Ref: (a) FPM 511
(b) CPI 511 (A
(c) FPM 532
(d) FPM Supplement 532-1
(e) CMMI 532-1 (A
(f) OPNAVINST 12500.1 (A
(g) USNAINST 12290.2C (A
(h) USNAINST 12335.1 (A
(i) FPM Letter 713-37 of 20 May 1977; Subj: Documenting EEO Collateral Duties in Official Position Descriptions
(j) OPNAVINST 12713.1F
(k) USNAINST 12552.6C (R

Encl: (1) Position Description Cover Sheet (Optional Form 8 (Revised 8-77)) and instruction on how to prepare (A
(2) Guide for writing position descriptions under the Factor Evaluation System (for nonsupervisory General Schedule positions) (R
(3) Guide for writing position descriptions for General Schedule (GS) supervisory positions (R
(4) Guide for writing job descriptions for nonsupervisory Wage Grade (WG) jobs (R
(5) Guide for writing job descriptions for leader (WL) jobs (R
(6) Guide for writing job descriptions for supervisory (WS) jobs (R
(7) Guide for writing statements of difference for developmental positions/jobs (A
(8) Guide on distinguishing between major and minor changes (R
(9) Instructions for preparing an amendment to a position or job description (R
(10) Documentation of EEO collateral duties in official position descriptions (R

1. Purpose. In accordance with references (a) through (e), this instruction establishes policy and procedures for the preparation of position descriptions for General Schedule (GS) positions and job descriptions for Federal Wage System (FWS) jobs; classification and allocation of positions and jobs into pay systems, series, titles, and grade levels; classification appeals, and the maintenance review of civilian positions. (A

2. Cancellation. USNA Instruction 12510.5B

3. Authority

a. Reference (f) provides the policy framework by which classification authorization is exercised at the U. S. Naval Academy (USNA). The Superintendent has been delegated authority to classify civilian positions GS-1 through GS-15 and FWS jobs. This authority has been redelegated through the Civilian Personnel Director to the Principal Classifier and to journeyman classifiers within the Classification Division. (R

b. Classification decisions of the Office of Personnel Management (OPM), the Special Assistant for Civilian Personnel and Equal Employment Opportunity (SACP/EEO), and the Naval Civilian Personnel Command (NCPC), are binding upon the USNA and may not be changed unless duties and responsibilities are changed materially or there is a change in the classification standards. (R

c. Classification determinations made by the Classification Division, Civilian Personnel Department (CPD), USNA, exercising delegated classification authority are also binding and, in addition to the above, may not be changed unless directed by an OPM or Department of the Navy (DON) classification certificate. Such certificates require that a specific classification decision be effected. (A

4. Responsibilities

a. The Director, CPD, with the advice and assistance of the Head, Classification Division, is responsible for ensuring compliance with this instruction and references (a) through (e); for administering the classification program; and for providing advice and assistance to line managers in the fulfillment of their responsibilities.

b. Line managers are responsible for the organization of the work and duties appropriate to the function(s) assigned to them. To that end, supervisors assign work to specific positions or jobs and ensure that the duties are properly described and certified. From time to time, as organizational functions change, duties also change. Line managers and supervisors are then responsible for ensuring that job and position descriptions accurately reflect currently assigned duties. If circumstances require material changes in the assignment of duties, job and position descriptions must be rewritten or amended to reflect these changes.

A)

c. The Classification Division staff in the Civilian Personnel Department is responsible for analyzing, evaluating, and classifying positions and jobs; maintaining proper documents; and providing advice concerning functional and organizational planning and position management. Classification standards are public property and may be seen by the employee or management, if desired, to clarify the classification of positions.

A)

5. Establishing new positions or jobs or making changes in established positions/jobs

a. The official administratively responsible for the work operations conducts:

(1) Functional planning. Determines the necessity to perform a function and the proper organization to perform it.

(2) Organizational structural planning. Determines the optimum organizational structure for efficient accomplishment of the work and assigns functional parts to elements of the organizational structure.

(3) Position management. Plans duty content and organizational relationship of positions. Determines the need for particular positions, how they are to be organized, and how many are required. Ensures efficiency and effectiveness in so doing.

b. The Deputy for Management, as Position Management Officer, maintains position management and ceiling control, ensures adherence to approved organizational functions and structures and position management principles, and recommends to the Resources Management Board, when appropriate, changes in manpower allowances.

R/A) c. Procedures

(1) Positions or position descriptions (PD's) refer to General Schedule (GS) positions; jobs or job descriptions (JD's) refer to Federal Wage System (FWS) jobs. The terms are often used interchangeably. For the purpose of this instruction, position or PD will refer to both GS and FWS positions or jobs.

(2) The PD form used in DON is the OPM Position Description Cover Sheet (Optional Form 8, revised 8-77), (enclosure (1)). Previous versions of PD cover sheets may be used until existing stocks are exhausted. In order to request that a position be classified, submit an appropriately prepared Request for Personnel Action (SF-52). (Reference (g) provides instructions for filling out SF-52's). The position action requested may be establish, review, cancel, amend, classify and advise, etc. This form is submitted along with the Optional Form 8 and the original plus four copies of the description of the work to the Civilian Personnel Department through the Deputy for Management. (The Public Works Department, the Midshipmen Store and Services Division, and tenant organizations; i.e., Plant Equipment Support Office, Commissary, and Naval Regional Medical Clinic, do not submit position actions through the Deputy for Management.) Enclosures (2) through (7) describe the formats for different types of positions.

