SC1920. SUBCHAPTER 1920

CLASSIFICATION
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SC1920. SUBCHAPTER 1920

CLASSIFICATION

References: (a) Title 5, United States Code, "Government Organization and Employees"
(b) Title 5, Code of Federal Regulations, "Administrative Personnel"

SC1920.1. PURPOSE

The National Security Personnel System (NSPS) classification system is designed to assign work and organize DoD positions in a manner that accomplishes the National Security mission while upholding the merit principle of equal pay for work of equal value − with appropriate consideration of both national and local rates paid by employers in the private sector, appropriate incentives, and recognition of differences in performance. NSPS recognizes ranges of difficulty in various organizational and work situations, allows for natural progression from entry/developmental to journey and expert levels of work, and provides broad-banded pay that offers employees greater advancement opportunities. The system's streamlined and simplified processes are adaptable and flexible but also preserve employee rights. It strategically situates the Department of Defense to compete for candidates in the job market and supports establishment of a fiscally sound and responsive pay system that rewards employees for their contribution to the DoD mission. The NSPS classification system covers DoD employees in NSPS positions that would otherwise be covered by Chapter 51 of Reference (a), in accordance with Section 9901.202 of Reference (b), and that are also covered by NSPS performance management regulations in accordance with Section 9901, Subpart D of Reference (b).

SC1920.2. APPLICABILITY

This Subchapter applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense under NSPS (hereafter collectively referred to as the "DoD Components").

SC1920.3. RESERVED

SC1920.4. GENERAL INSTRUCTIONS FOR CLASSIFYING POSITIONS

This section provides general concepts, instructions, and guidelines on the features of the NSPS classification system. Classification is the assignment of a career group (CG), pay schedule (PS), pay band (PB), occupational series (referred to throughout the rest of this subchapter as occupational code), and title to a position. Authorized management officials use DoD criteria to classify positions in an occupational code, title, and PB; classification of occupations to CGs and PSs is determined by the Under Secretary of Defense for Personnel and Readiness.

SC1920.4.1. Understanding Positions and the Basis for Classification. Classification of NSPS positions is based on the primary work that is assigned and actually performed by employees. The NSPS classification architecture is designed so that classification decisions can be readily made by management officials, and the rationale can be understood by both employees and supervisors. Classification takes into account information about the position's level of difficulty, occupational qualifications, competency requirements, mission of the organization, and relationship to other positions or organizational levels.

SC1920.4.2. Considerations in Classification

SC1920.4.2.1. Each of the NSPS CGs, occupations, PSs, and PBs represents a broad range of work, both in terms of the kind of work and the level of difficulty. Position classification under the NSPS considers the overall nature and purpose of the position's duties and responsibilities, along with the qualifications required. A position's classification is based on work that:

SC1920.4.2.1.1. Is performed on a regular and frequent basis;

SC1920.4.2.1.2. Is crucial to the position's primary purpose; and,

SC1920.4.2.1.3. Governs the position's primary qualifications.

SC1920.4.2.2. Classification cannot be based on work assigned temporarily and/or strictly for training or career development purposes unless the position is in PB-1 of PS YA, YD, YH, or YK.

SC1920.4.3. Relationship of Classification to Performance Management. Positions subject to the classification and pay provisions of this regulation must also be subject to the performance management provisions. The classification architecture establishes the range of work for each PS and PB; the pay system sets minimum and maximum pay rates for each PB; and the performance management system provides for pay increases within the PB that take into account performance factors (volume of work, exceptional contribution to mission objectives, quality of work, stature in the occupation, and similar factors as discussed in Subchapter 1940.).

SC1920.4.4. Mixed Positions. For most positions, the work falls within a single occupation and PB. However, in some cases employees perform work that may be classified in different occupations or PBs. In such situations the position is classified in the occupation and PB that best reflect the position's purpose using the principles in SC1920.4.2. If a specific occupation is not appropriate, the position may be classified in the general "01" occupation, if available, in the PS and PB. Where work falls within more than one PS or PB, the position is classified in the highest PS and PB. Supervisory positions that also include non-supervisory work are classified in the PS and PB with the highest rate range and thus may be classified in a nonsupervisory PS but with a supervisory title.

SC1920.4.5. Interdisciplinary and Interoccupational Positions. Some positions can be filled by employees in more than one occupation.

SC1920.4.5.1. Interdisciplinary Positions. An interdisciplinary position includes work involving more than one professional occupation. Such positions can be classified in two (or more) professional occupations. The nature of the work is such that that an employee with specialized education and work experience in any of the identified occupations is equally qualified to perform the work. An interdisciplinary position description, identifying all of the position's potential occupations, is authorized for recruiting such positions. Interdisciplinary positions are found in the Professional and Analytical (YA), Scientific & Engineering (YD), and/or Medical Professional (YH) Pay Schedules. An interdisciplinary position cannot combine professional occupations and analytical occupations. The series and title of an interdisciplinary position is determined by the qualifications of the employee.

SC1920.4.5.2. Interoccupational Positions. An interoccupational position includes work involving more than one analytical occupation. Such positions can be classified in two (or more) analytical occupations. The nature of the work is such that that an employee with specialized education and work experience in any of the identified occupations is equally qualified to perform the work. An interoccupational position description, identifying all of the position's potential occupations, is authorized for recruiting for such positions. Interoccupational positions are found in the Professional and Analytical (YA) Pay Schedule. The interoccupational concept is not applicable to technician or support occupations. An interoccupational position cannot combine professional occupations and analytical occupations. The series and title of an interoccupational position is determined by the qualifications of the employee.

SC1920.4.6. Prohibition Against Classifying Civilian Positions in Relation to Military Positions. Comparison to military rank is not a valid consideration in classifying positions. The duties assigned and performed, compared to NSPS classification criteria, are the only considerations in classifying positions.

SC1920.4.7. Documenting Classification Decisions. Documentation of NSPS classification decisions must include the position's occupational code, title, CG, PS, and PB, along with the basis for making the decision (i.e., citation of the DoD classification criteria and any supplemental DoD Component guidance used to make the determination). Documentation must include the name and signature (or electronic validation) of the authorized management official, certifying as to the accuracy of the position description. It must also include the name and signature (or electronic validation) of the authorized management official, certifying its consistency with DoD regulations and classification standards. (Note: the same official may exercise both certifying authorities.)

SC1920.4.8. Position Records. Positions established under the NSPS classification system must be recorded in a position description. The position description must be made available to each employee occupying the position. At a minimum position descriptions must include information about the duties, qualifications, supervisory status, Fair Labor Standards Act status, and other requirements of jobs. The information must be in sufficient detail to classify the position, and to serve as the basis for advertising vacancies and evaluating candidates.

SC1920.4.9. Effective Dates of Classification Actions. Except as provided in SC1920.4.10., the effective date of a classification action is the date the authorized management official certifies the classification decision (i.e., signs or electronically validates the position description). A classification action is implemented by a personnel action, which must be taken within four pay periods following the certification date. If a classification action results in a reduction in an employee's PB, PS, or adjusted salary, the employee must be advised, in writing, of the action and proposed effective date, at least seven (7) calendar days before the personnel action is taken. The written notice shall inform employees of the reason for the reclassification, of the right to appeal the classification decision under SC1920.10., and that appeals must be filed within the time limitations in SC1920.4.10.1. for entitlement to retroactive action.

SC1920.4.10. Retroactive Effective Dates. Provided that the requirement of SC1920.4.10.1. is met, a retroactive effective date is only permitted for a classification action when an employee is reduced in PB and/or adjusted salary, and the decision is subsequently reversed on appeal.

SC1920.4.10.1. In order for a corrective action to be made retroactive, the employee must file an initial request for review of the reduction in PB or adjusted salary with CPMS or OPM not later than 15 calendar days after the effective date of the reduction.

SC1920.4.10.2. A retroactive date can only be established if the appeal reversal is based on the duties and responsibilities performed at the time of reduction. Retroactive action is mandatory under these circumstances.

SC1920.5. OCCUPATIONAL DEFINITIONS

SC1920.5.1. Professional Occupations. The term *professional* refers to positions that have a positive educational requirement. Typically the education required for professional work can be gained only through completion of a specified curriculum at an accredited college or university. Professional occupations are found in the following PSs: Standard CG - Professional/Analytical PS (e.g., 1410, Librarian; 0510, Accountant; 0905, Attorney); Medical CG - both Physician/Dentist and Professional PSs (e.g., 0602, Physician; 0610, Nurse; 0633, Physical Therapist); and Scientific & Engineering CG - Professional PS (e.g., 0855, Electronics Engineer; 1320, Chemist; 1520, Mathematician). All professional scientist and engineering positions covered by Appendix 5 require a functional designation. The functional designation is a system for describing types of work in the engineering disciplines and the physical, biological, mathematical, social, computer, and health sciences. This information is used by the National Science Foundation, the Office of Personnel Management (OPM), and others to study the composition of the workforce. Within the Department of Defense, use of these functional codes is mandatory.

SC1920.5.2. Analytical Occupations. Occupations that are *analytical* perform work involving judgment, discretion, and personal responsibility. Although analytical positions do not require specialized education, the types of skills required are often gained through college level education or equivalent experience. Analytical occupations are found in the following CGs and PSs: Standard CG - Professional/Analytical PS (e.g., 0343, Management and Program Analyst;

0560, Budget Analyst; 1712, Training Instructor); and Investigative & Protective Services CG - Investigative PS (e.g., 1811, Criminal Investigator).

SC1920.5.3. Technician and Support Occupations. *Technician and support* occupations typically provide support to professional or analytical occupations, following established methods and procedures. The work may range from clerical processes to limited or procedural analysis and fact-finding, which does not require the same judgment as analytical and professional occupations. The work requires a practical knowledge of the program area or functional assignment but does not have a positive education requirement. Technician occupations are found in the following CGs and PSs: Standard CG - Technician/Support PS (e.g., 0318, Secretary; 0344, Management and Program Technician; 0561, Budget Technician; 1411, Library Technician); Scientific & Engineering CG - Technician/Support PS (e.g., 0404, Biological Science and Laboratory Technician; 0802, Engineering Technician; 1521, Mathematics Technician); and Medical CG - Technician/Support PS (e.g., 0620, Practical Nurse; 0661, Pharmacy Technician). Included are some occupations which are *technical* in nature, and do not perform duties in support of other occupations (e.g., 1060, Photographer; 1152, Production Controller).

SC1920.6. CLASSIFICATION AUTHORITY AND RESPONSIBILITY

SC1920.6.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) exercises overall authority and responsibility over NSPS classification matters that includes:

SC1920.6.1.1. Establishing NSPS classification systems features – to include CGs, PSs and PBs, occupational codes, classification standards or classification appeal processes.

SC1920.6.1.2. Developing and publishing NSPS classification standards and guidance.

SC1920.6.1.3. Monitoring Component classification programs and directing corrective action as necessary.

SC1920.6.1.4. Providing advisory services and assistance to DoD Components regarding classification issues.

SC1920.6.2. Heads of DoD Components with independent appointing authority exercise authority and responsibility under the NSPS classification system to carry out the NSPS classification program in accordance with the regulations, policies and guidance established by DoD. This includes:

SC1920.6.2.1. Classifying positions consistent with DoD classification standards.

SC1920.6.2.2. Administering their internal classification programs.

SC1920.6.2.3. Exercising and delegating classification authority in accordance with governing laws and DoD regulations.

SC1920.6.2.4. Emphasizing NSPS guiding classification principles: merit system principles; accomplishment of the national security mission; recruitment and retention by considering financial and labor market conditions; broad PBs that provide greater advancement opportunities; preserve employee rights; and classification simplification.

SC1920.6.2.5. Developing internal guidance, as needed, to supplement and/or interpret DoD classification standards, assuring consistent treatment of work.

SC1920.7. CLASSIFICATION STRUCTURE

SC1920.7.1. Overview. CGs, PSs, and PBs replace the current General Schedule grade structure. The NSPS uses occupational codes similar to, but not always identical with, those established by OPM in the title 5 classification system. Within DoD, USD(P&R) or designee has sole authority to establish NSPS classification standards and criteria, assign occupations to CGs and PSs, and revise or add new criteria as needed. Requests for changes must be submitted by Component HR Headquarters to DoD Civilian Personnel Management Service. Table SC1920-1. illustrates how the NSPS classification system is structured. Further details on the structure of the NSPS are described in Appendix 1.

Table SC1920-1. Illustration of the NSPS Classification Structure

STANDARD CAREER GROUP			
SCHEDULE YA Professional/Analytical Occupations	PAY BAND 1 Entry/ Developmental Work	PAY BAND 2 Typical Professional/ Analytical Work	PAY BAND 3 Expert Work
SCHEDULE YB Related Technician/Support Occupations	PAY BAND 1 Entry/ Developmental/ Technician Work	PAY BAND 2 Technician/Assistant Work	PAY BAND 3 Expert Technician Work
SCHEDULE YC Related Supervisory Positions	PAY BAND 1 Supervisory Work	PAY BAND 2 Supervisory Work	PAY BAND 3 Supervisory/ Managerial Work
SCHEDULE YP Student Educational Employment Program Positions	PAY BAND 1 All Work		

SC1920.7.2. Career Groups. Specialized CGs are broad groupings of occupations performing similar types of work. Specialized CGs are established based on factors such as mission or function, nature of work, qualifications or competencies, career or pay progression patterns, relevant labor-market features, etc. The following specialized CGs are established: Scientific & Engineering (S&E CG), Medical (MED CG), and Investigative and Protective Services (I&P CG). The Standard CG (STND CG) includes all occupations not covered by a

specialized CG. All CGs have three or more PSs. Appendix 3 lists all of the occupations in each CG along with their assigned PSs and occupational codes.

