			REASON FOR THIS POSITION
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	9. INCUMBENT *(Optional)*		

OFFICIAL

10. TITLE STUD TR (CLER)

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	0399		01	MONTH/DAY/YEAR	YES	NO	TV
				9/23/12			

18. 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 continue 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	1-1	50	6. Personal Contacts	6-1	
2. Supervisory Controls	2-1	25	7. Purpose of Contacts	7-A	30
3. Guidelines	3-1	25	8. Physical Demands	8-1	5
4. Complexity	4-1	25	9. Work Environment	9-1	5
5. Scope and Effect	5-1	25	**TOTAL POINTS (190 - 250 PTS)**		27 190
OPM PC Flysheet for Ofc Automation Clerical & Asst Series, 032, Nov 90; OPM GEG for OA, Nov 90				28. **GRADE**	28. 01

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 /s/Tina Voglesong	30. Date 9/24/12
31. Name and Title: Tina Voglesong, Human Resources Specialist (Classification)	
32. Remarks: FLSA: N Nonsensitive/low risk Standard Job # 0399-01 STUD TR (CLER)	33. OPM CERTIFICATION NUMBER

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. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				01	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)
GS	0399		0016	STUD TR (CLER)

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	X=New Std. Applied Blank=NA		M / DAY / YEAR 9 / 24 / 12

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 2=Secondary 3=Foreign Svc. Blank=NA	I=Inactive A=Active	MO / DAY / YEAR	MO / DAY / YEAR	

16. INTERDIS. SER. (40)

(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)

(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
N E=Exempt N=Nonexempt	0=None 1=CD 219 2=CD 220 3=SF 278 4=AD 392 5=SF 849	A=Sched A B=Sched B C=Sched C 0=Excepted but not A, B, C	1N N 1 = Lowrisk/nonsen 2 = Noncrit sens 3 = Critical sens 4 = Spec Sens 5 = Mod risk 6 = High Risk	00TT

6. WK. TITLE CD. (4)	7. WK TITLE (38)

8. ORG. STR. CD. (18)								9. VAC. REV. CD. (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)	16. PAS. IND. (1)	17. DATE EST. (6)
		Blank=N/A Y=Yes	State (2) / City(4) / Cnty(3)		MO / DAY / YEAR	Blank=N/A 1=PAS	MO / DAY / YEAR 9 / 24 / 2012

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

22. MAINT. 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 Audi 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. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO / DAY / YEAR	MO / DAY / YEAR	A 1=Inact. 2=Act.	MO / DAY / YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Standard Job # 0399-01 STUD TR (CLER)