R/A) d. Line supervisors have a continuing responsibility for ensuring that PD's are prepared when required, that they are kept current and accurate, that classification action is initiated promptly, and that employees have access to their PD's. Cognizant line management is fully and exclusively responsible for deciding what the duties and responsibilities of each position will be. Line management may add, remove, or change assignments at any time. PD's do not control assignments; instead, they report the current assignments and the organizational design of positions. Supervisors may direct and assign specific tasks which are not reflected in the PD. In the event "major changes" (see enclosure (8)), are made to a position, the PD must be modified to incorporate these tasks.

e. Some of the more common circumstances requiring preparation of PD's and initiation of classification action are:

(1) When an activity wishes to establish a new position.

(2) When the major duties of a position, filled or vacant, have changed materially since the position was last classified.

(3) When a position, filled or vacant, is being transferred from one organizational segment to another, except when:

(a) It can be determined that the duties of the position will not change materially as a result of the transfer.

(b) The probable operation of the position in its new location is too uncertain to permit writing a new description which would be substantially more accurate than the existing description.

(4) When new Factor Evaluation System (FES) Standards are issued for nonsupervisory GS positions. If the PD is not already written in the FES format, the Classification Division will request that it be rewritten (see enclosure (2)).

(5) As necessary, during maintenance review. (See paragraph 12.)

(6) When there is a request for an advisory classification decision. (See paragraph 7.)

(7) When there are other circumstances determined to be appropriate by the Classification Division.

f. The following types of classification actions do not require that an entire PD be written: (R/A

(1) Amendments. (See enclosure (9).)

(2) Pen and ink changes. This is appropriate where very minor changes are being made to a PD such as a percentage change or the addition or deletion of a few words. Any change that requires a new Optional Form 8 is not a pen and ink change. To implement a pen and ink change, contact the Classification Division so that the official PD may be changed concurrently.

(3) Identical-additional (I.A.) positions (GS only). When a position is identical in every way to an existing position, it is only necessary to prepare an SF-52 and submit a copy of the PD. The position action requested would be "establish I.A."

(4) Statements of difference (SOD's)(enclosure (7)). When a position is basically similar to an existing position, but does differ in some way, submit an SF-52 to "establish SOD," along with the Optional Form 8 and the SOD. Item #24 of the Optional Form 8 must be annotated to show the position number, title, series, and grade of the basic position. SOD's are particularly appropriate for developmental positions. (See paragraph 6.)

g. Circumstances where a classification action should not be requested. There are circumstances where it (A is not appropriate to request a classification action. Such actions should only be initiated when positions have undergone material changes in major duties. Minor changes would normally not be reported. Enclosure (8) provides guidance in distinguishing between major and minor changes. In accordance with reference (b), once a position has been classified, it shall not be redescribed and proposed for a different classification if the existing description is accurate. In the event that managers or supervisors believe that information pertinent to the position may not have been considered or fully credited when the position was classified, they may present this information in writing to the Classification Division. After this additional information is considered, a final classification decision will be issued. At this point, the supervisor or manager should not request additional reconsiderations nor should the PD be rewritten for that purpose. There is no procedure for a management appeal of a classification decision. An employee who feels his/her position is incorrectly classified may file a classification appeal. (See paragraph 11.) In addition, the staff of the Classification Division is available to explain classification decisions and the classification standards referenced may be reviewed.

6. Developmental positions (A

a. Career-ladder positions. These are positions established to create a pattern of progression from an entry level to a full-performance level with each higher grade level representing an increase in the duties and responsibilities, corresponding to a higher grade level, in a line of work. Enclosure (2) to reference (h) lists the career ladders which have been established at USNA. The full-performance level PD; e.g., the highest "rung" in the ladder, is documented by writing in the appropriate format (see enclosures (2), (3), and (4)). The lower level(s) may be documented using SOD's (see enclosure (7)). Each career ladder will follow the grade level pattern of the particular series/occupation; e.g., Computer Operator, GS-3, 4, 5; Engineer, GS-7, 9, 11; Painter, WG-7, 9. All levels in such a career ladder must be clearly identified as being connected and the full-performance level indicated. Once appointed to such a career-ladder position, promotion is without further competition. Such career ladders are established when it is advantageous to recruit for a position below the full-performance level; e.g., when it is difficult to attract full-performance candidates or to reduce turnover. The candidate must fully meet all qualifications requirements for the entry level.

b. Positions in formal training programs. These are positions established to enhance the employee's qualifications in a specific line of work through formal training and/or on-the-job experience. The Upward Mobility Program and Veterans Readjustment Appointment (VRA) Program are two examples. Unlike the normal career-ladder positions referenced in paragraph 6a, these positions require that a formal training plan be developed which is geared toward the developmental needs of the employee selected for the position. Developmental positions in formal training programs, however, function similarly to the career-ladder positions referenced in paragraph 6a (where there is a progression from an entry level to a full-performance level). Therefore, the procedures for establishing developmental positions in a formal training program are the same as for career-ladder positions. SOD's are used to document the lower grade levels. (See enclosure (7).)

7. Advisory classification. There are occasions where it is advantageous for management to seek advisory (A classification decisions; for example, prior to a proposed reorganization or as part of a Commercial Activities (CA) study. Such actions should be requested by an SF-52 (the position action would be classify

and advise) accompanied by the Optional Form 8 and the description of duties. The Classification Division will not provide an advisory decision more than once per position. It is not appropriate to request an advisory decision to determine whether or not a position may be upgraded. Such actions should be submitted for review in accordance with the procedures previously described. Except in cases where a decision of whether or not to reorganize hinges on an advisory decision or where required by a CA study, requests for advisories have the lowest priority of work of the Classification Division.

A) 8. Projected positions. Positions are sometimes designed around new duties and responsibilities which have either not previously been performed at USNA or have not been grouped together in the combination reflected in the position. It is sometimes necessary to fill such positions before the full complement of duties and responsibilities has become operational. When the duties and responsibilities can reasonably be expected to materialize on a continuing basis within six months, the position may be classified to the grade which would have been warranted had the duties and responsibilities been fully operational at the time of classification. The classification of such "projected positions" is referred to as a "projected classification." Special limitations and requirements pertaining to projected positions are as follows, in accordance with reference (b):

a. Projected positions may not be occupied more than six months in advance of the date at which the duties and responsibilities are expected to materialize.

b. In order to verify that the projected duties and responsibilities have materialized, projected positions will be desk audited by the Classification Division within six months after becoming occupied.

c. Projected positions in which the major duties and responsibilities have not materialized within six months of incumbency shall be redescribed and classified to the grade derived from the redescription.