SC1920.7.3. Pay Schedules. PSs combine similar types of work within a CG. Each PS has a unique NSPS pay plan code. Each PS has two or more PBs. Appendix 2 lists all of the PSs and their pay plan codes.

SC1920.7.4. Pay Bands. PBs combine a range of work into a discrete level. The NSPS pay system establishes a pay range for each PB, with a minimum and a maximum pay rate.

SC1920.7.5. Occupational Titles and Codes. Occupational codes are numeric designators that replace the occupational series established by OPM in the title 5 classification system. They are similar but not always identical to title 5 series codes. Appendix 4 is used to determine titles and occupational codes.

SC1920.7.6. Student Educational Employment Program (SEEP). This program provides for noncompetitive appointments of students to Federal positions. Under section 213.3202 (a) of Reference (b) employees appointed under SEEP may perform full- or part-time work at any time of the year and must be enrolled (or accepted for enrollment) in an accredited educational institution. The program provides two types of work opportunities:

SC1920.7.6.1. Student Temporary Employment Program (STEP) appointments are limited to one year at a time. STEP employees may perform any type of work with the occupational code determined by the type of work performed.

SC1920.7.6.2. Student Career Experience Program (SCEP) appointments have no time limit, but appointees must meet the same requirements as for term and career appointments. SCEP employees typically perform work related to the type of academic program being pursued. Positions encumbered by SCEP employees are classified in the XX99 occupational codes, and are titled as student trainees, e.g., 0899, Student Trainee (Engineering/Architecture); 1199, Student Trainee (Business/Industry).

SC1920.8. CRITERIA FOR CLASSIFYING POSITIONS

SC1920.8.1. Determining the Occupation and Title. Authorized management officials must use the NSPS Occupational Definitions, Codes and Titles (Appendix 4) to classify NSPS positions in appropriate occupations, occupational codes, and titles.

SC1920.8.1.1. Basic Titles. It is mandatory that NSPS positions use the prescribed basic titles listed in Appendix 4. Where there is no prescribed basic title, users may construct a basic title. User-created titles should not include one that has been prescribed as an official title for positions in another occupational code. All supervisory positions are assigned the appropriate occupational title preceded by the abbreviation "SUPV." Positions that do not meet criteria for classification as supervisory are not titled as such.

SC1920.8.1.2. Parenthetical Titles. The parenthetical titles listed in Appendix 4 supplement the basic titles. Where appropriate, these may be selected for a position. In occupations where Appendix 4 does not provide authorized parenthetical titles, user-created titles may be developed. User-created parenthetical titles may also be created in addition to, or in lieu of, occupations where Appendix 4 provides authorized parenthetical titles. User-created titles cannot include the basic titles and parenthetical titles listed in Appendix 4. However, in no case shall a title have more than two parentheticals. If more than two are appropriate, the basic title shall be used without any parenthetical.

SC1920.8.2. Determining the Pay Band. The DoD-established classification standards in Appendix 5 must be used by authorized management officials to classify positions in the appropriate PB. Components may develop supplemental and/or explanatory classification guidance.

SC1920.9. FAIR LABOR STANDARDS ACT COVERAGE DETERMINATIONS

SC1920.9.1. Applicability of Title 5. FLSA coverage for DoD employees in the NSPS classification system is subject to Part 551 of Reference (b). In applying FLSA rules to NSPS positions, it is necessary to interpret the CFR language as follows: "Grade controlling duties" under NSPS are those that serve as the basis for determining the position's classification in an occupation and PB.

SC1920.9.2. Determining FLSA Coverage. This section is mandatory and must be used in conjunction with Part 551of Reference (b), in making coverage determinations. DoD employees in the NSPS classification system are presumed to be covered by FLSA (non-exempt status) unless an authorized management official determines that one or more of the exemption criteria are met in Part 551, Subpart B of Reference (b), Exemptions and Exclusions. Table SC1920-2. provides guidance on preliminary coverage determinations. Table SC1920-2. is not a substitute for the criteria in Part 551 of Reference (b).

Table SC1920-2. FLSA Determination Guidance Table

GROUP & SCHEDULE	PAY BAND 1	PAY BAND 2	PAY BAND 3	PAY BAND 4
STANDARD CAREER GROUP				
Professional/Analytical	Non-Exempt	Non-Exempt or Apply Test *	Apply Test	
Technician/Support	Non-Exempt	Non-Exempt	Non-Exempt or Apply Test *	
Supervisory	Apply Test	Apply Test	Apply Test	
Student Educational Employment	Non-Exempt			
SCIENTIFIC & ENGINEERING CAREER GROUP				
Professional	Non-Exempt	Non-Exempt or Apply Test *	Apply Test	

GROUP & SCHEDULE	PAY BAND 1	PAY BAND 2	PAY BAND 3	PAY BAND 4
Technician/Support	Non-Exempt	Non-Exempt	Non-Exempt or Apply Test *	Apply Test
Supervisory	Apply Test	Apply Test	Apply Test	
MEDICAL CAREER GROUP				
Physician/Dentist		Apply Test	Apply Test	
Professional	Non-Exempt	Non-Exempt or Apply Test *	Apply Test	
Technician/Support	Non-Exempt	Non-Exempt	Non-Exempt or Apply Test *	
Supervisory	Apply Test	Apply Test	Apply Test	Apply Test
INVESTIGATIVE & PROTECTIVE SERVICES CAREER GROUP				
Investigative ***	Non-Exempt	Non-Exempt or Apply Test *	Apply Test	
Fire Protection	Non-Exempt	Non-Exempt	Non-Exempt or Apply Test *	Non-Exempt or Apply Test *
Police/Guard	Non-Exempt	Non-Exempt		
Supervisory	Apply Test **	Apply Test	Apply Test	

* These PBs encompass a range that includes both non-exempt and exempt work. Application of the test is necessary only when the authorized management official has reason to believe that the position may meet exemption criteria.
** Exemptions in this pay band must meet the 80% rule of 5 CFR, Sec. 551.205(b)(2).
*** Employees receiving law enforcement availability pay under 5 U.S.C. 5545a are FLSA-exempt.

SC1920.9.3. Determining FLSA Exemptions. For employees whose positions are classified in categories identified as "apply test" in Table SC1920-2., making case-by-case determinations of exemption status (coding of positions as exempt) requires careful consideration of the work actually performed and application of the exemption criteria in Part 551, Subpart B, Exemptions and Exclusions of Reference (b). For any position determined to be exempt, the position description must include a statement that, at a minimum, cites the specific paragraph(s) of Part 551, Subpart B of Reference (b) serving as the basis for the exemption.

SC1920.9.4. Requirement for FLSA Exemption Status Review. Movement of an employee to a different CG, PS, or PB, and/or assignment to a different position within a PB, may affect the employee's FLSA exemption status. Where appropriate, movements are accompanied by a

review of the employee's exemption status, using Table SC1920-2. to identify non-exempt employees, and using guidelines in Part 551, Subpart B of Reference (b) to identify exempt employees. Further guidance on determining exemption status can be obtained from the OPM website at http://www.opm.gov/flsa/index.asp.

SC1920.10. RECONSIDERATION OF CLASSIFICATION DECISIONS (CLASSIFICATION APPEALS)

SC1920.10.1. General. Reconsideration of a classification decision is referred to throughout the rest of this subchapter as a classification appeal. DoD employees are entitled to appeal the classification of their positions under this Subchapter. This includes communication with supervisors, managers, authorized management officials, Human Resources Offices (HROs), and OPM without restraint, coercion, discrimination, or fear of reprisal. Subject to SC1920.10.5.6., employees are entitled to be represented by someone of their choosing in presenting their appeals. Employees and their representatives must have full access to information relevant to their pending appeal. Filing a classification appeal does not affect any other rights or privileges that employees have under other provisions of law or regulation.

SC1920.10.2. Policy. DoD supervisors and managers must objectively, expeditiously, and fairly consider employee concerns about the classification of the employee's official position and formal classification appeals.

SC1920.10.3. What May Be Appealed. An employee may appeal any classification decision relating to his or her own official position: occupational title, occupational code, PS, and/or PB.

SC1920.10.4. What May Not Be Appealed. The following may not be appealed:

SC1920.10.4.1. Classification of a proposed position or one to which the employee is not officially assigned;

SC1920.10.4.2. Classification of a position to which an employee is detailed or temporarily promoted;

SC1920.10.4.3. Classification of a position based on position-to-position comparisons rather than the NSPS classification criteria;

SC1920.10.4.4. Classification of a position for which a CPMS or an OPM appeal decision was previously rendered unless there is a later change in the governing classification criteria or a material change in the requirements of the position;

SC1920.10.4.5. The accuracy, consistency, or use of NSPS classification criteria;

SC1920.10.4.6. The rate of pay; and,

SC1920.10.4.7. Matters that are subject to an administrative grievance procedure (e.g., accuracy of position description).

SC1920.10.5. Appeal Procedures. The flowchart in Appendix 6 depicts the DoD appeal process.

SC1920.10.5.1. Filing. Prior to filing an appeal, an employee must formally raise the areas of concern to his or her immediate supervisor, either orally or in writing, identifying the communication as the first step in the DoD appeal process. The supervisor shall respond to the employee concern, normally within 30 calendar days of receiving the query. If an employee is not satisfied with the supervisory response, he or she may initiate a classification appeal. An employee may file an appeal to CPMS or directly to OPM. However, an employee may not appeal to CPMS after receiving an OPM appeal decision. Except for appeals filed directly to OPM, employees must submit appeals through their HRO. This procedure ensures that appeal files contain all required information, provides for review of the classification by the authorized management official, and allows the HRO to provide technical assistance to the employee. It is not intended to discourage employees from exercising their appeal rights.

SC1920.10.5.2. Time Periods. An employee may file a classification appeal at any time. However, when the issue involves a classification action that resulted in a reduction in adjusted salary, to preserve any entitlement to retroactive pay, employees must file any appeals no later than 15 calendar days after the effective date of the subject personnel action. When employees show that they did not receive notice of the applicable time limit or were prevented from timely filing by circumstances beyond their control, deciding officials may grant an extension of the appeal period.

SC1920.10.5.3. Documentation. An employee must ensure that the appeal file includes the written documentation listed in number 1 of Appendix 6 of this Subchapter and complies with the required time periods. If any documentation is missing, deciding officials may suspend the appeal and request required documents from the HRO or the employee, as appropriate, before proceeding. If deciding officials do not receive the required documents within the time periods specified, they may cancel the appeal.

SC1920.10.5.4. Position Descriptions (PDs). Disagreement between the employee and the supervisor over the accuracy of the position description is not an appeal issue. PD accuracy concerns the assignment of work and level of supervision, which are management rights. Employees may use an administrative grievance procedure or negotiated grievance procedure to resolved such issues.

SC1920.10.5.5. Employee Claims of Classification Inconsistency. Employees may only appeal the classification of their positions based on a comparison with the NSPS classification criteria. Appeals may include identification of other positions that the employee believes have duties, responsibilities, and competency requirements identical to his/her position, but that are classified differently. CPMS may require classification consistency reviews and reports from installations, commands, and/or Components.

SC1920.10.5.6. Employee Representation. An employee filing an appeal may select a representative of his or her own choosing. The designation of a particular representative may be

disallowed by the commanding officer (or civilian equivalent) where the activities of the chosen representative create a conflict of interest, conflict with mission priorities, or result in unreasonable cost. Under such circumstances, an employee wanting representation must select another representative. An employee's representative cannot be a supervisor with line or staff authority over the position, any authorized management official with classification authority over the position, or any human resources employee. Employee representatives have the same obligation as employees to cooperate in prompt processing of the appeal. Employee representatives generally cannot participate in on-site audits and fact-finding unless specifically requested by deciding officials.

SC1920.10.5.7. Official Time Use. Supervisors or managers must provide employees and their representatives with a reasonable amount of time for the preparation of an appeal case. Employees and their representatives must make advance arrangements with their supervisors for the use of official time. Disagreements are referred through the chain of command for resolution. The head of the activity is the final authority when disputes cannot be resolved at lower levels.

SC1920.10.5.8. Employee Appeal Assistance. HROs provide assistance to employees by making available regulatory material; reviewing the classification of the position; assembling the appeal submission and file; providing a copy of the appeal file to the employee; advising on requirements for retroactive corrective action; and, providing other advisory services as necessary.

SC1920.10.5.9. Time Periods for Initial Appeal File Processing. The HRO assembles and forwards the employee's appeal file and the HRO's administrative report to CPMS within 30 calendar days of receipt of the employee's appeal request, unless deciding officials grant a longer time period. CPMS notifies the employee, the representative, if designated, the Component, and the HRO upon receipt of the appeal.

SC1920.10.5.10. Time Period for Submission of Additional Required Information. Employees, their representatives, and HROs must provide requested information to CPMS within 15 calendar days from the date of the request unless CPMS deciding officials extend this time limit.

SC1920.10.6. Appeal Decisions. CPMS shall make its decision based on the written record and may conduct an audit or collect additional information if considered necessary. CPMS must provide an analysis of the duties performed by the employee compared with classification criteria, advise the employee of his or her right to appeal further to OPM, and set the effective date for any required corrective action. CPMS shall provide the appeal decision directly to the employee and/or the employee's representative with information copies to the Component and the HRO. CPMS appeal decisions constitute certificates that are binding on all administrative, certifying, payroll, disbursing, and accounting offices within DoD.

