

**DOCHROC CD-516 COMPLETION REQUIREMENTS JOB AID PG. 1**

**CLASSIFICATION AND  
PERFORMANCE MANAGEMENT RECORD**

NEW

I/A: \_\_\_\_\_

MR#: \_\_\_\_\_

IP#: \_\_\_\_\_

OEC Completes

- Performance Plan
- Performance Appraisal
- Performance Recognition
- Progress Review
- Position Description

Employee's Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Position Title: \_\_\_\_\_

Pay Plan, Series, Grade/Step: \_\_\_\_\_

Organization: 1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Rating Period: \_\_\_\_\_

Covered By: " Senior Executive Service " Other \_\_\_\_\_

" General Workforce \_\_\_\_\_

SO Completes

**PART A—POSITION DESCRIPTION**

**POSITION CERTIFICATION**—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization 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 violation of such statute or their implementing regulations.

<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>	<b>SECOND LEVEL SUPERVISOR</b>	<b>DATE</b>
SO Completes		SO Completes	

<b>CLASSIFICATION CERTIFICATION</b>	<b>OFFICIAL TITLE:</b> _____				
	<b>PP:</b> _____	<b>SERIES:</b> _____	<b>FUNC:</b> _____	<b>GRADE:</b> _____	<b>I/A:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO

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.

<b>NAME AND TITLE OF CLASSIFIER</b>	<b>SIGNATURE</b>	<b>DATE</b>
SO Supervisor Completes for ACS PDs only.		

**PART B—PERFORMANCE PLAN**

**This plan is an accurate statement of the work that will be the basis of the employee's performance appraisal.**

<b>NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL</b>	<b>SIGNATURE</b>	<b>DATE</b>

**APPROVAL**—I agree with the certification of the position description and approve the performance plan.

<b>NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY</b>	<b>SIGNATURE</b>	<b>DATE</b>

<b>EMPLOYEE ACKNOWLEDGEMENT</b> —My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.	<b>SIGNATURE</b>	<b>DATE</b>

**PRIVACY ACT STATEMENT**—Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

**MASTER RECORD/INDIVIDUAL POSITION DATA**

<b>A. KEY DATA</b>						<b>(OEC Completes)</b>
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						

<b>B. MASTER RECORD</b>										<b>(OEC Completes)</b>	
1. PAY PLAN (2)		2. OCC SER (4)		3. OCC FUNC CD (2)		4. OFF TLE-PF/CD/SF (6) <small>PFIX TITLE CD SFIX</small>		5. OFF TITLE (38) (32 W/ PF OR SF) (26 W/ PF AND SF)			
6. HQ/FLD CD (1) <small>1=HQ 2=FLD</small>		7. SUPV CD (1) <small>1=SUPV SGEN 5=MGT CSRA 2=SUPV GSSG 6=LDR LGEG 3=MGR SGEN 8=ALL 4=SUPV</small>			8. CLASS STD CD (1) <small>X=NEW STD BLANK=N/A</small>		9. INTERDIS CD (1) <small>N=NO Y=INTERDIS</small>		10. DATE CLASS (6) <small>MO DAY YEAR</small>		
11. EARLY RET CD (1) <small>1=PRIMARY 3=FOREIGN SVC 2=SECONDARY BLANK=N/A</small>			12. INACT/ACT (1) <small>A=ACTIVE I=INACTIVE</small>		13. DT ABOL (6) <small>MO DAY YEAR</small>		14. DT INACT/REACT (6) <small>MO DAY YEAR</small>		15. AGCY USE (10)		
16. INTERDIS SERIES (40)											
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	
17. INTERDIS-PF/CD/SF (50) (32 W/ PF OR SF) (26 W/ PF AND SF)											
(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	

<b>C. INDIVIDUAL POSITION</b>										<b>(SO Completes All Highlighted Fields in yellow)</b>					
1. FLSA (1) <small>E=EXEMPT N=NONEXEMPT</small>		PAY TBL (6)		2. FINDS (1) <small>0=NONE 3=SF-278 4=SF-450</small>		PROC INTG (1) <small>Y=YES N=NO</small>		3. POSSCHED (1) <small>A=SCH 0=EXCEPTED B=SCH BUT NOT C=SCH A,B,C</small>		3A. CYBER SECURITY (9)		4. POS SENS (2) <small>1=LOW RIS C=ADP 2=NONCRIT/SEN N=NON-ADP 3=CRIT/SENS 4=SPECIAL SENS 5=MOD RISK 6=HIGH RISK</small>		4A. DRUG TS (1)	
6. WK TITLE CD (4)		7. WK TITLE (38)										5. COMP LVL (4)			
8. ORG STR CD (18) <small>(1st) (2nd) (3rd) (4th) (5th) (6th) (7th) (8th)</small>								9. VAC REV CD (1) <small>0=POSN ACTION B=LOWER GRADE D=DIFFERENT TITLE NO VACANCY C=HIGHER GRADE AND/OR SERIES A=NO CHANGE E=NEW POSN/NEW FTE</small>				9A. TELEWORK <small>YES - POSITION ELIGIBLE NO - POSITION NOT ELIGIBLE</small>			
10. TARGET GRADE (2)		11. LANG REQ (2)		12. PROJ DUTY IND (1) <small>BLANK=N/A Y=YES N=NO</small>		13. DUTY STATION (9) <small>ST (2) CITY (4) CNTY (3)</small>		14. BUS CD (4)		15. DT LST AUDIT (6) <small>MO DAY YEAR</small>		16. PAS IND/LEO (1) <small>BLANK=N/A 1=PAS A=LEO</small>		17. DATE-EST (6) <small>MO DAY YEAR</small>	
18. GRADE BASIS IND (1) <b>Only if 1 or 2 is Selected</b> <small>1=REV WHEN VACANT 4=SUP/PROGRAM 7=EQUIP DEV GUIDE 2=IMPACT OF PERSON 5=RREG 3=SUP/GSSG 6=POLICY ANAL GEG</small>						19. DT REQUEST RECD (6) <small>MO DAY YEAR</small>		20. NTE DATE (6) <small>MO DAY YEAR</small>		21. POS ST BUD (1) <small>Y=PERM N=OTHER</small>					

22. MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)															
ACTIVITY <small>1=AUDIT (COUNTED TOWARDS MAINTENANCE REVIEW) 2=OTHER ACTIVITY</small>					RESULTS <small>1=NO ACTION REQUIRED 4=TITLE CHANGE 7=POSN DOWNGRADE 2=MINOR PD CHANGE 5=SERIES CHANGE 8=NEW POSN 3=NEW PD REQUIRED 6=POSN UPGRADE 9=OTHER</small>										
23. DATE EMP ASN (6) <small>MO DAY YEAR</small>			24. DATE ABOL (6) <small>MO DAY YEAR</small>			25. INACT/ACT (1) <small>A=ACTIVE I=INACTIVE</small>		26. DATE INACT/REACT (6) <small>MO DAY YEAR</small>		27. ACCTG STAT (4)		28. INTASGN SER (4)		29. AGENCY USE (8)	

30. PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE										31. DATE	
OEC Completes											

**32. REMARKS**

JOB REQUEST NUMBER:  
 ACS NUMBER (if applicable):  
 CORRESPONDING CAREER LADDER JOB CODES (i.e. This is the full performance level PD for the GS-12.  
 Job code for GS-11 PD is WX9999):

OEC = Office of Employment and Compensation, SO = Submitting Office,

## C. INDIVIDUAL POSITION

**Field #1. FLSA – Fair Labor Standards Act (Title 5 Chapter I Subchapter B Part 551):** The Fair Labor Standards Act (FLSA) is the law that governs premium pay and overtime for most clerical, technical and administrative support positions. Jobs not covered (exempt) by the Act are typically Executive, Administrative and Professional positions.

- Exempt - One who *is not covered* by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA or Act).
- Non-Exempt - One who *is covered* by the minimum wage and overtime provisions of the Act.

**Field #2. Finds – Financial Disclosure:** There are two types of financial disclosure reports the Public Financial Disclosure SF-278 and the Confidential Financial Disclosure OGE-450.

- SF-278 – Employees, including special government employees, whose position are classified above GS-15; Employees whose rate of basic pay is fixed, other than under the General Schedule, at a rate equal to or greater than 120% of the minimum rate of basic pay for a GS-15; Employees in position which are excepted from the competitive service by reason of being a confidential or policy-making character (Schedule C).
- OGE-450 – Employees who occupy positions classified at GS-15 or below and whose duties require them to participate personally and substantially through decision or the exercise of significant judgement in a matter which could have an economic impact on a non-Federal entity. To include any employee involved in contracting or procurement, administering or monitoring grants, regulating or auditing any non-Federal entity and in some instances, investigating, or prosecuting a case.

**Field #4. Position Sensitivity:** (<https://dw.opm.gov/datastandards/referenceData/1509/current?d-5590585-p=5>) - To determine the proper designation of a position and its required corresponding level of investigation, the position description and any other necessary supplemental information (e.g. human resources, management and security office input##) must be carefully evaluated to assess the nature of the position as it relates to the potential material adverse impact to the national security, and — if it is a covered position under part 731 -- its impact on the efficiency or integrity of the service.

- Position Designation Tool - <https://www.opm.gov/investigations/suitability-executive-agent/position-designation-tool/position-designation-system-with-glossary-2017.pdf>

**Field #4A. Drug Test:** – Does this position require initial drug testing as well as random drug testing. It is dependent upon the position sensitivity level of the position.

**Field #7 Work Title:** - The working title is a description about a job/position/designation held and gives a brief idea on what the job is about. It is a means of distinguishing between and categorizing the various positions in an organization providing a brief overview of the responsibilities of the job or the level of position held in an organization.

**Field #8 Organization Code:** - This is the Department where the position is located.

- Organization Chart: You are required to submit an organization chart with your classification request.

**Field#9A. Telework:** - Is this position eligible for telework.

**Field #10. Target Grade:** – The full performance level of the job. This will grant the employee to be promoted without further competition when all the requirements for advancement are met.

- If the position has a full promotion level higher than the position description submitted, you **must** submit all career ladder position descriptions along with the CD-516 for each PD as well.

**Field #13. Duty Station:** – is the city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site. The following link will provide you with the duty station code for the city/state.

<https://dw.opm.gov/datastandards/dutystation/main.jsp>

- Work site of the employee is the place where he or she works, or at which the employee's activities are based, as determined by the employing agency. The location of an employee's work site is the location of the employee's desk or the place where the employee normally performs his or her duties. For those employees with no fixed work site, the duty station will be determined by the employing agency. For example, the duty station of an investigator who works in the field may be the location of the office from which assignments are normally made. For an inspector, whose agency may require him or her to be on-site at many places, it may be his or her home.

**Field #14. Bargaining Status (BUS Code):** - This tells you whether the job is in a bargaining unit represented by a union.