A) 9. Reviewing existing positions prior to recruitment. All SF-52's to request recruitment are first reviewed by the Classification Division to assure that the position remains properly classified. When requesting a recruitment action, submit two copies of the PD in addition to the SF-52.

R/A) 10. Responsibility for writing, reviewing, and certifying accuracy of PD's

a. Determining who should write the description. The preparation of PD's is the responsibility of management of the organizational unit in which the position is located. PD's are necessary for purposes in addition to classification; e.g., recruitment, placement, training, and performance evaluation. To serve these purposes and to meet legal requirements, descriptions must be factually correct and must be kept current. If a description meets these objectives, it is of little consequence who within the unit actually writes it.

b. The employee's role. Regardless of who writes the description, if the work of a position is being regularly performed by one person, that person is an important source of information about the position. Therefore, it is appropriate for the employee to either write the description or participate in its preparation.

c. The supervisor's role. Regardless of who has written a description, the supervisor will review it for adequacy of information, clarity, and accuracy. He/she must correct any erroneous concepts that the employee may have about the scope of the work, the degree of responsibilities, or the relationship of the position to other positions. Every attempt should be made to reach a clear understanding with the employee as to what the position's duties and responsibilities are. Ultimately, however, it is the supervisor (or higher level of management) who determines what the duties and responsibilities of the position shall be.

d. Employee and supervisory certifications

(1) In cases where the work of a position is being regularly performed by one employee, that person usually certifies as to the accuracy of the description by executing Item 19 of the Optional Form 8. Employee certification under this item is optional.

(2) Item 20 of the Optional Form 8 contains a supervisory certification statement which reads:

"I certify that this is an accurate statement of the major duties and responsibilities of this 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 statutes or their implementing regulations."

(3) Each description shall be certified in Item 20a of the Optional Form 8 by the person who occupies the first level of responsible supervision over the position. That person is ordinarily the one who assigns tasks to the position, gives instructions, and reviews the finished work; he/she may be either civilian or military.

(4) Certification by a higher echelon supervisor in Item 20b of the Optional Form 8 is not optional within DON as implied on the form. Such certification will be entered by the second-level supervisor or the official having the authority to establish the position.

(5) Any supervisor or employee who certifies a description as current and accurate when he/she knows that such is not the case, is participating in the falsification of a Government document. Additionally, such action may lead to the misallocation of public funds. Such falsification may constitute grounds for disciplinary and/or legal action.

11. Classification appeals (R/A

a. Both GS and FWS employees may appeal at any time the pay plan, title, series, or grade assigned to his/her position. The only exception is when an OPM appeal decision has previously been made on the position, providing the relevant classification standards have not changed. The procedures for filing a classification appeal differ for GS and FWS employees.

b. FWS employees must appeal initially to the Special Assistant for Civilian Personnel/Equal Employment Opportunity (SACP/EEO), in care of the Office of the Chief of Naval Operations (OP-141C), Washington, D.C. 20350, via the Superintendent. If their answer is not satisfactory to the employee, he/she may appeal further to the Mid-Atlantic Region of the Office of Personnel Management, William J. Green, Jr. Federal Building, 600 Arch St., Philadelphia, PA 19106.

c. GS employees have the option of appealing either to NCPC via the Superintendent or to OPM. If the employee first appeals to OPM, he/she may not reappeal to NCPC, as OPM decisions are final.

(1) Employees who are graded GS-12 and below may appeal via the Superintendent to the Special Assistant for Civilian Personnel/Equal Employment Opportunity (SACP/EEO), in care of Director, Central Field Division, Naval Civilian Personnel Command, Department of the Navy, Arlington, VA 22203.

(2) Employees who are graded GS or GM-13 and above may appeal via the Superintendent to the Special Assistant for Civilian Personnel/Equal Employment Opportunity (SACP/EEO), in care of Naval Civilian Personnel Command (Code 02), Department of the Navy, Arlington, VA 22203.

(3) GS employees who want to appeal to OPM may appeal to the Director, Mid-Atlantic Region. It is not required that appeals to OPM be routed through the Superintendent, but it is advised in that failure to do so will delay processing of the appeal.

d. Appeals must be filed in writing. The employee and the supervisor should agree on the accuracy of the description of duties and responsibilities performed before the employee files an appeal. Failure to do so will cause the appeal to be returned to the employee until the matter is resolved. The appeal shall include the following information:

(1) Name and mailing address of appellant.

(2) Exact location in the organizational structure of the unit in which he/she works.

(3) Present title and grade of his/her job.

(4) The requested title and grade or other classification action.

(5) A description of the work performed, or, if appropriate, a statement that he/she considers the official PD to be a complete and accurate description of the work.

(6) Reasons why he/she believes the position is erroneously classified (not just a statement that the classification is wrong).

(7) A statement of any facts that may affect the appeal.

e. A classification appeal must be based on a belief that the existing classification is in error. The questions to be decided may involve the title, series, grade, or pay category (GS or FWS) of the position. It may not be based on a change of duties and responsibilities from those in the official PD. In such cases, the position must be classified by the Classification Division prior to the appeal being processed. Appeals not meeting these criteria will be returned with appropriate instructions as to the correct course to follow.

f. An appeal of a classification decision which resulted in a downgrading or loss of compensation must be filed not later than 15 calendar days after the effective date of the action taken for the appellant to be eligible for retroactive pay benefits if the appeal is decided in his/her favor. Filing an appeal does not delay implementation of the classification determination, however.

g. During the adjudication of a position classification appeal, DON or OPM will:

(1) Decide whether the position is appropriately classified with regard to title, series, and grade.