SC1920.10.7. Employee Cancellation. An employee or representative may cancel an appeal at any time by providing written notification to the CPMS deciding official, with an information copy to the HRO. An appeal cannot be cancelled after OPM or CPMS issues a decision.

SC1920.10.8. CPMS Cancellation. CPMS must provide written notification to employees, their representatives, and HROs, with an information copy to the Component, when CPMS cancels an appeal. An employee's detail or temporary promotion to another position does not cancel an appeal. CPMS must cancel an appeal when one or more of the following occur:

SC1920.10.8.1. The employee, or his or her representative, does not furnish requested information within the required time period; or otherwise fails to cooperate;

SC1920.10.8.2. The employee is no longer officially assigned to or is removed from the position;

SC1920.10.8.3. The duties and responsibilities of the position are significantly changed while the case is pending; or,

SC1920.10.8.4. The position is abolished.

SC1920.11. COMPLIANCE WITH CLASSIFICATION APPEAL DECISIONS

SC1920.11.1. Implementation of Appeal Decisions. All parties must take prompt action to review decisions that change the title, occupational code, PS, or PB of a position.

SC1920.11.2. Component Requests for Reconsideration. A Component head who believes a classification appeal decision is in error must forward any request for reconsideration to OPM or CPMS (whichever issued the decision) within 45 calendar days of the date of the original appeal decision. Under exceptional circumstances, deciding officials may extend the 45-day deadline. The Component must provide a complete explanation of why the original decision is not technically accurate, must identify material facts not previously presented that may justify a change to the original decision, and/or must identify any Component-wide perspective, if appropriate.

SC1920.11.3. Compliance with Certificates. HROs must comply with effective dates specified in the decision letters (SC1920.4.9.). HROs and authorized management officials must not change the classification of CPMS-certified positions unless there is a change in the classification criteria used to evaluate the position, or there is a significant change in the position.

SC1920.12. REDUCTIONS SUBSEQUENTLY REVERSED ON APPEAL. HROs must review all personnel actions taken when a reduction in pay band and/or pay schedule is subsequently reversed on appeal. The HRO must reconstruct each action based on the correct classification as specified in the appeal decision, with full regard to the rules governing effective dates.

SC1920.13. REPORTS OF COMPLIANCE. HROs must provide a compliance report to CPMS upon implementation of a CPMS certificate, with an information copy to the Component. HROs must also provide a compliance report to CPMS upon implementation of an OPM classification certificate, with an information copy to the Component.

SC1920.AP1. APPENDIX 1 TO SUBCHAPTER 1920

NSPS CLASSIFICATION STRUCTURE

SC1920.AP1.1. NSPS CLASSIFICATION STRUCTURE. The occupations assigned to each career group (CG) and pay schedule (PS) are listed in Appendix 2. The two-letter designator shown in parentheses below is the pay plan code for each PS.

SC1920.AP1.1.1. Standard CG. There are four PSs in the Standard CG:

SC1920.AP1.1.1.1. Standard CG - Professional/Analytical PS (YA). This PS includes positions in both professional and analytical occupations. It consists of three PBs: PB 1 is for entry and developmental positions only; PB 2 is for work at the full-performance level; and PB 3 is for expert work.

SC1920.AP1.1.1.2. Standard CG - Technician/Support PS (YB). This PS comprises technician and support work in this CG, and includes three PBs. PBs 1 and 2 represent typical full-performance work; PB 3 is expert work.

SC1920.AP1.1.1.3. Standard CG - Supervisor/Manager PS (YC). Employees who supervise work in the STND CG are classified in this schedule. To be considered a supervisor, an employee must have responsibility for a subordinate workforce, including military, volunteers, and other non-contractor personnel, with responsibility for assessing and rating the performance of subordinates. There are three PBs in this PS; assignment of a position to PB 1, 2, or 3 is determined by factors such as type and level of work supervised, and level of supervision (immediate, intermediate, or manager - see Appendix 5).

SC1920.AP1.1.1.4. Standard CG - Student Educational Employment PS (YP). This PS is established to provide a pay rate range in a single PB for employees covered by the Student Educational Employment Program (SEEP).

SC1920.AP1.1.2. Scientific & Engineering CG. The S&S&E CG covers professional, technician, and supervisory work in the engineering and scientific disciplines. It is subdivided into three PSs:

SC1920.AP1.1.2.1. Scientific & Engineering CG - Professional PS (YD). Work classified in this schedule is limited to professional engineering and scientific disciplines. Work in the 0873, Ship Survey Specialist, occupation is analytical work and is placed in the STND CG (YA). This PS consists of three PBs: PB 1 is for entry and developmental positions only; PB 2 is for work at the full-performance level; and PB 3 is for expert work.

SC1920.AP1.1.2.2. Scientific & Engineering CG - Technician/Support PS (YE). This PS comprises specialized technician work in support of professional engineering and scientific work, and includes four PBs. PBs 1 and 2 represent typical full-performance work; PB 3 is expert work; and PB 4 is work that requires an unusually high degree of expertise.

SC1920.AP1.1.2.3. Scientific & Engineering CG - Supervisor/Manager PS (YF). Employees who supervise work in the S&S&E CG are classified in this schedule. Employees may be covered by this schedule only if they meet the minimum criteria for supervisory work described in section 1.3. Assignment of a position to one of the three PBs is determined by factors such as type and level of work supervised, and level of supervision (immediate, intermediate, or manager - see Appendix 5).

SC1920.AP1.1.3. Medical Career Group. The MED CG covers physician/dentist, professional, technician, and support work in the medical field. It consists of four PSs:

SC1920.AP1.1.3.1. Medical CG – Physician/Dentist PS (YG). This schedule, with two PBs, is limited to 0602 Physician and 0680 Dentist positions based on their distinctive compensation practices and career progression.

SC1920.AP1.1.3.2. Medical CG - Professional PS (YH). All other professional occupations in the medical field are covered by this PS, consisting of three PBs. PB 1 is for entry and developmental positions only; PB 2 is for work at the full-performance level; and PB 3 is for Component-level program manager/experts. Analytical occupations in the medical and health area are covered by the STND CG. Physician's Assistants, 0603, are included in YH because their compensation is closely aligned with other occupations in this PS.

SC1920.AP1.1.3.3. Medical CG - Technician/Support PS (YI). This PS includes specialized technician and other medical and health support work, and consists of three PBs. PBs 1 and 2 represent typical full-performance work; PB 3 is expert work.

SC1920.AP1.1.3.4. Medical CG – Supervisor/Manager PS (YJ). Employees who supervise work in the MED CG are classified in this PS. Employees are covered by this schedule only if they meet the minimum criteria for supervisory work described in section 1.3. Assignment of a position to one of the four PBs is determined by factors such as type and level of work supervised, and level of supervision (immediate, intermediate, or manager - see Appendix 5). All supervisory 0602 Physician and 0680 Dentist positions are classified to PB-4. Only supervisory 0602 Physician and 0680 Dentist positions PB-4 are eligible for PB-4.

SC1920.AP1.1.4. Investigative & Protective Services CG. The I&P CG includes both investigative and protective services work.

SC1920.AP1.1.4.1. Investigative & Protective Services PS - Investigative PS (YK). This PS covers investigative and security work and consists of three PBs: PB 1 is for entry and developmental positions only; PB 2 is for work at the full-performance level; and PB 3 is for expert work. It includes the following occupations: 1811, Criminal Investigator; 1812, Game Law Enforcement Specialist and Officer; 0072 Fingerprint Specialist; and 0006, Correctional Program Specialist. General investigative, inspection, and compliance work (e.g., work typical of inspector general office staffs) is covered by the STND CG.

SC1920.AP1.1.4.2. Investigative & Protective Services PS - Fire Protection PS (YL). This schedule, with four PBs, applies to the special category of Firefighter, Fire Chief, and Fire Protection Inspector/Specialist occupations in the 0081 occupational code.

SC1920.AP1.1.4.3. Investigative & Protective Services PS - Police/Security Guard Pay Schedule (YM). This PS, with two PBs, applies exclusively to two occupations: 0083, Police Officer; and 0085, Security Guard.

SC1920.AP1.1.4.4. Investigative & Protective Services PS – Supervisor/Manager PS (YN). Employees who supervise work in the I&P CG are covered by this schedule. Employees are covered by this schedule only if they meet the minimum criteria for supervisory work described in section 1.3 of this appendix. Assignment of a position to one of the three PBs is determined by factors such as type and level of work supervised, and level of supervision (immediate, intermediate, or manager - see Appendix 5).

SC1920.AP2. APPENDIX 2 TO SUBCHAPTER 1920

NSPS PAY SCHEDULES

Following are the designated NSPS pay schedules and their corresponding pay plan codes:

PAY SCHEDULE NAME	PAY PLAN CODE
Standard Career Group - Professional/Analytical Pay Schedule	YA
Standard Career Group - Technician/Support Pay Schedule	YB
Standard Career Group - Supervisor/Manager Pay Schedule	YC
Standard Career Group - Student Educational Employment Pay Schedule	YP
Scientific & Engineering Career Group - Professional Pay Schedule	YD
Scientific & Engineering Career Group - Technician/Support Pay Schedule	YE
Scientific & Engineering Career Group - Supervisor/Manager Pay Schedule	YF
Medical Career Group – Physician/Dentist Pay Schedule	YG
Medical Career Group - Professional Pay Schedule	YH
Medical Career Group - Technician/Support Pay Schedule	YI
Medical Career Group - Supervisor/Manager Pay Schedule	YJ
Investigative & Protective Services Career Group - Investigative Pay Schedule	YK
Investigative & Protective Services Career Group - Fire Protection Pay Schedule	YL
Investigative & Protective Services Career Group - Police/Security Guard Pay Schedule	YM
Investigative & Protective Services Career Group - Supervisor/Manager Pay Schedule	YN

SC1920.AP3. APPENDIX 3 TO SUBCHAPTER 1920

Part I

OCCUPATIONS IN ALPHABETICAL ORDER

Occupation Name	Occ Code	Career Group - Pay Schedule
Accountant	0510	STND CG - PROF/ANALYTICAL PS
Accounting Technician	0525	STND CG - TECHNCL/SUPPORT PS
Actuary	1510	S&E CG - PROF PS
Aerospace Engineer	0861	S&E CG - PROF PS
Agronomist	0471	S&E CG - PROF PS
Air Safety Investigation Specialist	1815	STND CG - PROF/ANALYTICAL PS
Air Traffic Control Specialist	2152	STND CG - PROF/ANALYTICAL PS
Air Traffic Control Technician	2154	STND CG - TECH/SUPPORT PS
Animal Health Technician	0704	MED CG - TECH/SUPPORT PS
Animal Scientist	0487	S&E CG - PROF PS
Anthropologist	0190	STND CG - PROF/ANALYTICAL PS
Appraiser	1171	STND CG - PROF/ANALYTICAL PS
Apprenticeship and Training Representative	0243	STND CG - PROF/ANALYTICAL PS
Archeologist	0193	STND CG - PROF/ANALYTICAL PS
Architect	0808	S&E CG - PROF PS
Archives Technician	1421	STND CG - TECH/SUPPORT PS
Archivist	1420	STND CG - PROF/ANALYTICAL PS
Art Specialist	1056	STND CG - PROF/ANALYTICAL PS
Arts and Information	1001	STND CG - PROF/ANALYTICAL PS
Arts and Information Support	1002	STND CG - TECH/SUPPORT PS
Astronomer and Astrophysicist	1330	S&E CG - PROF PS
Attorney	0905	STND CG - PROF/ANALYTICAL PS
Audiovisual Production Specialist	1071	STND CG - PROF/ANALYTICAL PS
Auditor	0511	STND CG - PROF/ANALYTICAL PS

Occupation Name	Occ Code	Career Group - Pay Schedule
Autopsy Technician	0625	MED CG - TECH/SUPPORT PS
Aviation Safety Specialist	1825	STND CG - PROF/ANALYTICAL PS
Biological Science	0401	S&E CG - PROF PS
Biological Science and Laboratory Technician	0404	S&E CG - TECH/SUPPORT PS
Biological Science Student Trainee	0499	STND CG - SEEP PGM PS
Biomedical Engineer	0858	S&ECG - PROF PS
Botanist	0430	S&E CG - PROF PS
Budget Analyst	0560	STND CG - PROF/ANALYTICAL PS
Budget Technician	0561	STND CG - TECH/SUPPORT PS
Building Management Specialist	1176	STND CG - PROF/ANALYTICAL PS
Business	1101	STND CG - PROF/ANALYTICAL PS
Business Student Trainee	1199	STND CG - SEEP PGM PS
Business Support	1108	STND CG - TECH/SUPPORT PS
Cargo Scheduling Technician	2144	STND CG - TECH/SUPPORT PS
Cartographer	1370	S&ECG - PROF PS
Cartographic Technician	1371	S&ECG - TECH/SUPPORT PS
Cash Processing Technician	0530	STND CG - TECH/SUPPORT PS
Cemetery Administration Specialist	1630	STND CG - PROF/ANALYTICAL PS
Ceramic Engineer	0892	S&E CG - PROF PS
Chaplain	0060	STND CG - PROF/ANALYTICAL PS
Chemical Engineer	0893	S&E CG - PROF PS
Chemist	1320	S&E CG - PROF PS
Civil Engineer	0810	S&E CG - PROF PS
Civilian Pay Technician	0544	STND CG - TECH/SUPPORT PS
Claims Technician	0998	STND CG - TECH/SUPPORT PS
Closed Microphone Reporter	0319	STND CG - TECH/SUPPORT PS
Clothing Designer	0062	STND CG - PROF/ANALYTICAL PS
Coding Technician	0357	STND CG - TECH/SUPPORT PS
Commissary Specialist	1144	STND CG - PROF/ANALYTICAL PS
Communications Technician	0394	STND CG - TECH/SUPPORT PS
Community Planner	0020	STND CG - PROF/ANALYTICAL PS
Community Planning Technician	0021	STND CG - TECH/SUPPORT PS
Computer Engineer	0854	S&ECG - PROF PS
Computer Operator	2203	STND CG - TECH/SUPPORT PS

