

U.S. DEPARTMENT OF ENERGY
POSITION DESCRIPTION

To be completed by Personnel	1. POSITION NUMBER	2. ORGANIZATION CODE	3. ACTION <i>(Circle Letter)</i> A=ADD C=CHG D=DEL
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PART I: TO BE COMPLETED BY THE INITIATING OFFICE

4. ORGANIZATIONAL LOCATION OF POSITION a. First Subdivision (Below DOE) b. Second Subdivision c. Third Subdivision d. Fourth Subdivision e. Fifth Subdivision f. Sixth Subdivision	5. SENSITIVITY <i>(Circle Number)</i> 1 = Nonsensitive 3 = Critical Sensitive 2 = Noncritical Sensitive 4 = Special Sensitive
	6. FINANCIAL STATEMENT REQUIRED <i>(Circle)</i> YES NO
	7. COMPUTER POSITION <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
	8. LEVEL OF ACCESS <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
	9. DUTY STATION
	10. EMPLOYING OFFICE LOCATION

11. ORGANIZATIONAL TITLE OF POSITION (40 characters) *(Complete only if different from recommended Classification Title)*

12. RECOMMENDED CLASSIFICATION *(Optional)*

13. **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 or Printed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed or Printed Name and Title of Higher-Level Supervisor or Manager (optional) Signature _____ Date _____
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PART II: TO BE COMPLETED BY THE PERSONNEL OFFICE

14. **Classification Certification.** *I certify that this position has been classified consistently with the most applicable standards published by the Office of Personnel Management.*

	Title
	Signature _____ MO / DY / YR

15. RECERTIFICATION	MO / DY / YR	Initials	MO / DY / YR	e.	MO / DY / YR
a.	<input type="text"/>		<input type="text"/>		<input type="text"/>
b.	<input type="text"/>	c.	<input type="text"/>	d.	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>

16. Classification Title of Position (60 characters)

Classification Title (continued)	17. Pay Plan	18. Occ. Series Code	19. Grade	20. Occ. Series Modifier
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

21. FUNCTIONAL CLASS CODE FOR SCIENTISTS AND ENGINEERS	22. Full Perf. Level	23. FLSA (Circle)	24. PMRS and Labor Relations Code (Circle One)
<input type="text"/>	<input type="text"/>	E N	M S L P C R W X N

25. Comp. Area	25. Comp. Level	27. Position Tenure (Circle One)	28. Agency Code	29. Agency Use
<input type="text"/>	<input type="text"/>	P Q S T U	<input type="text"/>	<input type="text"/>

PART III: REMARKS

PART 1 - POSITION DESCRIPTION FILE COPY PART 4 - INITIATING OFFICE COPY
 PART 2 - OFFICIAL PERSONNEL FOLDER PART 5 - OCCUPATIONAL SERIES FILE
 PART 3 - EMPLOYEE COPY

INSTRUCTIONS

Part I - To Be Completed by the Initiating Office

- 4a. Organizational Location. Enter the organizational location of the position, starting with the highest level immediately below the Department and descending to the lowest.
5. Sensitivity. Circle the applicable number.
6. Financial statement required. Circle "Yes" or "No" to show whether the incumbent is required to file a statement of employment and financial interests. If you have any questions, contact GC-80.
7. Computer Position. Enter the letter "C" if the position provides access to computer files or entails responsibility for design, operation, testing, maintenance, or monitoring of computer hardware or software systems. Otherwise, leave blank.
8. Level of access. Enter the number which corresponds to the required level of access to classified information. See DOE 5631.2C.
 - 0 - Access not required
 - 1 - Confidential (E.O. 12356)
 - 2 - Secret (E.O. 12356)
 - 3 - Top Secret (E.O. 12356)
 - 4 - Sensitive Compartmented Information (DICD 1/14)
 - 5 - "Q-Sensitive" Clearance (Atomic Energy Act)
 - 6 - "Q-Nonsensitive" Clearance (Atomic Energy Act)
 - 7 - "L" Clearance (Atomic Energy Act)
 - 8 - Other
9. Enter city and state of duty station.
10. Enter city and state of employing office.
11. Enter only if an organizational title is used which is different from the recommended classification title; for example, organizational title: "Chief, XYZ Branch;" recommended classification title: "Supervisory Physical Scientist."
13. This statement should be certified by the immediate supervisor of the position. Signature of higher level supervisor is optional.

TO BE COMPLETED BY PERSONNEL OFFICE

1. (Top of Form) *Position Number*. Enter the position number in the first six spaces from the left. If this is an identical-additional position, enter the identifying suffix in the two right spaces. If not an identical-additional position, enter zeros in these two spaces.
2. Organization Code. See PAY/PERS Common Library Table No. 10.
3. Action. Circle "A" to add a new position, "C" to change an active position, "D" to delete an obsolete position.

Part II

14. Classification certification. This certification must be signed and dated by the personnel official with delegated authority to classify positions.
15. Recertifications. These spaces are provided to record recertifications as to the continuing validity of the initial classification.
16. through 19. Enter the official classification title, pay plan, series, and grade as determined by the personnel official who signs block 14.
17. *Pay Plan*. See Control #47, Data Element Dictionary of the PAY/PERS User Guide.
19. *Grade*. See Control #52, Data Element Dictionary of the PAY/PERS User Guide.
20. *Occupational Series Modifier*. See PAY/PERS Common Library Table No. 13.
21. *Functional Code for Scientists and Engineers*. See Control #45, Data Element Dictionary, PAY/PERS User Guide.
22. Enter full performance level of the position.
23. *FLSA*. Circle "E" if the position is exempt from the Fair Labor Standards overtime provisions, and "N" if nonexempt from FLSA. See Control #34 of the PAY/PERS Data Element Dictionary.
24. *PMRS and Labor Relations Code*. See Control #110 of the PAY/PERS Data Element Dictionary. This code indicates whether or not the position is a member of a bargaining unit and/or the PMRS system; the basis for such inclusion or exclusion; and the supervisory or nonsupervisory nature of the duties. Reading the code from left to right, circle only the first code which applies; ignore any codes further to the right which also may apply. The codes have the following meanings:
 - M: Manager
 - S: Supervisor
 - L: Limited Supervisor
 - P: Management Official
 - C: Confidential position
 - R: Professional position
 - W: Work Leader
 - X: National Security position as defined in 5 U.S.C. 7112(b)(6)
 - N: None of the foregoing categories applies
25. *Competitive Area* for reduction in force.
26. *Competitive Level* for reduction in force.
27. *Position Tenure*. See Control #38 of PAY/PERS Data Element Dictionary.
28. *Agency Code*. Enter the 4-position code for agency and major subelement of the agency. For DOE, the code is DNOO. For other agency codes, see FPM Supplement 292-1.