

## Instructions for Completing DOI's Standardized PD cover sheet

1. Enter the position number issued by the Department, Bureau or Office. Bureaus must use the DOI standardized PD number when using a DOI SPD. PD numbers must be entered into FPPS in the position number data field so it prints on the SF50, Notification of Personnel Action. Must not exceed 7 characters (same as Position Number field in FPPS).
2. The explanation section should be used to show the reason if "Other" is checked, as well as any positions replaced by position number, title, pay plan, occupational code, and grade.
3. Check one:
  - New - the position has not previously existed.
  - Redescription - the duties and/or responsibilities of an existing position are being changed.
  - Reestablishment - the position previously existed but had been cancelled/abolished.
  - Standardized PD - the position description has been standardized (by Department, Bureau or Office).
  - Other - e.g., change in title or occupational series without a change in duties or responsibilities.
4. Indicate whether the position is located at headquarters (employing office location) or in the field.
5. Check one to show if Identical Additional positions are permitted, or not. (DOI PM/Class policy handbook, 1.11)
6. Check all that apply. All boxes must be checked.
  - Subject to Random Drug Testing (PB 17-15)
  - Telework suitable (PB 19-02)
  - Fire Position – Mark "yes" if position is in a fire organization and enter *applicable Special Program ID* field in FPPS code/s: (e.g., FO/Fire-Other, F1, F2, F3, etc.) Refer to the FPPS user guide for additional mandatory *Special Population Code* codes for FF retirement codes.
  - Law Enforcement Position - Mark "yes" if position is a law enforcement position and refer to the FPPS user guide for mandatory Special Population Code requirements for LE retirement.
7. Check applicable box.
8. Functional code: see classification standard for applicable functional code, if any.  
Add applicable BUS (bargaining unit status) code.
9. Enter pay scale and full performance level of position.
10. Check one to show whether the position is non-sensitive, public trust or national security for security purposes. (Must be derived from completing the official online Position Designation Tool.)
11. Check one.
  - A supervisory position is one that meets the OPM General Schedule Supervisory Guide (GSSG) requirements (Code 2).
  - A CSRA supervisory positions has delegated supervisory duties (Code 4) but does not meet GSSG requirements.
  - Management official is one that meets the requirements for such designation as set forth in OPM guidance. (Code 5).
  - Leader Type I meets the requirements for such designation as set forth in OPM General Schedule Leader Grade Evaluation Guide.
  - Leader Type II meets the requirements for such designation as set forth in OPM General Schedule Leader Grade Evaluation Guide.
12. Check one. For a position in the excepted service, enter the authority for the exception in the remarks section.
13. Enter the geographical location of the position by city and state.
14. Enter the geographical location of the employing office location by city and state.
15. After completing a FLSA worksheet, check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (5 CFR 551).
16. All positions must contain at least one cybersecurity code. After completing the designation worksheet, fill in up to 3 cybersecurity codes. (PB 17-06)
17. Fill in competitive area and level codes for each position. (DOI PM/Class policy handbook, 5.1a)
18. Enter classification/job grading action in row A. In case of Bureau or Departmental classification appeal, use row B.
19. Enter the organizational, functional, or working title if it differs from the official OPM title.
20. Enter the name of the incumbent. If vacant, enter "vacant".
21. (a-e) Enter the organizational location of the position, working down from the Department.
22. (a-b) The position should be certified by the immediate supervisor of the position. Alternatively, a higher-level supervisor or manager may certify that the information provided in the PD and OA-8 form is accurate.
23. Only an HR Specialist with delegated classification authority may *certify* the classification of a position.
24. Enter the position classification/job grading standard(s) used and the date of its issuance.
25. At a minimum, all PDs must be recertified at least once every 5 years. This section is to be used as part of the classification review process. The initials by the supervisor of record and the classifier represent re-certifications of the statements in items #22 & #23.
26. This section is for additional coding requirements, to document related (career ladder or interdisciplinary) PD#, or for any appropriate remarks to be included on the SF-52 and/or SF-50.