Occupation Name	Occ Code	Career Group - Pay Schedule
Computer Scientist	1550	S&E CG - PROF PS
Computer Technician	2204	STND CG - TECH/SUPPORT PS
Construction Inspection Technician	0809	S&E CG - TECH/SUPPORT PS
Contact Representative	0962	STND CG - TECH/SUPPORT PS
Contract Specialist	1102	STND CG - PROF/ANALYTICAL PS
Correctional Program Specialist	0006	I&P CG - INVSTGTV PS
Correspondence Technician	0309	STND CG - TECH/SUPPORT PS
Criminal Investigator	1811	I&P CG - INVSTGTV PS
Curator	1015	STND CG - PROF/ANALYTICAL PS
Customs Inspector	1890	STND CG - PROF/ANALYTICAL PS
Customs Technician	1897	STND CG - TECH/SUPPORT PS
Cytology, Histopathology, and Pathology Technician	0646	MED CG - TECH/SUPPORT PS
Data Transcriber	0356	STND CG - TECH/SUPPORT PS
Dental Assistant	0681	MED CG - TECH/SUPPORT PS
Dental Hygienist	0682	MED CG - TECH/SUPPORT PS
Dental Laboratory Technician	0683	MED CG - TECH/SUPPORT PS
Dentist	0680	MED CG – PHYSICIAN/DENTIST PS
Diagnostic Radiologic Technician	0647	MED CG - TECH/SUPPORT PS
Dietitian and Nutritionist	0630	MED CG - PROF PS
Dispatching Technician	2151	STND CG - TECH/SUPPORT PS
Distribution Facilities and Storage Specialist	2030	STND CG - PROF/ANALYTICAL PS
Document Analysis Specialist	1397	STND CG - PROF/ANALYTICAL PS
Drafting Technician	1021	STND CG - TECH/SUPPORT PS
Ecologist	0408	S&ECG - PROF PS
Economics Technician	0119	STND CG - TECH/SUPPORT PS
Economist	0110	STND CG - PROF/ANALYTICAL PS
Editorial Technician	1087	STND CG - TECH/SUPPORT PS
Education and Training	1701	STND CG - PROF/ANALYTICAL PS
Education and Training Technician	1702	STND CG - TECH/SUPPORT PS
Education Program Specialist	1720	STND CG - PROF/ANALYTICAL PS
Education Services Specialist and Guidance Counselor	1740	STND CG - PROF/ANALYTICAL PS
Education Specialist	1703	STND CG -

Occupation Name	Occ Code	Career Group - Pay Schedule
		PROF/ANALYTICAL PS
Education Student Trainee	1799	STND CG - SEEP PGM PS
Electrical Engineer	0850	S&E CG - PROF PS
Electronics Engineer	0855	S&E CG - PROF PS
Electronics Technician	0856	S&E CG - TECH/SUPPORT PS
Engineering	0801	S&E CG - PROF PS
Engineering and Architecture Student Trainee	0899	STND CG - SEEP PGM PS
Engineering Technician	0802	S&E CG - TECH/SUPPORT PS
Entomologist	0414	S&E CG - PROF PS
Environmental Engineer	0819	S&E CG - PROF PS
Environmental Health Technician	0698	MED CG - TECH/SUPPORT PS
Environmental Protection Specialist	0028	STND CG - PROF/ANALYTICAL PS
Environmental Protection Technician	0029	STND CG - TECH/SUPPORT PS
Equal Employment Opportunity Specialist	0260	STND CG - PROF/ANALYTICAL PS
Equal Opportunity Compliance Specialist	0360	STND CG - PROF/ANALYTICAL PS
Equal Opportunity Technician	0361	STND CG - TECH/SUPPORT PS
Equipment and Facilities Management Student Trainee	1699	STND CG - SEEP PGM PS
Equipment Operator	0350	STND CG - TECH/SUPPORT PS
Equipment Specialist	1670	STND CG - PROF/ANALYTICAL PS
Equipment, Facilities, and Services Support	1603	STND CG - TECH/SUPPORT PS
Exhibits Specialist	1010	STND CG - PROF/ANALYTICAL PS
Facilities and Equipment	1601	STND CG - PROF/ANALYTICAL PS
Facility Management Specialist	1640	STND CG - PROF/ANALYTICAL PS
Finance	0501	STND CG - PROF/ANALYTICAL PS
Finance Student Trainee	0599	STND CG - SEEP PGM PS
Financial Analyst	1160	STND CG - PROF/ANALYTICAL PS
Financial Management Specialist	0505	STND CG - PROF/ANALYTICAL PS
Financial Technician	0503	STND CG - TECH/SUPPORT PS
Fingerprint Specialist	0072	I&P CG - INVSTGTV PS
Fire Protection and Prevention Engineer	0804	S&ECG - PROF PS
Firefighter	0081	I&P CG - FIRE PROTCN PS
Fish and Wildlife Biologist	0480	S&ECG - PROF PS

Occupation Name	Occ Code	Career Group - Pay Schedule
Fishery Biologist	0482	S&ECG - PROF PS
Flight Engineer, Aerial Refueling Technician, and Aircraft Loadmaster	2185	STND CG - TECH/SUPPORT PS
Food Inspector	1863	STND CG - TECH/SUPPORT PS
Food Services Specialist	1667	STND CG - PROF/ANALYTICAL PS
Food Technologist	1382	S&E CG - PROF PS
Foreign Affairs Specialist	0130	STND CG - PROF/ANALYTICAL PS
Forester	0460	S&E CG - PROF PS
Forestry Technician	0462	S&E CG - TECH/SUPPORT PS
Freight Rate Technician	2131	STND CG - TECH/SUPPORT PS
Funeral Specialist	0050	STND CG - PROF/ANALYTICAL PS
Game Law Enforcement Specialist and Officer	1812	I&P CG - INVSTGTV PS
General Student Trainee	0099	STND CG - SEEP PGM PS
Geodesist	1372	S&E CG - PROF PS
Geodetic Technician	1374	S&E CG - TECH/SUPPORT PS
Geographer	0150	STND CG - PROF/ANALYTICAL PS
Geologist	1350	S&E CG - PROF PS
Geophysicist	1313	S&E CG - PROF PS
Health Physicist	1306	S&E CG - PROF PS
Health Science	0601	MED CG - PROF PS
Health System Administrator	0670	STND CG - PROF/ANALYTICAL PS
Health System Specialist	0671	STND CG - PROF/ANALYTICAL PS
Health Technician	0640	MED CG - TECH/SUPPORT PS
Historian	0170	STND CG - PROF/ANALYTICAL PS
Horticulturist	0437	S&E CG - PROF PS
Hospital Housekeeping Specialist	0673	STND CG - PROF/ANALYTICAL PS
Housing Specialist	1173	STND CG - PROF/ANALYTICAL PS
Human Resources Specialist	0201	STND CG - PROF/ANALYTICAL PS
Human Resources Student Trainee	0299	STND CG - SEEP PGM PS
Human Resources Technician	0203	STND CG - TECH/SUPPORT PS
Hydrologic Technician	1316	S&E CG - TECH/SUPPORT PS
Hydrologist	1315	S&E CG - PROF PS
Illustrator	1020	STND CG -

Occupation Name	Occ Code	Career Group - Pay Schedule
		PROF/ANALYTICAL PS
Industrial Engineer	0896	S&E CG - PROF PS
Industrial Engineering Technician	0895	S&E CG - TECH/SUPPORT PS
Industrial Hygienist	0690	MED CG - PROF PS
Industrial Property Specialist	1103	STND CG - PROF/ANALYTICAL PS
Industrial Specialist	1150	STND CG - PROF/ANALYTICAL PS
Information and Arts Student Trainee	1099	STND CG - SEEP PGM PS
Information Receptionist	0304	STND CG - TECH/SUPPORT PS
Information Technology Specialist	2210	STND CG - PROF/ANALYTICAL PS
Information Technology Student Trainee	2299	STND CG - SEEP PGM PS
Inspection, Investigation, and Compliance	1801	STND CG - PROF/ANALYTICAL PS
Inspection, Investigation, and Compliance Support	1802	STND CG - TECH/SUPPORT PS
Instructional Systems Specialist	1750	STND CG - PROF/ANALYTICAL PS
Insurance Examining Specialist	1163	STND CG - PROF/ANALYTICAL PS
Intelligence Specialist	0132	STND CG - PROF/ANALYTICAL PS
Intelligence Technician	0134	STND CG - TECH/SUPPORT PS
Interior Design Specialist	1008	STND CG - PROF/ANALYTICAL PS
International Relations Specialist	0131	STND CG - PROF/ANALYTICAL PS
Inventory Management Specialist	2010	STND CG - PROF/ANALYTICAL PS
Investigation Student Trainee	1899	STND CG - SEEP PGM PS
Investigator	1810	STND CG - PROF/ANALYTICAL PS
Land Surveyor	1373	S&ECG - PROF PS
Landscape Architect	0807	S&ECG - PROF PS
Language Specialist	1040	STND CG - PROF/ANALYTICAL PS
Language Technician	1046	STND CG - TECH/SUPPORT PS
Laundry Management Specialist	1658	STND CG - PROF/ANALYTICAL PS
Law Clerk	0904	STND CG - PROF/ANALYTICAL PS
Legal Instruments Examiner	0963	STND CG - TECH/SUPPORT PS
Legal Specialist	0901	STND CG -

Occupation Name	Occ Code	Career Group - Pay Schedule
		PROF/ANALYTICAL PS
Legal Student Trainee	0999	STND CG - SEEP PGM PS
Legal Technician	0986	STND CG - TECH/SUPPORT PS
Librarian	1410	STND CG - PROF/ANALYTICAL PS
Library Student Trainee	1499	STND CG - SEEP PGM PS
Library Technician	1411	STND CG - TECH/SUPPORT PS
Logistics Management Specialist	0346	STND CG - PROF/ANALYTICAL PS
Mail and File Technician	0305	STND CG - TECH/SUPPORT PS
Management and Program Analyst	0343	STND CG - PROF/ANALYTICAL PS
Management and Program Technician	0344	STND CG - TECH/SUPPORT PS
Management Services Specialist	0341	STND CG - PROF/ANALYTICAL PS
Manpower Development Specialist	0142	STND CG - PROF/ANALYTICAL PS
Marine Cargo Specialist	2161	STND CG - PROF/ANALYTICAL PS
Materials Engineer	0806	S&ECG - PROF PS
Mathematical Statistician	1529	S&ECG - PROF PS
Mathematician	1520	S&E CG - PROF PS
Mathematics and Statistics Student Trainee	1599	STND CG - SEEP PGM PS
Mathematics Technician	1521	S&E CG - TECH/SUPPORT PS
Mechanical Engineer	0830	S&E CG - PROF PS
Medical and Health Student Trainee	0699	STND CG - SEEP PGM PS
Medical Instrument Technician	0649	MED CG - TECH/SUPPORT PS
Medical Records Specialist	0669	STND CG - PROF/ANALYTICAL PS
Medical Records Technician	0675	STND CG - TECH/SUPPORT PS
Medical Supply Technician	0622	MED CG - TECH/SUPPORT PS
Medical Support Technician	0679	STND CG - TECH/SUPPORT PS
Medical Technician	0645	MED CG - TECH/SUPPORT PS
Medical Technologist	0644	MED CG - PROF PS
Messenger	0302	STND CG - TECH/SUPPORT PS
Metallurgist	1321	S&E CG - PROF PS
Meteorological Technician	1341	S&E CG - TECH/SUPPORT PS
Meteorologist	1340	S&E CG - PROF PS
Microbiologist	0403	S&E CG - PROF PS
Military Pay Technician	0545	STND CG - TECH/SUPPORT PS
General Analysis	0301	STND CG - PROF/ANALYTICAL PS
General Analysis/Office Support Student Trainee	0399	STND CG - SEEP PGM PS