(2) Change the classification of the position to the appropriate title, series, or grade where the facts warrant. This means that a position classification appeal may result in continuation of the position at its current grade, evaluation to a higher grade, or reduction to a lower grade.

h. It is advised that employees wishing to appeal contact the Classification Division for procedural guidance.

R/A) 12. Maintenance review of civilian positions

a. It is the policy of DON that each activity shall conduct a periodic review of its position descriptions to assure that PD's and JD's are current, to redescribe those which, through oversight or unavoidable circumstances, were not redescribed when their duties changed, to cancel any positions found unnecessary, and to make appropriate adjustments in the classification of the remaining positions. This requirement does not negate the responsibility of managers to keep PD's up to date at all times, but rather, serves as a systematic approach to making certain that gradual changes in assignments have not been overlooked. This review is conducted every two years at USNA. The maintenance review schedule, specific instructions, and a listing of all positions in each organization will be provided by the Civilian Personnel Department prior to commencement of the maintenance review.

b. At the time scheduled, supervisors will review each occupied and vacant position under their control for need, and request cancellation of those PD's found unnecessary. Positions vacant and inactive for over six months will automatically be cancelled by the Classification Division. An SF-52 and a copy of the PD must be submitted to reactivate the position.

c. The supervisor will review each position found necessary to determine whether its description is accurate and complete. In those cases where the description is accurate and complete, the supervisor shall so certify on the maintenance review form. This form shall also be signed by the management official authorized to create the position.

d. Employees shall be notified at the beginning of the maintenance review that their supervisor will review their descriptions and that they may participate in the review and may discuss the description with their supervisors. Employees are also requested to certify that the PD is accurate, as appropriate, but employee certification is not mandatory.

e. Upon completion of this review the certified maintenance review forms shall be returned to the Civilian Personnel Department. Inaccurate positions shall be redescribed or amended and submitted to the Civilian Personnel Department for classification within 60 days.

f. As a part of the maintenance review process, the Classification Division will audit at least 10% of GS-1 through 12 and FWS positions certified as current to verify the accuracy of the descriptions. Similarly, a 15% audit sample will be conducted to GS or GM-13 and 14 positions.

13. EEO collateral duties. Reference (i) requires that all collateral or additional duties concerning the EEO Program, assigned to employees, must be documented in the official PD. Guidelines are provided
R) in enclosure (10).

R/A) 14. EEO statement in supervisory positions. Reference (j) requires supervisors and managers to support the principles of equal opportunity as an inherent part of their assigned responsibilities. All supervisory position descriptions must include the following statement: "...is responsible for carrying out EEO policies and communicating support of these policies to subordinates." Guidelines are provided in enclosure (3) for GS/GM positions and enclosure (6) for FWS supervisors. All supervisory PD's should be reviewed during maintenance review to add this statement, if necessary. In addition, any new supervisory positions established must contain this statement.

R) 15. Environmental differential pay. Reference (k) provides information regarding authorized assignments for environmental differential pay for FWS employees at USNA.

16. Technical assistance. The staff of the Classification Division of the Civilian Personnel Department is available to offer technical and procedural advice to those supervisors and administrators requiring assistance in PD preparation, position management, reorganization, and other matters.

J. R. POOLE
Deputy for Operations

Distribution:
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CPD (100)

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission
☐ Redescription ☐ New
☐ Reestablishment ☐ Other
Explanation *(Show any positions replaced)*

3. Service ☐ Dept'l ☐ Field

4. Employing Office Location

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act ☐ Exempt ☐ Nonexempt

8. Employment/Financial Stmt Required ☐ Yes ☐ No

9. Subject to IA Action ☐ Yes ☐ No

10. Position Status ☐ Competitive ☐ Excepted *(Specify)*

11. Position is ☐ Suprvsry ☐ Managerial ☐ Neither

12. Sensitivity ☐ Critical ☐ Noncritical ☐ Nonsensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*

17. Name of Employee *(if vacancy, specify)*

18. Department, Agency, or Establishment

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review *This is an accurate description of the major duties and responsibilities of my position*

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this 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 statutes or their implementing regulations*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)* *

* (REQUIRED IN NAVY)

Signature | Date

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards*

Typed Name and Title of Official Taking Action

Signature | Date

22. Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities *(see attached)*

Optional Form 8 (BACK) (Revised 8-77)

INSTRUCTIONS FOR COMPLETING OPTIONAL FORM 8
POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes. See FPM Ch. 312, Subch. 3.

*2. Check one.

- "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- **The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.**

3. Check one. See FPM Ch. 338, Subch. 3, for application of apportionment requirements to positions in the Departmental Service. Agencies may show apportioned positions by placing "A" after "Dept'l."

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

6. To be completed by the Civil Service Commission for positions at GS-16, -17, and -18, and for Public Law type positions. (See #15a for date of CSC certification.)

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Ch. 551.

8. Check one to show whether the incumbent is required to submit a statement of employment and financial interests. See FPM Ch. 735, Subch. 4.

9. Check one to show whether Identical Additional positions are permitted. See FPM Ch. 312, Subch. 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Ch. 212 for information on the competitive service and FPM Ch. 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Sch. A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations.

11. Check one.

- A "Supervisory" position is one that requires the exercise of at least the level of supervisory responsibility that meets the minimum requirements for application of the "Supervisory Grade Evaluation Guide" for GS positions or for classification in the WS or WN schedules of the Federal Wage System; or, the position meets the standard of minimum supervisory responsibility defined in the job standards of the applicable pay schedule. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Suprvsry."
- A "Managerial" position is one that has the full range of managerial functions as delineated in the "Definition of Managerial Positions" in the introductory section to the "Supervisory Grade Evaluation Guide" for GS positions.

