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Attachment 2

JOB SUMMARY STATEMENT

For Job Number: XXXXXX:

Title, Series and Grade: (ex, Air Traffic Control Specialist GS-2152-XX)

Position Location: Command, Organization, City and State

CLASSIFICATION STANDARDS USED:

SUPERVISORY CONTROLS

LIST MAJOR DUTIES BY CATEGORY (i.e., Separation and Control of Air Traffic Duties; Training Duties; Equipment Maintenance; Development of standards, regulations, policy, Facility Management; Supervision; (include percentages for each duty)

CONDITIONS OF EMPLOYMENT:

Prepared by: name, title, installation address (Command Rep)

Signature _____

Date: _____

I certify that PD#XXXXXX was effective MM/DD/YYYY

Certified by: name, title, installation address (CPAC rep)

Signature _____

Date: _____