Occupation Name	Occ Code	Career Group - Pay Schedule
General Mathematics & Statistics	1501	S&E CG – PROF PS
General Support	0303	STND CG - TECH/SUPPORT PS
Museum Technician	1016	STND CG - TECH/SUPPORT PS
Music Specialist	1051	STND CG - PROF/ANALYTICAL PS
Naval Architect	0871	S&ECG - PROF PS
Navigational Information Specialist	1361	STND CG - PROF/ANALYTICAL PS
Navigator and Weapon Systems Specialist	2183	STND CG - PROF/ANALYTICAL PS
Nuclear Engineer	0840	S&E CG - PROF PS
Nuclear Medicine Technician	0642	MED CG - TECH/SUPPORT PS
Nurse	0610	MED CG - PROF PS
Nursing Assistant	0621	MED CG - TECH/SUPPORT PS
Occupational Therapist	0631	MED CG - PROF PS
Oceanographer	1360	S&E CG - PROF PS
Office Automation Technician	0326	STND CG - TECH/SUPPORT PS
Operations Research Analyst	1515	S&E CG - PROF PS
Optometrist	0662	MED CG - PROF PS
Orthotics and Prosthetics Technician	0667	MED CG - TECH/SUPPORT PS
Outdoor Recreation Planner	0023	STND CG - PROF/ANALYTICAL PS
Packaging Specialist	2032	STND CG - PROF/ANALYTICAL PS
Paralegal Specialist	0950	STND CG - PROF/ANALYTICAL PS
Park Ranger	0025	STND CG - TECH/SUPPORT PS
Passport and Visa Specialist	0967	STND CG - PROF/ANALYTICAL PS
Patent Adviser	1221	STND CG - PROF/ANALYTICAL PS
Patent Attorney	1222	STND CG - PROF/ANALYTICAL PS
Petroleum Engineer	0881	S&E CG - PROF PS
Pharmacist	0660	MED CG - PROF PS
Pharmacologist	0405	S&E CG - PROF PS
Pharmacy Technician	0661	MED CG - TECH/SUPPORT PS
Photographer and Videographer	1060	STND CG - TECH/SUPPORT PS
Photographic Technologist	1386	S&E CG - PROF PS
Physical Science	1301	S&E CG - PROF PS
Physical Science Student Trainee	1399	STND CG - SEEP PGM PS
Physical Science Technician	1311	S&E CG - TECH/SUPPORT PS
Physical Therapist	0633	MED CG - PROF PS

Occupation Name	Occ Code	Career Group - Pay Schedule
Physician	0602	MED CG PHYSICIAN/DENTISTPS
Physician's Assistant	0603	MED CG - PROF PS
Physicist	1310	S&E CG - PROF PS
Physiologist	0413	S&E CG - PROF PS
Pilot and Flight Instructor	2181	STND CG - PROF/ANALYTICAL PS
Podiatrist	0668	MED CG - PROF PS
Police Officer and Detective	0083	I&P CG - POLICE/GUARD PS
Practical Nurse	0620	MED CG - TECH/SUPPORT PS
Printing Management Specialist	1654	STND CG - PROF/ANALYTICAL PS
Procurement Technician	1106	STND CG - TECH/SUPPORT PS
Production Controller	1152	STND CG - TECH/SUPPORT PS
Program Manager	0340	STND CG - PROF/ANALYTICAL PS
Property Disposal Specialist	1104	STND CG - PROF/ANALYTICAL PS
Property Disposal Technician	1107	STND CG - TECH/SUPPORT PS
Psychologist	0180	STND CG - PROF/ANALYTICAL PS
Psychology Technician	0181	STND CG - TECH/SUPPORT PS
Public Affairs Specialist	1035	STND CG - PROF/ANALYTICAL PS
Public Health Educator	1725	STND CG - PROF/ANALYTICAL PS
Public Health Specialist	0685	STND CG - PROF/ANALYTICAL PS
Public Utilities Specialist	1130	STND CG - PROF/ANALYTICAL PS
Purchasing Technician	1105	STND CG - TECH/SUPPORT PS
Quality Assurance Specialist	1910	STND CG - PROF/ANALYTICAL PS
Quality Assurance Student Trainee	1999	STND CG - SEEP PGM PS
Rangeland Management Specialist	0454	S&ECG - PROF PS
Realty Specialist	1170	STND CG - PROF/ANALYTICAL PS
Recreation and Creative Arts Therapist	0638	MED CG - PROF PS
Recreation Specialist	0188	STND CG - PROF/ANALYTICAL PS
Recreation Technician	0189	STND CG - TECH/SUPPORT PS
Rehabilitation Therapy Technician	0636	MED CG - TECH/SUPPORT PS
Respiratory Therapy Technician	0651	MED CG - TECH/SUPPORT PS

Occupation Name	Occ Code	Career Group - Pay Schedule
Restoration Technician	0664	MED CG - TECH/SUPPORT PS
Safety and Occupational Health Specialist	0018	STND CG - PROF/ANALYTICAL PS
Safety Engineer	0803	S&ECG - PROF PS
Safety Technician	0019	STND CG - TECH/SUPPORT PS
Sales Store Technician	2091	STND CG - TECH/SUPPORT PS
Sanitation Specialist	0688	STND CG - PROF/ANALYTICAL PS
Secretary	0318	STND CG - TECH/SUPPORT PS
Security Guard	0085	I&P CG - POLICE/GUARD PS
Security Specialist	0080	STND CG - PROF/ANALYTICAL PS
Security Technician	0086	STND CG - TECH/SUPPORT PS
Ship Survey Specialist	0873	STND CG - PROF/ANALYTICAL PS
Social Science	0101	STND CG - PROF/ANALYTICAL PS
Social Science Student Trainee	0199	STND CG - SEEP PGM PS
Social Science Support	0102	STND CG - TECH/SUPPORT PS
Social Services Specialist	0187	STND CG - PROF/ANALYTICAL PS
Social Services Technician	0186	STND CG - TECH/SUPPORT PS
Social Worker	0185	STND CG - PROF/ANALYTICAL PS
Sociologist	0184	STND CG - PROF/ANALYTICAL PS
Soil Conservation Technician	0458	S&ECG - TECH/SUPPORT PS
Soil Conservationist	0457	S&ECG - PROF PS
Speech Pathologist and Audiologist	0665	MED CG - PROF PS
Sports Specialist	0030	STND CG - PROF/ANALYTICAL PS
Statistical Assistant	1531	S&ECG - TECH/SUPPORT PS
Statistician	1530	S&ECG - PROF PS
Stenographer	0312	STND CG - TECH/SUPPORT PS
Supervisory Work Unit Technician	0313	STND CG - TECH/SUPPORT PS
Supply Cataloging Specialist	2050	STND CG - PROF/ANALYTICAL PS
Supply Management Specialist	2003	STND CG - PROF/ANALYTICAL PS
Supply Specialist	2001	STND CG - PROF/ANALYTICAL PS
Supply Student Trainee	2099	STND CG - SEEP PGM PS
Supply Technician	2005	STND CG - TECH/SUPPORT PS

Occupation Name	Occ Code	Career Group - Pay Schedule
Support Services Specialist	0342	STND CG - PROF/ANALYTICAL PS
Surveying Technician	0817	S&E CG - TECH/SUPPORT PS
Tax Specialist	0526	STND CG - PROF/ANALYTICAL PS
Teacher and Education Program Administrator	1710	STND CG - PROF/ANALYTICAL PS
Technical Information Specialist	1412	STND CG - PROF/ANALYTICAL PS
Technical Writer and Editor	1083	STND CG - PROF/ANALYTICAL PS
Telecommunications Equipment Operator	0390	STND CG - TECH/SUPPORT PS
Telecommunications Specialist	0391	STND CG - PROF/ANALYTICAL PS
Telecommunications Technician	0392	STND CG - TECH/SUPPORT PS
Telephone Operator	0382	STND CG - TECH/SUPPORT PS
Textile Technologist	1384	S&ECG - PROF PS
Theater Specialist	1054	STND CG - PROF/ANALYTICAL PS
Therapeutic Radiologic Technician	0648	MED CG - TECH/SUPPORT PS
Toxicologist	0415	S&ECG - PROF PS
Trade Specialist	1140	STND CG - PROF/ANALYTICAL PS
Traffic Management Specialist	2130	STND CG - PROF/ANALYTICAL PS
Training Instructor	1712	STND CG - PROF/ANALYTICAL PS
Transportation Loss and Damage Claims Examiner	2135	STND CG - TECH/SUPPORT PS
Transportation Operations	2150	STND CG - PROF/ANALYTICAL PS
Transportation Specialist	2101	STND CG - PROF/ANALYTICAL PS
Transportation Student Trainee	2199	STND CG - SEEP PGM PS
Transportation Technician	2102	STND CG - TECH/SUPPORT PS
Typist	0322	STND CG - TECH/SUPPORT PS
Veterans Claims Specialist	0996	STND CG - PROF/ANALYTICAL PS
Veterinarian	0701	MED CG - PROF PS
Visitor Guide	0090	STND CG - TECH/SUPPORT PS
Visual Information Specialist	1084	STND CG - PROF/ANALYTICAL PS
Voucher Examiner	0540	STND CG - TECH/SUPPORT PS
Welding Engineer	0894	S&ECG - PROF PS

Occupation Name	Occ Code	Career Group - Pay Schedule
Wildlife Biologist	0486	S&ECG - PROF PS
Work Unit Supervisor	0313	STND CG – SUPV/MGR
Writer and Editor	1082	STND CG - PROF/ANALYTICAL PS
Zoologist	0410	S&ECG - PROF PS

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Part II

OCCUPATIONS IN CODE ORDER

Occ Code	Occupation Name	Career Group - Pay Schedule
0006	Correctional Program Specialist	I&P CG - INVSTGTV PS
0018	Safety and Occupational Health Specialist	STND CG - PROF/ANALYTICAL PS
0019	Safety Technician	STND CG - TECH/SUPPORT PS
0020	Community Planner	STND CG - PROF/ANALYTICAL PS
0021	Community Planning Technician	STND CG - TECH/SUPPORT PS
0023	Outdoor Recreation Planner	STND CG - PROF/ANALYTICAL PS
0025	Park Ranger	STND CG - TECH/SUPPORT PS
0028	Environmental Protection Specialist	STND CG - PROF/ANALYTICAL PS
0029	Environmental Protection Technician	STND CG - TECH/SUPPORT PS
0030	Sports Specialist	STND CG - PROF/ANALYTICAL PS
0050	Funeral Specialist	STND CG - PROF/ANALYTICAL PS
0060	Chaplain	STND CG - PROF/ANALYTICAL PS
0062	Clothing Designer	STND CG - PROF/ANALYTICAL PS
0072	Fingerprint Specialist	I&P CG - INVSTGTV PS
0080	Security Specialist	STND CG - PROF/ANALYTICAL PS
0081	Firefighter	I&P CG - FIRE PROTCN PS
0083	Police Officer and Detective	I&P CG - POLICE/GUARD PS
0085	Security Guard	I&P CG - POLICE/GUARD PS
0086	Security Technician	STND CG - TECH/SUPPORT PS
0090	Visitor Guide	STND CG - TECH/SUPPORT PS
0099	General Student Trainee	STND CG - SEEP PGM PS

Occ Code	Occupation Name	Career Group - Pay Schedule
0101	Social Science	STND CG - PROF/ANALYTICAL PS
0102	Social Science Support	STND CG - TECH/SUPPORT PS
0110	Economist	STND CG - PROF/ANALYTICAL PS
0119	Economics Technician	STND CG - TECH/SUPPORT PS
0130	Foreign Affairs Specialist	STND CG - PROF/ANALYTICAL PS
0131	International Relations Specialist	STND CG - PROF/ANALYTICAL PS
0132	Intelligence Specialist	STND CG - PROF/ANALYTICAL PS
0134	Intelligence Technician	STND CG - TECH/SUPPORT PS
0142	Manpower Development Specialist	STND CG - PROF/ANALYTICAL PS
0150	Geographer	STND CG - PROF/ANALYTICAL PS
0170	Historian	STND CG - PROF/ANALYTICAL PS
0180	Psychologist	STND CG - PROF/ANALYTICAL PS
0181	Psychology Technician	STND CG - TECH/SUPPORT PS
0184	Sociologist	STND CG - PROF/ANALYTICAL PS
0185	Social Worker	STND CG - PROF/ANALYTICAL PS
0186	Social Services Technician	STND CG - TECH/SUPPORT PS
0187	Social Services Specialist	STND CG - PROF/ANALYTICAL PS
0188	Recreation Specialist	STND CG - PROF/ANALYTICAL PS
0189	Recreation Technician	STND CG - TECH/SUPPORT PS
0190	Anthropologist	STND CG - PROF/ANALYTICAL PS
0193	Archeologist	STND CG - PROF/ANALYTICAL PS
0199	Social Science Student Trainee	STND CG - SEEP PGM PS
0201	Human Resources Specialist	STND CG -

Occ Code	Occupation Name	Career Group - Pay Schedule
		PROF/ANALYTICAL PS
0203	Human Resources Technician	STND CG - TECH/SUPPORT PS
0243	Apprenticeship and Training Representative	STND CG - PROF/ANALYTICAL PS
0260	Equal Employment Opportunity Specialist	STND CG - PROF/ANALYTICAL PS
0299	Human Resources Student Trainee	STND CG - SEEP PGM PS
0301	General Analysis	STND CG - PROF/ANALYTICAL PS
0302	Messenger	STND CG - TECH/SUPPORT PS
0303	General Support	STND CG - TECH/SUPPORT PS
0304	Information Receptionist	STND CG - TECH/SUPPORT PS
0305	Mail and File Technician	STND CG - TECH/SUPPORT PS
0309	Correspondence Technician	STND CG - TECH/SUPPORT PS
0312	Stenographer	STND CG - TECH/SUPPORT PS
0313	Work Unit Supervisor	STND CG - SUPVY/MGR PS
0318	Secretary	STND CG - TECH/SUPPORT PS
0319	Closed Microphone Reporter	STND CG - TECH/SUPPORT PS
0322	Typist	STND CG - TECH/SUPPORT PS
0326	Office Automation Technician	STND CG - TECH/SUPPORT PS
0340	Program Manager	STND CG - PROF/ANALYTICAL PS
0341	Management Services Specialist	STND CG - PROF/ANALYTICAL PS
0342	Support Services Specialist	STND CG - PROF/ANALYTICAL PS
0343	Management and Program Analyst	STND CG - PROF/ANALYTICAL PS
0344	Management and Program Technician	STND CG - TECH/SUPPORT PS
0346	Logistics Management Specialist	STND CG - PROF/ANALYTICAL PS
0350	Equipment Operator	STND CG - TECH/SUPPORT