12. Check one to show whether the position is critical-sensitive, noncritical-sensitive, or nonsensitive for security purposes. See FPM Ch. 732, Subch. 1.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Ch. 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
- For "Pay Plan" code, see FPM Supplement 292-1, "Personnel Data Standards," Book III, Subch. S1.
- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are generally required to review, at least annually, each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Ch. 312, Subch. 4. This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System" in the General Introduction to "Position Classification Standards," Section VII.

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GUIDE FOR WRITING POSITION DESCRIPTIONS UNDER THE FACTOR EVALUATION SYSTEM
(for nonsupervisory General Schedule positions)

This guide is designed to assist supervisors, employees, managers, and others in writing position descriptions (PD's) in the format required by the Factor Evaluation System (FES). It applies to nonsupervisory positions in GS-1 through GS-15 that are covered by Office of Personnel Management (OPM) classification standards under the FES. Because the older classification standards are continually being replaced by the FES standards, all new or rewritten nonsupervisory General Schedule (GS) positions should be written in the FES format. When an FES classification standard is issued, it is mandatory that the applicable PD's be described in the FES format. In addition, some supervisory positions should also be described in the FES format. (See enclosure (3).) PD's should be prepared in the format indicated below. This is basically the same format as benchmarks in OPM FES classification standards. The format is:

I. INTRODUCTION

Indicate organizational location of position and a one or two sentence summary of the purpose of the position.

II. MAJOR DUTIES

List each duty that occupies at least 10% of the employee's time. Duties comprising less than 10% may be listed if different qualifications are required to perform those duties. **Indicate percentage of time spent on each kind of work.**

III. FACTORS

Factor 1, Knowledge Required by the Position

- Kind or nature of knowledges and skills needed; and
- How these knowledges and skills are used in doing the work.

Factor 2, Supervisory Controls

- How the work is assigned.
- The employee's responsibility for carrying out the work, and
- How the work is reviewed.

Factor 3, Guidelines

- The nature of guidelines for performing the work, and
- Judgment needed to apply the guidelines or develop new guides.

Factor 4, Complexity

- Nature of the assignment,
- Difficulty in identifying what needs to be done, and
- Difficulty and originality involved in performing the work.

Factor 5, Scope and Effect

- Purpose of the work, and
- Impact of the work product or service.

Factor 6, Personal Contacts

People and conditions under which contacts are made (except supervisor).

Factor 7, Purpose of Contacts

Reasons for contacts in Factor 6; skill needed to accomplish work through person-to-person activities.

Factor 8, Physical Demands

The nature, frequency, and intensity of physical activity.

Factor 9, Work Environment

The risks and discomforts imposed by physical surroundings and the safety precautions necessary to avoid accidents or discomfort.

(SAMPLE) FES POSITION DESCRIPTION FOR MAIL CLERK

I. INTRODUCTION

Performs mail duties in the central mail processing office of the agency:

II. MAJOR DUTIES

- Sorts incoming mail and issuances, including packages, telegrams, and special messages. Selects and time-stamps designated mail items. Verifies and secures enclosures. Sorts and racks mail by file designations or subject-matter categories for attachment of required background information by the files section. Loads incoming mail on delivery cart and delivers it. 40%

- Picks up outgoing mail, checks for attachments and calls attention of sender to obvious discrepancies. Sorts mail picked up enroute for immediate delivery to succeeding mail stops. Checks outgoing mail for completeness and conformance to applicable instructions and regulations, and sorts into various categories (e.g., chain mail, stop mail, air mail, registered, certified, foreign, etc.). Wraps packages and separates different classes of mail for delivery. 40%

- Detaches file copies from outgoing mail and routes to appropriate sources. 10%

- Makes special messenger trips as requested. 10%

III. FACTORS

Factor 1, Knowledge Required by the Position

- Knowledge of the functions, locations, and organizational components of the agency to sort and deliver mail.

- Knowledge of mail handling procedures to time-stamp, obtain background information; sort by category, file designation, or subject matter; wrap for mailing and detach file copies.

Factor 2, Supervisory Controls

The mail supervisor makes assignments, giving specific instructions on new or revised procedures to be used. The incumbent performs routine work on own initiative. Work is reviewed for conformance to established requirements. Promptness and accuracy of mail distribution is spot-checked.

Factor 3, Guidelines

Mail distribution points and delivery schedules are preestablished and are updated frequently with changes in organizational designations. Mail-handling instructions are specific. The employee uses some judgment in expediting delivery to avoid undue delays; e.g., sorting and delivering enroute.

Factor 4, Complexity

The work involves recurring mail processing tasks; i.e., sorting, seeing that background material is attached or detached, and delivering mail to approximately 45 delivery points. Considers the category of mail or subject matter, identifies obvious discrepancies. Different categories of mail receive different treatment.

Factor 5, Scope and Effect

Accuracy and reliability in the processing and flow of mail facilitates work accomplishment in the agency.

Factor 6, Personal Contacts

Contacts are with employees in the immediate office and people within the building who are designated to receive and send mail.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exchanging factual information, reporting problems, making special or routine deliveries, and picking up mail.

Factor 8, Physical Demands

The work involves considerable walking with pushing or pulling of delivery carts. Packages lifted onto the carts occasionally weigh up to 25 pounds.

Factor 9, Work Environment

The incumbent observes normal safety precautions while working in the mail room and delivering mail throughout the office building.

More detailed guidance on writing PD's in the FES format is available in the Classification Division.

GUIDE FOR WRITING POSITION DESCRIPTIONS FOR GENERAL SCHEDULE (GS) SUPERVISORY POSITIONS

Position descriptions should be prepared in the format indicated below:

I. INTRODUCTION

Indicate organizational location of position, and a one or two sentence summary of the purpose of the position.