Occ Code	Occupation Name	Career Group - Pay Schedule
		PS
0356	Data Transcriber	STND CG - TECH/SUPPORT PS
0357	Coding Technician	STND CG - TECH/SUPPORT PS
0360	Equal Opportunity Compliance Specialist	STND CG - PROF/ANALYTICAL PS
0361	Equal Opportunity Technician	STND CG - TECH/SUPPORT PS
0382	Telephone Operator	STND CG - TECH/SUPPORT PS
0390	Telecommunications Equipment Operator	STND CG - TECH/SUPPORT PS
0391	Telecommunications Specialist	STND CG - PROF/ANALYTICAL PS
0392	Telecommunications Technician	STND CG - TECH/SUPPORT PS
0394	Communications Technician	STND CG - TECH/SUPPORT PS
0399	General Analysis/Office Support Student Trainee	STND CG - SEEP PGM PS
0401	Biological Science	S&ECG - PROF PS
0403	Microbiologist	S&ECG - PROF PS
0404	Biological Science and Laboratory Technician	S&ECG - TECH/SUPPORT PS
0405	Pharmacologist	S&ECG - PROF PS
0408	Ecologist	S&ECG - PROF PS
0410	Zoologist	S&ECG - PROF PS
0413	Physiologist	S&ECG - PROF PS
0414	Entomologist	S&ECG - PROF PS
0415	Toxicologist	S&ECG - PROF PS
0430	Botanist	S&ECG - PROF PS
0437	Horticulturist	S&ECG - PROF PS
0454	Rangeland Management Specialist	S&ECG - PROF PS
0457	Soil Conservationist	S&ECG - PROF PS
0458	Soil Conservation Technician	S&ECG - TECH/SUPPORT PS
0460	Forester	S&E CG - PROF PS
0462	Forestry Technician	S&E CG - TECH/SUPPORT PS
0471	Agronomist	S&E CG - PROF PS
0480	Fish and Wildlife Biologist	S&E CG - PROF PS
0482	Fishery Biologist	S&E CG - PROF PS

Occ Code	Occupation Name	Career Group - Pay Schedule
0486	Wildlife Biologist	S&E CG - PROF PS
0487	Animal Scientist	S&E CG - PROF PS
0499	Biological Science Student Trainee	STND CG - SEEP PGM PS
0501	Finance	STND CG - PROF/ANALYTICAL PS
0503	Financial Technician	STND CG - TECH/SUPPORT PS
0505	Financial Management Specialist	STND CG - PROF/ANALYTICAL PS
0510	Accountant	STND CG - PROF/ANALYTICAL PS
0511	Auditor	STND CG - PROF/ANALYTICAL PS
0525	Accounting Technician	STND CG - TECH/SUPPORT PS
0526	Tax Specialist	STND CG - PROF/ANALYTICAL PS
0530	Cash Processing Technician	STND CG - TECH/SUPPORT PS
0540	Voucher Examiner	STND CG - TECH/SUPPORT PS
0544	Civilian Pay Technician	STND CG - TECH/SUPPORT PS
0545	Military Pay Technician	STND CG - TECH/SUPPORT PS
0560	Budget Analyst	STND CG - PROF/ANALYTICAL PS
0561	Budget Technician	STND CG - TECH/SUPPORT PS
0599	Finance Student Trainee	STND CG - SEEP PGM PS
0601	Health Science	MED CG - PROF PS
0602	Physician	MED CG PHYSICIAN/DENTIST PS
0603	Physician's Assistant	MED CG - PROF PS
0610	Nurse	MED CG - PROF PS
0620	Practical Nurse	MED CG - TECH/SUPPORT PS
0621	Nursing Assistant	MED CG - TECH/SUPPORT PS
0622	Medical Supply Technician	MED CG - TECH/SUPPORT PS
0625	Autopsy Technician	MED CG - TECH/SUPPORT PS

Occ Code	Occupation Name	Career Group - Pay Schedule
0630	Dietitian and Nutritionist	MED CG - PROF PS
0631	Occupational Therapist	MED CG - PROF PS
0633	Physical Therapist	MED CG - PROF PS
0636	Rehabilitation Therapy Technician	MED CG - TECH/SUPPORT PS
0638	Recreation and Creative Arts Therapist	MED CG - PROF PS
0640	Health Technician	MED CG - TECH/SUPPORT PS
0642	Nuclear Medicine Technician	MED CG - TECH/SUPPORT PS
0644	Medical Technologist	MED CG - PROF PS
0645	Medical Technician	MED CG - TECH/SUPPORT PS
0646	Cytology, Histopathology, and Pathology Technician	MED CG - TECH/SUPPORT PS
0647	Diagnostic Radiologic Technician	MED CG - TECH/SUPPORT PS
0648	Therapeutic Radiologic Technician	MED CG - TECH/SUPPORT PS
0649	Medical Instrument Technician	MED CG - TECH/SUPPORT PS
0651	Respiratory Therapy Technician	MED CG - TECH/SUPPORT PS
0660	Pharmacist	MED CG - PROF PS
0661	Pharmacy Technician	MED CG - TECH/SUPPORT PS
0662	Optometrist	MED CG - PROF PS
0664	Restoration Technician	MED CG - TECH/SUPPORT PS
0665	Speech Pathologist and Audiologist	MED CG - PROF PS
0667	Orthotics and Prosthetics Technician	MED CG - TECH/SUPPORT PS
0668	Podiatrist	MED CG - PROF PS
0669	Medical Records Specialist	STND CG - PROF/ANALYTICAL PS
0670	Health System Administrator	STND CG - PROF/ANALYTICAL PS
0671	Health System Specialist	STND CG - PROF/ANALYTICAL PS
0673	Hospital Housekeeping Specialist	STND CG - PROF/ANALYTICAL PS
0675	Medical Records Technician	STND CG - TECH/SUPPORT PS

Occ Code	Occupation Name	Career Group - Pay Schedule
0679	Medical Support Technician	STND CG - TECH/SUPPORT PS
0680	Dentist	MED CG PHYSICIAN/DENTIS PS
0681	Dental Assistant	MED CG - TECH/SUPPORT PS
0682	Dental Hygienist	MED CG - TECH/SUPPORT PS
0683	Dental Laboratory Technician	MED CG - TECH/SUPPORT PS
0685	Public Health Specialist	STND CG - PROF/ANALYTICAL PS
0688	Sanitation Specialist	STND CG - PROF/ANALYTICAL PS
0690	Industrial Hygienist	MED CG - PROF PS
0698	Environmental Health Technician	MED CG - TECH/SUPPORT PS
0699	Medical and Health Student Trainee	STND CG - SEEP PGM PS
0701	Veterinarian	MED CG - PROF PS
0704	Animal Health Technician	MED CG - TECH/SUPPORT PS
0801	Engineering	S&E CG - PROF PS
0802	Engineering Technician	S&E CG - TECH/SUPPORT PS
0803	Safety Engineer	S&E CG - PROF PS
0804	Fire Protection and Prevention Engineer	S&E CG - PROF PS
0806	Materials Engineer	S&E CG - PROF PS
0807	Landscape Architect	S&E CG - PROF PS
0808	Architect	S&E CG - PROF PS
0809	Construction Inspection Technician	S&E CG - TECH/SUPPORT PS
0810	Civil Engineer	S&E CG - PROF PS
0817	Surveying Technician	S&E CG - TECH/SUPPORT PS
0819	Environmental Engineer	S&E CG - PROF PS
0830	Mechanical Engineer	S&E CG - PROF PS
0840	Nuclear Engineer	S&E CG - PROF PS
0850	Electrical Engineer	S&E CG - PROF PS
0854	Computer Engineer	S&E CG - PROF PS
0855	Electronics Engineer	S&E CG - PROF PS
0856	Electronics Technician	S&E CG - TECH/SUPPORT PS

Occ Code	Occupation Name	Career Group - Pay Schedule
0858	Biomedical Engineer	S&E CG - PROF PS
0861	Aerospace Engineer	S&E CG - PROF PS
0871	Naval Architect	S&E CG - PROF PS
0873	Ship Survey Specialist	STND CG - PROF/ANALYTICAL PS
0881	Petroleum Engineer	S&E CG - PROF PS
0892	Ceramic Engineer	S&E CG - PROF PS
0893	Chemical Engineer	S&E CG - PROF PS
0894	Welding Engineer	S&E CG - PROF PS
0895	Industrial Engineering Technician	S&E CG - TECH/SUPPORT PS
0896	Industrial Engineer	S&E CG - PROF PS
0899	Engineering and Architecture Student Trainee	STND CG - SEEP PGM PS
0901	Legal Specialist	STND CG - PROF/ANALYTICAL PS
0904	Law Clerk	STND CG - PROF/ANALYTICAL PS
0905	Attorney	STND CG - PROF/ANALYTICAL PS
0950	Paralegal Specialist	STND CG - PROF/ANALYTICAL PS
0962	Contact Representative	STND CG - TECH/SUPPORT PS
0963	Legal Instruments Examiner	STND CG - TECH/SUPPORT PS
0967	Passport and Visa Specialist	STND CG - PROF/ANALYTICAL PS
0986	Legal Technician	STND CG - TECH/SUPPORT PS
0996	Veterans Claims Specialist	STND CG - PROF/ANALYTICAL PS
0998	Claims Technician	STND CG - TECH/SUPPORT PS
0999	Legal Student Trainee	STND CG - SEEP PGM PS
1001	Arts and Information	STND CG - PROF/ANALYTICAL PS
1002	Arts and Information Support	STND CG - TECH/SUPPORT PS
1008	Interior Design Specialist	STND CG - PROF/ANALYTICAL PS
1010	Exhibits Specialist	STND CG - PROF/ANALYTICAL PS
1015	Curator	STND CG -

Occ Code	Occupation Name	Career Group - Pay Schedule
		PROF/ANALYTICAL PS
1016	Museum Technician	STND CG - TECH/SUPPORT PS
1020	Illustrator	STND CG - PROF/ANALYTICAL PS
1021	Drafting Technician	STND CG - TECH/SUPPORT PS
1035	Public Affairs Specialist	STND CG - PROF/ANALYTICAL PS
1040	Language Specialist	STND CG - PROF/ANALYTICAL PS
1046	Language Technician	STND CG - TECH/SUPPORT PS
1051	Music Specialist	STND CG - PROF/ANALYTICAL PS
1054	Theater Specialist	STND CG - PROF/ANALYTICAL PS
1056	Art Specialist	STND CG - PROF/ANALYTICAL PS
1060	Photographer and Videographer	STND CG - TECH/SUPPORT PS
1071	Audiovisual Production Specialist	STND CG - PROF/ANALYTICAL PS
1082	Writer and Editor	STND CG - PROF/ANALYTICAL PS
1083	Technical Writer and Editor	STND CG - PROF/ANALYTICAL PS
1084	Visual Information Specialist	STND CG - PROF/ANALYTICAL PS
1087	Editorial Technician	STND CG - TECH/SUPPORT PS
1099	Information and Arts Student Trainee	STND CG - SEEP PGM PS
1101	Business	STND CG - PROF/ANALYTICAL PS
1102	Contract Specialist	STND CG - PROF/ANALYTICAL PS
1103	Industrial Property Specialist	STND CG - PROF/ANALYTICAL PS
1104	Property Disposal Specialist	STND CG - PROF/ANALYTICAL PS
1105	Purchasing Technician	STND CG - TECH/SUPPORT PS
1106	Procurement Technician	STND CG - TECH/SUPPORT PS

Occ Code	Occupation Name	Career Group - Pay Schedule
1107	Property Disposal Technician	STND CG - TECH/SUPPORT PS
1108	Business Support	STND CG - TECH/SUPPORT PS
1130	Public Utilities Specialist	STND CG - PROF/ANALYTICAL PS
1140	Trade Specialist	STND CG - PROF/ANALYTICAL PS
1144	Commissary Specialist	STND CG - PROF/ANALYTICAL PS
1150	Industrial Specialist	STND CG - PROF/ANALYTICAL PS
1152	Production Controller	STND CG - TECH/SUPPORT PS
1160	Financial Analyst	STND CG - PROF/ANALYTICAL PS
1163	Insurance Examining Specialist	STND CG - PROF/ANALYTICAL PS
1170	Realty Specialist	STND CG - PROF/ANALYTICAL PS
1171	Appraiser	STND CG - PROF/ANALYTICAL PS
1173	Housing Specialist	STND CG - PROF/ANALYTICAL PS
1176	Building Management Specialist	STND CG - PROF/ANALYTICAL PS
1199	Business Student Trainee	STND CG - SEEP PGM PS
1221	Patent Adviser	STND CG - PROF/ANALYTICAL PS
1222	Patent Attorney	STND CG - PROF/ANALYTICAL PS
1301	Physical Science	S&E CG - PROF PS
1306	Health Physicist	S&E CG - PROF PS
1310	Physicist	S&E CG - PROF PS
1311	Physical Science Technician	S&E CG - TECH/SUPPORT PS
1313	Geophysicist	S&E CG - PROF PS
1315	Hydrologist	S&E CG - PROF PS
1316	Hydrologic Technician	S&E CG - TECH/SUPPORT PS
1320	Chemist	S&E CG - PROF PS
1321	Metallurgist	S&E CG - PROF PS
1330	Astronomer and Astrophysicist	S&E CG - PROF PS

Occ Code	Occupation Name	Career Group - Pay Schedule
1340	Meteorologist	S&E CG - PROF PS
1341	Meteorological Technician	S&E CG - TECH/SUPPORT PS
1350	Geologist	S&E CG - PROF PS
1360	Oceanographer	S&E CG - PROF PS
1361	Navigational Information Specialist	STND CG - PROF/ANALYTICAL PS
1370	Cartographer	S&E CG - PROF PS
1371	Cartographic Technician	S&E CG - TECH/SUPPORT PS
1372	Geodesist	S&E CG - PROF PS
1373	Land Surveyor	S&E CG - PROF PS
1374	Geodetic Technician	S&E CG - TECH/SUPPORT PS
1382	Food Technologist	S&E CG - PROF PS
1384	Textile Technologist	S&E CG - PROF PS
1386	Photographic Technologist	S&E CG - PROF PS
1397	Document Analysis Specialist	STND CG - PROF/ANALYTICAL PS
1399	Physical Science Student Trainee	STND CG - SEEP PGM PS
1410	Librarian	STND CG - PROF/ANALYTICAL PS
1411	Library Technician	STND CG - TECH/SUPPORT PS
1412	Technical Information Specialist	STND CG - PROF/ANALYTICAL PS
1420	Archivist	STND CG - PROF/ANALYTICAL PS
1421	Archives Technician	STND CG - TECH/SUPPORT PS
1499	Library Student Trainee	STND CG - SEEP PGM PS
1501	General Mathematics & Statistics	S&E CG – PROF PS
1510	Actuary	S&E CG - PROF PS
1515	Operations Research Analyst	S&E CG - PROF PS
1520	Mathematician	S&E CG - PROF PS
1521	Mathematics Technician	S&E CG - TECH/SUPPORT PS
1529	Mathematical Statistician	S&E CG - PROF PS
1530	Statistician	S&E CG - PROF PS
1531	Statistical Assistant	S&E CG - TECH/SUPPORT PS
1550	Computer Scientist	S&E CG - PROF PS
1599	Mathematics and Statistics Student Trainee	STND CG - SEEP PGM PS

Occ Code	Occupation Name	Career Group - Pay Schedule
1601	Facilities and Equipment	STND CG - PROF/ANALYTICAL PS
1603	Equipment, Facilities, and Services Support	STND CG - TECH/SUPPORT PS
1630	Cemetery Administration Specialist	STND CG - PROF/ANALYTICAL PS
1640	Facility Management Specialist	STND CG - PROF/ANALYTICAL PS
1654	Printing Management Specialist	STND CG - PROF/ANALYTICAL PS
1658	Laundry Management Specialist	STND CG - PROF/ANALYTICAL PS
1667	Food Services Specialist	STND CG - PROF/ANALYTICAL PS
1670	Equipment Specialist	STND CG - PROF/ANALYTICAL PS
1699	Equipment and Facilities Management Student Trainee	STND CG - SEEP PGM PS
1701	Education and Training	STND CG - PROF/ANALYTICAL PS
1702	Education and Training Technician	STND CG - TECH/SUPPORT PS
1703	Education Specialist	STND CG - PROF/ANALYTICAL PS
1710	Teacher and Education Program Administrator	STND CG - PROF/ANALYTICAL PS
1712	Training Instructor	STND CG - PROF/ANALYTICAL PS
1720	Education Program Specialist	STND CG - PROF/ANALYTICAL PS
1725	Public Health Educator	STND CG - PROF/ANALYTICAL PS
1740	Education Services Specialist and Guidance Counselor	STND CG - PROF/ANALYTICAL PS
1750	Instructional Systems Specialist	STND CG - PROF/ANALYTICAL PS
1799	Education Student Trainee	STND CG - SEEP PGM PS
1801	Inspection, Investigation, and Compliance	STND CG - PROF/ANALYTICAL PS
1802	Inspection, Investigation, and Compliance Support	STND CG - TECH/SUPPORT PS
1810	Investigator	STND CG - PROF/ANALYTICAL PS
1811	Criminal Investigator	I&P CG - INVSTGTV PS

Occ Code	Occupation Name	Career Group - Pay Schedule
1812	Game Law Enforcement Specialist and Officer	I&P CG - INVSTGTV PS
1815	Air Safety Investigation Specialist	STND CG - PROF/ANALYTICAL PS
1825	Aviation Safety Specialist	STND CG - PROF/ANALYTICAL PS
1863	Food Inspector	STND CG - TECH/SUPPORT PS
1890	Customs Inspector	STND CG - PROF/ANALYTICAL PS
1897	Customs Technician	STND CG - TECH/SUPPORT PS
1899	Investigation Student Trainee	STND CG - SEEP PGM PS
1910	Quality Assurance Specialist	STND CG - PROF/ANALYTICAL PS
1999	Quality Assurance Student Trainee	STND CG - SEEP PGM PS
2001	Supply Specialist	STND CG - PROF/ANALYTICAL PS
2003	Supply Management Specialist	STND CG - PROF/ANALYTICAL PS
2005	Supply Technician	STND CG - TECH/SUPPORT PS
2010	Inventory Management Specialist	STND CG - PROF/ANALYTICAL PS
2030	Distribution Facilities and Storage Specialist	STND CG - PROF/ANALYTICAL PS
2032	Packaging Specialist	STND CG - PROF/ANALYTICAL PS
2050	Supply Cataloging Specialist	STND CG - PROF/ANALYTICAL PS
2091	Sales Store Technician	STND CG - TECH/SUPPORT PS
2099	Supply Student Trainee	STND CG - SEEP PGM PS
2101	Transportation Specialist	STND CG - PROF/ANALYTICAL PS
2102	Transportation Technician	STND CG - TECH/SUPPORT PS
2130	Traffic Management Specialist	STND CG - PROF/ANALYTICAL PS
2131	Freight Rate Technician	STND CG - TECH/SUPPORT PS
2135	Transportation Loss and Damage Claims Examiner	STND CG - TECH/SUPPORT PS
2144	Cargo Scheduling Technician	STND CG - TECH/SUPPORT PS

Occ Code	Occupation Name	Career Group - Pay Schedule
2150	Transportation Operations	STND CG - PROF/ANALYTICAL PS
2151	Dispatching Technician	STND CG - TECH/SUPPORT PS
2152	Air Traffic Control Specialist	STND CG - PROF/ANALYTICAL PS
2154	Air Traffic Control Technician	STND CG - TECH/SUPPORT PS
2161	Marine Cargo Specialist	STND CG - PROF/ANALYTICAL PS
2181	Pilot and Flight Instructor	STND CG - PROF/ANALYTICAL PS
2183	Navigator and Weapon Systems Specialist	STND CG - PROF/ANALYTICAL PS
2185	Flight Engineer, Aerial Refueling Technician, and Aircraft Loadmaster	STND CG - TECH/SUPPORT PS
2199	Transportation Student Trainee	STND CG - SEEP PGM PS
2203	Computer Operator	STND CG - TECH/SUPPORT PS
2204	Computer Technician	STND CG - TECH/SUPPORT PS
2210	Information Technology Specialist	STND CG - PROF/ANALYTICAL PS
2299	Information Technology Student Trainee	STND CG - SEEP PGM PS

SC1920.AP3. APPENDIX 3 TO SUBCHAPTER 1920

Part III

OCCUPATIONAL CODES
BY CAREER GROUP AND PAY SCHEDULE

STANDARD CAREER GROUP Professional/Analytical Pay Schedule (YA)	
Occ Code	Occupation Name
0018	Safety and Occupational Health Specialist
0020	Community Planner
0023	Outdoor Recreation Planner
0028	Environmental Protection Specialist
0030	Sports Specialist
0050	Funeral Specialist
0060	Chaplain
0062	Clothing Designer
0080	Security Specialist
0101	Social Science
0110	Economist
0130	Foreign Affairs Specialist
0131	International Relations Specialist
0132	Intelligence Specialist
0142	Manpower Development Specialist
0150	Geographer
0170	Historian
0180	Psychologist
0184	Sociologist
0185	Social Worker
0187	Social Services Specialist
0188	Recreation Specialist
0190	Anthropologist
0193	Archeologist
0201	Human Resources Specialist
0243	Apprenticeship and Training Representative
0260	Equal Employment Opportunity Specialist
0301	General Analysis
0340	Program Manager
0341	Management Services Specialist
0342	Support Services Specialist
0343	Management and Program Analyst
0346	Logistics Management Specialist
0360	Equal Opportunity Compliance Specialist

STANDARD CAREER GROUP Professional/Analytical Pay Schedule (YA)	
Occ Code	Occupation Name
0391	Telecommunications Specialist
0501	Finance
0505	Financial Management Specialist
0510	Accountant
0511	Auditor
0526	Tax Specialist
0560	Budget Analyst
0669	Medical Records Specialist
0670	Health System Administrator
0671	Health System Specialist
0673	Hospital Housekeeping Specialist
0685	Public Health Specialist
0688	Sanitation Specialist
0873	Ship Survey Specialist
0901	Legal Specialist
0904	Law Clerk
0905	Attorney
0950	Paralegal Specialist
0967	Passport and Visa Specialist
0996	Veterans Claims Specialist
1001	Arts and Information
1008	Interior Design Specialist
1010	Exhibits Specialist
1015	Curator
1020	Illustrator
1035	Public Affairs Specialist
1040	Language Specialist
1051	Music Specialist
1054	Theater Specialist
1056	Art Specialist
1071	Audiovisual Production Specialist
1082	Writer and Editor
1083	Technical Writer and Editor
1084	Visual Information Specialist
1101	Business
1102	Contract Specialist
1103	Industrial Property Specialist
1104	Property Disposal Specialist
1130	Public Utilities Specialist
1140	Trade Specialist
1144	Commissary Specialist
1150	Industrial Specialist

STANDARD CAREER GROUP Professional/Analytical Pay Schedule (YA)	
Occ Code	Occupation Name
1160	Financial Analyst
1163	Insurance Examining Specialist
1170	Realty Specialist
1171	Appraiser
1173	Housing Specialist
1176	Building Management Specialist
1221	Patent Adviser
1222	Patent Attorney
1361	Navigational Information Specialist
1397	Document Analysis Specialist
1410	Librarian
1412	Technical Information Specialist
1420	Archivist
1601	Facilities and Equipment
1630	Cemetery Administration Specialist
1640	Facility Management Specialist
1654	Printing Management Specialist
1658	Laundry Management Specialist
1667	Food Services Specialist
1670	Equipment Specialist
1701	Education and Training
1703	Education Specialist
1710	Teacher and Education Program Administrator
1712	Training Instructor
1720	Education Program Specialist
1725	Public Health Educator
1740	Education Services Specialist and Guidance Counselor
1750	Instructional Systems Specialist
1801	Inspection, Investigation, and Compliance
1810	Investigator
1815	Air Safety Investigation Specialist
1825	Aviation Safety Specialist
1890	Customs Inspector
1910	Quality Assurance Specialist
2001	Supply Specialist
2003	Supply Management Specialist
2010	Inventory Management Specialist
2030	Distribution Facilities and Storage Specialist
2032	Packaging Specialist
2050	Supply Cataloging Specialist
2101	Transportation Specialist
2130	Traffic Management Specialist

STANDARD CAREER GROUP Professional/Analytical Pay Schedule (YA)	
Occ Code	Occupation Name
2150	Transportation Operations
2152	Air Traffic Control Specialist
2161	Marine Cargo Specialist
2181	Pilot and Flight Instructor
2183	Navigator and Weapon Systems Specialist
2210	Information Technology Specialist

STANDARD CAREER GROUP Student Educational Employment Pay Schedule (YP)	
Occ Code	Occupation Name
0099	General Student Trainee
0199	Social Science Student Trainee
0299	Human Resources Student Trainee
0399	General Analysis/Office Support Student Trainee
0499	Biological Science Student Trainee
0599	Finance Student Trainee
0699	Medical and Health Student Trainee
0899	Engineering and Architecture Student Trainee
0999	Legal Student Trainee
1099	Information and Arts Student Trainee
1199	Business Student Trainee
1399	Physical Science Student Trainee
1499	Library Student Trainee
1599	Mathematics and Statistics Student Trainee
1699	Equipment and Facilities Management Student Trainee
1799	Education Student Trainee
1899	Investigation Student Trainee
1999	Quality Assurance Student Trainee
2099	Supply Student Trainee
2199	Transportation Student Trainee
2299	Information Technology Student Trainee

STANDARD CAREER GROUP Technician/Support Pay Schedule (YB)	
Occ Code	Occupation Name
0019	Safety Technician
0021	Community Planning Technician
0025	Park Ranger
0029	Environmental Protection Technician
0086	Security Technician
0090	Visitor Guide
0102	Social Science Support

STANDARD CAREER GROUP Technician/Support Pay Schedule (YB)	
Occ Code	Occupation Name
0119	Economics Technician
0134	Intelligence Technician
0181	Psychology Technician
0186	Social Services Technician
0189	Recreation Technician
0203	Human Resources Technician
0302	Messenger
0303	General Support
0304	Information Receptionist
0305	Mail and File Technician
0309	Correspondence Technician
0312	Stenographer
0318	Secretary
0319	Closed Microphone Reporter
0322	Typist
0326	Office Automation Technician
0344	Management and Program Technician
0350	Equipment Operator
0356	Data Transcriber
0357	Coding Technician
0361	Equal Opportunity Technician
0382	Telephone Operator
0390	Telecommunications Equipment Operator
0392	Telecommunications Technician
0394	Communications Technician
0503	Financial Technician
0525	Accounting Technician
0530	Cash Processing Technician
0540	Voucher Examiner
0544	Civilian Pay Technician
0545	Military Pay Technician
0561	Budget Technician
0675	Medical Records Technician
0679	Medical Support Technician
0962	Contact Representative
0963	Legal Instruments Examiner
0986	Legal Technician
0998	Claims Technician
1002	Arts and Information Support
1016	Museum Technician
1021	Drafting Technician
1046	Language Technician