II. DUTIES AND RESPONSIBILITIES

List complexity, scope and effect, and nature of the supervisory assignment.

III. LEVEL OF RESPONSIBILITY

State supervisory controls, guidelines, personal contacts, and purpose of the contacts.

IV. SUPERVISION EXERCISED

1. List numbers and kinds of positions supervised.
2. Extent of supervision. Described as follows:

    a. Work planning
    b. Work assignment and review
    c. Supervisory personnel management responsibilities
    d. EEO statement

V. (OPTIONAL) WORK ENVIRONMENT AND PHYSICAL DEMANDS

VI. QUALIFICATIONS REQUIRED

1. State specific abilities or knowledges necessary to do the position.
2. Do not list educational requirements.

Note: There are some GS supervisory positions for which this format is not appropriate. If the grade of the supervisory position is based on nonsupervisory work and a Factor Evaluation System standard has been issued for the occupation, then the PD must be written in the factor format. (Enclosure 2 to this instruction contains a sample.) Supervision Exercised would be included as a Major Duty and percentages should be shown for the supervisory and nonsupervisory duties. If you have questions regarding the appropriate format for a specific position, contact the Classification Division.

GUIDE FOR WRITING JOB DESCRIPTIONS FOR NONSUPERVISORY WAGE GRADE (WG) JOBS
(Not applicable to Leader (WL) or Supervisory (WS) jobs)

Job descriptions should be prepared in the format indicated below:

I. INTRODUCTION

Indicate the organizational location of the job. Write a brief summary (one or two sentences) of the work performed.

II. WORK PERFORMED

Write a brief paragraph describing the major duties or kinds of work performed. Make clear what work is done (e.g., installs, modifies, repairs, fabricates, etc.), the object of the work (e.g., what is being made, repaired, constructed, operated, etc.), and the kind of materials used. Indicate whether the worker performs part of or the complete process or operation.

Write a separate paragraph for each different kind of work performed. Number (1, 2, 3, etc.) each paragraph and indicate percentages (in multiples of 5%) of time spent on each kind of work.

Describe the duties in some logical order: the order in which they are performed, in the order of how much time each requires, or the order of importance in terms of skill, responsibility, or difficulty.

Do not describe duties or kinds of work performed for less than 5% of the time, that are not regular and recurring and do not require different qualifications from the other duties.

III. SKILL AND KNOWLEDGE

A separate paragraph should be written for each different kind of work described in section II. above if different skills and knowledges are required. Number the paragraphs in the same order as above.

Describe the nature and level of skill, knowledge, and mental application required in performing assigned work. Positions vary in such ways as the kind, amount, and depth of skills and knowledge needed, as well as in the manner, frequency, and extent to which they are used.

Elements covered under this factor include, but are not limited to:

(1) Knowledge of work practices, methods, and processes, and their levels of difficulty.

(2) Knowledge of shop mathematics (such as arithmetic, geometry, trigonometry, algebra).

(3) Practical knowledge of the principles underlying the work or other special or technical knowledge (e.g., electricity, electronics, processing characteristics of materials).

(4) Skill in specific trade operations and the degree of manual dexterity or precision required.

(5) Ability to read and write, to interpret blueprints, work instructions, and other technical guides of varying degrees of complexity.

(6) Ability to use or operate tools, equipment, or machines of varying difficulty.

(7) Mental abilities needed, such as memory, judgment, and ingenuity.

(8) Mental application required (e.g., in planning and laying out work, in maintaining alertness and concentrated attention, or because of the nature of muscular and visual coordination needed).

IV. RESPONSIBILITY

Identify the supervisor by organizational title (e.g., Head of the Electrical Shop) or by classification title (e.g., Electrician Foreman). Indicate the nature and degree of responsibility (e.g., whether the work is performed under close supervision or with considerable independence from supervisory control; whether the work instructions are complete and specific or general in nature; whether guides such as technical manuals and work precedents can be applied directly or must be modified; whether the worker has authority to deviate from instructions and work precedents without prior approval; whether assignments involve the need to make decisions and judgments which affect the quality and adequacy of work performed).

V. PHYSICAL EFFORT

Describe the physical effort exerted in performing assigned work. Positions vary in such ways as the nature, degree, frequency, and duration of muscular effort or physical strain experienced in work performance.

Elements considered under this factor include, but are not limited to:

(1) Physical exertion related to actions such as lifting, pushing, pulling, or carrying objects of varying weights, sizes, and shapes.

(2) Physical effort related to movements such as walking, running, climbing, crawling, and bending.

(3) Strain related to lack of movement such as standing in place, crouching, or stooping for extended periods of time.

VI. WORKING CONDITIONS

Describe the hazards, physical hardships, and working conditions to which workers are exposed in performing assigned work. Positions vary in such ways as the nature of the work environment; the extent to which it includes unpleasant, disagreeable, or hazardous conditions; the degree to which such conditions are experienced; the frequency and duration of exposure; the adequacy of protective clothing and gear, safety devices, and safe trade practices; and the possible effects on the worker.

Elements considered under this factor include, but are not limited to:

(1) Lighting, heating, and ventilation in work area.

(2) Weather conditions to which exposed when working outdoors.

(3) Temperature to which exposed in the work area.

(4) Dust, grease, and soiling of clothing and skin surfaces.

(5) Noise and vibration.

(6) Gases and fumes.

(7) Hazards in working above ground level, on slippery surfaces, or in crowded areas near moving vehicles or cutting tools.

GUIDE FOR WRITING JOB DESCRIPTIONS FOR LEADER (WL) JOBS
(Not applicable to nonsupervisory Wage Grade (WG) or Supervisory (WS) jobs)

CHARACTERISTICS OF A LEADER JOB: A Leader, as a regular and recurring part of the job, leads three or more employees in accomplishing trades and labor work. A Leader is responsible to the supervisor for assuring that work assignments of workers of a group are carried out by:

- -passing on supervisor's instructions and getting work started;
- -working along with employees and setting the pace;
- -demonstrating proper work methods;
- -obtaining needed plans, blueprints, tools, and materials;
- -assuring enough work to keep everyone in the work crew busy;
- -checking work in progress and when finished;
- -assuring that safety and housekeeping rules are followed;
- -reporting to supervisor on status and progress of work and answering questions concerning operations and problems.

(Note: There may be other tasks performed by Leaders which are not listed above.)

Job descriptions should be prepared in the format indicated below:

I. INTRODUCTION

Indicate the organizational location of the job. Write a brief summary (one or two sentences) of the work performed.

II. WORK PERFORMED

Leader jobs involve the responsibility for leading a group of employees and also the individual performance of nonsupervisory work. Please describe each duty separately, as follows:

1. Leader duties. (Indicate the percentage (%) of time.)

a. Briefly describe the nature of work led. (The Leader should either be fully qualified in the work of the occupation or have enough knowledge of the occupation to pass on instructions from the supervisor, demonstrate work methods, check work, and report to the supervisor on work status or causes of delays.) Do not describe the work performed by employee(s), although assigned to the group, who receive little or no leadership from the Leader in performing the work (e.g., an "expert" in his/her work or a worker in a specialized trade).

b. Briefly describe the Leader tasks performed (see characteristics of a Leader job above).

c. List the number and kind of employees led.

Example:	4 Carpenter	WG-09
	3 Painter	WG-09
	2 Carpenter Helper	WG-05

2. Briefly describe nonsupervisory work performed. If it is the same as the work led, indicate this. There is no need to further describe the work. (Indicate the percentage (%) of time.)

3. If there is nonsupervisory work performed which is different from that which is led, briefly describe in a separate paragraph. (Indicate the percentage (%) of time.)

III. RESPONSIBILITY

Identify the supervisor by organizational title (e.g., Head of the Electrical Shop) or by classification title (e.g., Electrician Foreman). If the supervision received by the Leader is normal general supervision, so state it without any further explanation. Indicate any unusual supervisory controls or lack thereof.

IV. PHYSICAL EFFORT

(Same as enclosure (4))

V. WORKING CONDITIONS

(Same as enclosure (4))

GUIDE FOR WRITING JOB DESCRIPTIONS FOR SUPERVISORY (WS) JOBS
(Not applicable to nonsupervisory Wage Grade (WG) or Leader (WL) jobs)

CHARACTERISTICS OF A SUPERVISORY JOB: Jobs covered by this guide supervise three or more employees in accomplishing trades and labor work. Supervisors are accountable to management for the quantity and quality of work and for assuring efficient and economical work operations. They do this by:

- assigning, directing, reviewing and evaluating the work performance of employees;
- planning, scheduling, and coordinating work operations;
- solving work-related problems;
- determining material, equipment, and facilities needed;
- explaining and gaining support of employees for management policies and goals;
- dealing with employees and union representatives on employee relations problems;
- determining production goals;
- developing cost and budget forecasts and long-range manpower requirements.

(Note: Not all supervisors perform all the tasks indicated above; there may be other tasks not listed above.)

Job descriptions should be prepared in the format indicated below:

I. INTRODUCTION

Indicate the organizational location of the job. Write a brief summary of the function of the organization and the purpose of the job. Indicate subordinate organizational units supervised (if any).

II. WORK PERFORMED

1. Nature of Supervisory Responsibility

a. Planning. Indicate kind of planning (e.g., deadlines, priorities, number and type of employees needed, availability of material and equipment required, etc.). Indicate the time frame of planning (e.g., project-by-project, day-to-day, weekly, monthly, quarterly, semi-annually, yearly). Indicate whether planning is for specific work assignments by subordinate nonsupervisory workers, for work operations of subordinate units supervised, or for major operations of broad scope. Is information and advice given to higher level supervision on such matters as ability to accomplish work, cost estimates, production techniques and standards, etc? Is there participation in establishment of broad production goals, budget forecasts, and long-range manpower needs?

b. Work Direction. Briefly describe the manner of work direction (e.g., selection of individual workers, assignment of tasks, explain work requirements and methods, instruct workers, review work in progress or on completion, direct work through subordinate supervisors, coordinate work with other units involved, set deadlines and sequence of operations,

arrange for space and needed tools and equipment, shift work among subordinate units, review production and cost records, prepare operating instructions and work schedules, develop quality and quantity standards, etc.).

c. Administration. Briefly describe responsibilities in connection with leave approval, performance appraisals, determining training needs, personnel actions (promotions, reassignments), complaints, grievances, disciplinary actions, safety regulations, incentive awards, labor-management relations, cost reduction, etc.

d. EEO Statement

2. Scope and Level of Work Supervised. Indicate the total number (subordinate supervisors, leaders, nonsupervisory workers) of personnel supervised. (Include valid vacancies being recruited.) List the number and kind of employees supervised (the same employee may not be listed by two supervisors).

Example:	1	Machinist Foreman	WS-10
	1	Pipefitter Foreman	WS-10
	1	Welder Foreman	WS-10
	2	Pipefitter Leader	WL-10
	1	Welder Leader	WL-10
	17	Machinist	WG-10
	12	Pipefitter	WG-10
	7	Plumber	WG-09
	8	Welder	WG-10

III. RESPONSIBILITY

Identify the supervisor of this job by organizational title (e.g., Head of the Metal Trades Branch). Indicate any unusual supervisory controls or lack thereof.

IV. PHYSICAL EFFORT

(Same as enclosure (4))

V. WORKING CONDITIONS

(Same as enclosure (4))

GUIDE FOR WRITING STATEMENTS OF DIFFERENCE FOR DEVELOPMENTAL POSITIONS/JOBS

GS POSITIONS

GS- (Series) - (Grade)

I. INTRODUCTION

This is a developmental position leading to full-performance level of (Title), GS- (Series - Grade). As a/an (beginning) (intermediate) (advanced) trainee, receives instructional guidance and performs developmental assignments designed to lead to the full-performance level. Within these parameters performs the duties described in PD#_____(Full-performance level position).

II. MAJOR DUTIES

- If a major duty differs from that in the full-performance level PD, write what the duty is and how it is performed in the developmental PD.

- If a major duty of the full-performance level PD is not performed, indicate the paragraph number of the target PD and write OMIT.

- If a major duty is the same as the full-performance level PD, indicate the paragraph number of the target PD and write SAME.

III. FACTORS

1. Knowledge Required by the Position

Indicate how knowledges, skills, and abilities differ from the target PD. A developmental position will not require the same degree of knowledges, skills, and abilities as those required at the full-performance level.

2. Supervisory Controls

Indicate how the manner in which the work is assigned, carried out, and reviewed differs from the target PD. A developmental position will receive more guidance, will work less independently, and the work will receive closer review than at the full-performance level.

3. Factors 3-9

The same principles apply as on Factors 1 and 2. If the factors differ from the target PD, indicate the difference; if they are the same, simply list the factor and write SAME.

FEDERAL WAGE SYSTEM JOBS

Statements of difference for nonsupervisory FWS jobs should be written in the format described in enclosure (4) of this instruction. With the exception of the different format, the same principles apply as described above for GS positions.

GUIDE ON DISTINGUISHING BETWEEN MAJOR AND MINOR CHANGES

Operating officials and employees may consider certain changes in positions to be minor when the changes are in fact quite significant from a classification viewpoint. There are no specific rules that can be followed to ensure that all significant changes and only such changes are reported. Judgment must be exercised in each case.

a. Changes to watch for. Items which operating officials frequently fail to appreciate as significant include:

(1) Changes in percentage of time. Percentages are particularly significant in the classification of mixed positions.

(2) Changes in supervision received, degree of authority exercised, etc. Two positions involving the same basic tasks but differing significantly in one or more of these factors may be classifiable to different grades.

(3) Assignment of some of the tasks shown in one description to several employees. The dividing of the tasks of a position among two or more positions, so that each involves only certain of the duties, may create positions warranting different classifications (title, series, or grade, or all three).

(4) Changes in the method of assigning work in the organization. A position may have been originally responsible for examining all types of claims, for example, and the supervisor may now assign a specific type to each claims examiner. This may very well make different classifications appropriate.

b. Types of changes which may be insignificant. Certain changes in positions may be insignificant for classification purposes and therefore should not be reported. Some examples are:

(1) Minor changes in procedures, such as an increase or decrease in the number of copies of a particular form that is prepared.

(2) Supersedure of certain forms by others, where the work tasks performed are substantially the same.

(3) Changes in the title and grade of the supervisor, where there is no change in the nature of supervision received or in the organizational relationships.

(4) Addition or discontinuation of a task occupying less than 10 percent of the time for GS positions (5 percent for FWS jobs), where the task is not regular and recurring and does not govern the qualification requirements of the position.

(5) A minor change in number and grades of employees supervised, where the change obviously has no effect on the position's supervisory responsibilities (e.g., a change in number of subordinates from 30 to 32).

INSTRUCTIONS FOR PREPARING AN AMENDMENT TO A POSITION OR JOB DESCRIPTION

A position may not be amended more than twice. Each amendment should be brief, one page or less. If there are numerous changes, it may be necessary to rewrite the description.

1. Prepare a new Optional Form 8, Position or Job Description cover sheet. Indicate in item 2 that it is an amendment. Other items will be filled in the same manner as if you were preparing a cover sheet for a new position. PD or JD number remains the same.

2. Attach to the newly prepared cover sheet a second sheet titled "Amendment to Position/Job Description No._____." Then, state: "Amend the position description to reflect the following changes:...."

3. Following the basic format for the type of position you are amending, list the amendments you desire made. For example:

II. MAJOR DUTIES AND RESPONSIBILITIES:

Section (a) change percentage from 40% to 15%.

Section (d) change percentage from 20% to 50%.

Add (delete) the following paragraphs:

d. . . . . .

e. . . . . .

f. . . . . .

(1). . . . . .

(2). . . . . .

4. The amendment should be routed through the same channels as a position or job description and will become a part of the description. The position will be reviewed in light of the amendment and appropriate classification action taken upon it. However, if the changes to the PD/JD are significant enough to result in a grade change, the PD/JD must be rewritten rather than amended.

5. If very minor changes are being made to a PD, a pen and ink change may be appropriate. **(See paragraph 5f(2) of this instruction.)**

DOCUMENTATION OF EEO COLLATERAL DUTIES IN OFFICIAL POSITION DESCRIPTIONS

A. Reference (j) requires that all collateral or additional duties for employees working in the EEO Program must be documented in the position/job description. These are any official EEO duties and responsibilities of the position the employee occupies.

B. The EEO Office in concert with the supervisor will amend the position/job description of any employee in this category. This is a continuing requirement and it is necessary for the EEO Office to amend the descriptions in the future to recognize an addition, deletion, or change of an EEO collateral assignment.

The amendment must:

1. Show what official provides technical guidance and reviews the work of the employee in EEO matters. Describe the nature of this guidance and review.

2. Show the percent of the employee's work time that is spent on the EEO assignment.

3. Clearly describe the duties and responsibilities of the EEO collateral assignment.

C. Amendments with Cover Sheet (Optional Form 8) and SF-52 should be submitted through regular channels as new assignments, amendments, deletions, or corrections occur. Item 2 of the SF-52 should be annotated as follows: "Submitted to document EEO collateral assignment as required by FPM 713-37."