STANDARD CAREER GROUP Technician/Support Pay Schedule (YB)	
Occ Code	Occupation Name
1060	Photographer and Videographer
1087	Editorial Technician
1105	Purchasing Technician
1106	Procurement Technician
1107	Property Disposal Technician
1108	Business Support
1152	Production Controller
1411	Library Technician
1421	Archives Technician
1603	Equipment, Facilities, and Services Support
1702	Education and Training Technician
1802	Inspection, Investigation, and Compliance Support
1863	Food Inspector
1897	Customs Technician
2005	Supply Technician
2091	Sales Store Technician
2102	Transportation Technician
2131	Freight Rate Technician
2135	Transportation Loss and Damage Claims Examiner
2144	Cargo Scheduling Technician
2151	Dispatching Technician
2154	Air Traffic Control Technician
2185	Flight Engineer, Aerial Refueling Technician, and Aircraft Loadmaster
2203	Computer Operator
2204	Computer Technician

STANDAD CAREER GROUP SUPERVISOR/MANAGER PAY SCHEDULE (YC)	
Occ Code	Occupation Name
0313	Work Unit Supervisor

SCIENTIFIC & ENGINEERING CAREER GROUP Professional Pay Schedule (YD)	
Occ Code	Occupation Name
0401	Biological Science
0403	Microbiologist
0405	Pharmacologist
0408	Ecologist
0410	Zoologist
0413	Physiologist

SCIENTIFIC & ENGINEERING CAREER GROUP Professional Pay Schedule (YD)	
Occ Code	Occupation Name
0414	Entomologist
0415	Toxicologist
0430	Botanist
0437	Horticulturist
0454	Rangeland Management Specialist
0457	Soil Conservationist
0460	Forester
0471	Agronomist
0480	Fish and Wildlife Biologist
0482	Fishery Biologist
0486	Wildlife Biologist
0487	Animal Scientist
0801	Engineering
0803	Safety Engineer
0804	Fire Protection and Prevention Engineer
0806	Materials Engineer
0807	Landscape Architect
0808	Architect
0810	Civil Engineer
0819	Environmental Engineer
0830	Mechanical Engineer
0840	Nuclear Engineer
0850	Electrical Engineer
0854	Computer Engineer
0855	Electronics Engineer
0858	Biomedical Engineer
0861	Aerospace Engineer
0871	Naval Architect
0881	Petroleum Engineer
0892	Ceramic Engineer
0893	Chemical Engineer
0894	Welding Engineer
0896	Industrial Engineer
1301	Physical Science
1306	Health Physicist
1310	Physicist
1313	Geophysicist
1315	Hydrologist
1320	Chemist
1321	Metallurgist
1330	Astronomer and Astrophysicist
1340	Meteorologist

SCIENTIFIC & ENGINEERING CAREER GROUP Professional Pay Schedule (YD)	
Occ Code	Occupation Name
1350	Geologist
1360	Oceanographer
1370	Cartographer
1372	Geodesist
1373	Land Surveyor
1382	Food Technologist
1384	Textile Technologist
1386	Photographic Technologist
1501	General Mathematics & Statistics
1510	Actuary
1515	Operations Research Analyst
1520	Mathematician
1529	Mathematical Statistician
1530	Statistician
1550	Computer Scientist

SCIENTIFIC & ENGINEERINGCAREER GROUP Technician/Support Pay Schedule (YE)	
Occ Code	Occupation Name
0404	Biological Science and Laboratory Technician
0458	Soil Conservation Technician
0462	Forestry Technician
0802	Engineering Technician
0809	Construction Inspection Technician
0817	Surveying Technician
0856	Electronics Technician
0895	Industrial Engineering Technician
1311	Physical Science Technician
1316	Hydrologic Technician
1341	Meteorological Technician
1371	Cartographic Technician
1374	Geodetic Technician
1521	Mathematics Technician
1531	Statistical Assistant

MEDICAL CAREER GROUP Physician/Dentist Pay Schedule (YG)	
Occ Code	Occupation Name
0602	Physician
0680	Dentist

MEDICAL CAREER GROUP Professional Pay Schedule (YH)	
Occ Code	Occupation Name
0601	Health Science
0603	Physician's Assistant
0610	Nurse
0630	Dietitian and Nutritionist
0631	Occupational Therapist
0633	Physical Therapist
0638	Recreation and Creative Arts Therapist
0644	Medical Technologist
0660	Pharmacist
0662	Optometrist
0665	Speech Pathologist and Audiologist
0668	Podiatrist
0690	Industrial Hygienist
0701	Veterinarian

MEDICAL CAREER GROUP Technician/Support Pay Schedule (YI)	
Occ Code	Occupation Name
0620	Practical Nurse
0621	Nursing Assistant
0622	Medical Supply Technician
0625	Autopsy Technician
0636	Rehabilitation Therapy Technician
0640	Health Technician
0642	Nuclear Medicine Technician
0645	Medical Technician
0646	Cytology, Histopathology, and Pathology Technician
0647	Diagnostic Radiologic Technician
0648	Therapeutic Radiologic Technician
0649	Medical Instrument Technician
0651	Respiratory Therapy Technician
0661	Pharmacy Technician
0664	Restoration Technician
0667	Orthotics and Prosthetics Technician
0681	Dental Assistant
0682	Dental Hygienist
0683	Dental Laboratory Technician
0698	Environmental Health Technician
0704	Animal Health Technician

INVESTIGATIVE & PROTECTIVE SERVICES CAREER GROUP Investigative Pay Schedule (YK)	
Occ Code	Occupation Name
0006	Correctional Program Specialist
0072	Fingerprint Specialist
1811	Criminal Investigator
1812	Game Law Enforcement Specialist and Officer

INVESTIGATIVE & PROTECTIVE SERVICES CAREER GROUP Fire Protection Pay Schedule (YL)	
Occ Code	Occupation Name
0081	Firefighter

INVESTIGATIVE & PROTECTIVE SERVICES CAREER GROUP Police/Security Guard Pay Schedule (YM)	
Occ Code	Occupation Name
0083 0085	Police Officer and Detective Security Guard

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NSPS OCCUPATIONAL DEFINITIONS AND AUTHORIZED TITLES

0006 – Correctional Program Specialist

Manages correctional institutions, correctional systems, or correctional programs. Advises on, reviews, and evaluates management of such institutions, systems, or programs. Work requires knowledge of: (1) penological theories, principles, and techniques; and (2) problems, methods, and techniques of institutional management.

AUTHORIZED TITLES	
Correctional Program Specialist	Supervisory Correctional Program Specialist

0018 – Safety and Occupational Health Specialist

Performs safety and occupational health activities including developing, implementing, and evaluating related program functions. Eliminates or minimizes human injury and property and productivity losses, caused by harmful contact incidents, through the design of effective management policies, programs, or practices.

AUTHORIZED TITLES	
Safety and Occupational Health Specialist	Supervisory Safety and Occupational Health Specialist

0019 – Safety Technician

Performs work requiring a practical knowledge of accident prevention, including inspecting safety conditions, investigating and compiling data on accidents, and providing information on safety standards and techniques. Work requires knowledge of work processes and equipment, environmental conditions, and established safety standards, protective devices and accident prevention measures.

AUTHORIZED TITLES	
Safety Technician	Supervisory Safety Technician

0020 – Community Planner

Performs professional work concerned with community planning and with developing the art and science of planning to apply to communities such as urban or rural neighborhoods, villages, Indian reservations, cities, counties, regions, States, or the nation. Community planning work requires knowledge of planning concepts, principles, techniques, and practices; social, economic, political, and physical elements involved in human settlements; and dynamics of change within these elements. Identifies community needs, resources, and problems and assists citizens to make decisions on goals, policies, priorities, plans, programs, and methods of implementation

designed to create a physical, economic, and social environment in which the human activities desired by the members of the community may flourish.

AUTHORIZED TITLES	
Community Planner	Supervisory Community Planner

0021 – Community Planning Technician

Performs work requiring a practical knowledge of community planning methods and techniques. Collects, selects, computes, adjusts, and processes data; prepares charts, exhibits, and reports; and performs related duties supporting professional planning work.

AUTHORIZED TITLES	
Community Planning Technician	Supervisory Community Planning Technician

0023 – Outdoor Recreation Planner

Plans and/or coordinates the use of land, water and related resources to provide opportunities for the creative use of leisure time outdoors, with due regard to protecting and enhancing the quality of outdoor environments for the enjoyment of people. Work requires knowledge of: pertinent aspects of economics, sociology, and other social sciences in assessing demand for outdoor recreation; practices of natural resource conservation involving development and coordination of programs to provide recreation resources; and techniques of area planning.

AUTHORIZED TITLES	
Outdoor Recreation Planner	Supervisory Outdoor Recreation Planner

0025 – Park Ranger

Work involves park conservation; natural, historical, and cultural resource management; and development and operation of interpretive and recreational programs for the benefit of the visiting public. Includes: forest and structural fire control; protection of property from natural or visitor related depredation; dissemination to visitors of general, historical, or scientific information; folk-art and craft demonstration; control of traffic and visitor use of facilities; enforcement of laws and regulations; investigation of violations, complaints, trespass/encroachment, and accidents; search and rescue missions; and management activities related to resources such as wildlife, lakeshores, seashores, forests, historic building, battlefields, archeological properties, and recreation areas.

AUTHORIZED TITLES	
Park Ranger	Supervisory Park Ranger

0028 – Environmental Protection Specialist

Protects or improves environmental quality, control pollution, remedy environmental damage, or ensures compliance with environmental laws and regulations. Work requires specialized

knowledge of the principles and methods of administering environmental protection programs and the laws and regulations related to environmental protection activities.

AUTHORIZED TITLES	
Environmental Protection Specialist	Supervisory Environmental Protection Specialist

0029 – Environmental Protection Technician

Performs support work in connection with environmental protection programs. Assists environmental protection specialists. Work requires practical knowledge in applying established instructions, rules, regulations, and procedures relevant to environmental protection activities.

AUTHORIZED TITLES	
Environmental Protection Technician	Supervisory Environmental Protection Technician

0030 – Sports Specialist

Work requires knowledge of the physical and psychological factors in individual and team sports, and of the nature, purpose, and organization of recreational or competitive individual and team sports activities. Plans and/or carries out sports programs. Work requires conducting clinics or seminars to train coaches or officials. Trains and develops athletes in individual or team sports. Plans, organizes or conducts tournaments or competitions from intramural to international levels.

AUTHORIZED TITLES	
Sports Specialist	Supervisory Sports Specialist

0050 – Funeral Specialist

Plans and directs details relating to funeral and burial services of deceased persons, including responsibility for the embalming and preparation of decedents in accordance with policies, procedures, and public health regulations, or administers or participates in the administration of a mortuary program.

AUTHORIZED TITLES	
Funeral Specialist	Supervisory Funeral Specialist

0060 – Chaplain

Performs professional work involving a program of spiritual welfare and religious guidance for patients of Government hospitals and homes, for inmates of Government correctional and penal or other institutions, or for persons in other Government activities where civilian chaplain service is needed. Nature of duties and responsibilities is such that ordination by a recognized ecclesiastical body is a basic requirement.

AUTHORIZED TITLES	
Chaplain	Supervisory Chaplain

0062 – Clothing Designer

Develops, designs, tests, standardizes, and improves clothing (including headgear, footgear, and hand gear) for performance, appearance, comfort, and economical production.

AUTHORIZED TITLES	
Clothing Designer	Supervisory Clothing Designer

0072 – Fingerprint Specialist

Searches, verifies, classifies, and files fingerprints and other vestigial prints (such as footprints or palm prints) for identifying persons. Requires knowledge of the methods used in fingerprint classification and identification.

AUTHORIZED TITLES	
Fingerprint Specialist	Supervisory Fingerprint Specialist

0080 – Security Specialist

Analyzes, plans, advises, operates, or evaluates the development and implementation of policies, procedures, standards, training, and methods for identifying and protecting information, personnel, property, facilities, operations, or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage, or loss. Duties involve: developing, evaluating, maintaining, and/or operating systems, policies, devices, procedures, and methods used for safeguarding information, property, personnel, operations, and materials; and/or developing and implementing policies and procedures for analyzing and evaluating the character, background, and history of employees, candidates for employment, and other persons having or proposed to be granted access to classified or other sensitive information, materials, or work sites. Note: This series does not include Police Officer and Detective work described in the 0083 occupation.

AUTHORIZED TITLES	
Security Specialist	Supervisory Security Specialist
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Personnel)	(Information)
(Physical)	(Industrial)

0081 – Firefighter, Protection Inspector/Specialist, and Chief

Controls and extinguishes fires, rescues people endangered by fire, and reduces or eliminates potential fire hazards. Controls hazardous materials incidents; trains personnel in fire protection

and prevention; operates fire communications equipment; develops and implements fire protection and prevention plans, procedures, and standards; and advises on improvements to structures for better fire prevention. Requires knowledge of firefighting and fire prevention theory and techniques; knowledge of fixed and mobile firefighting equipment operation; and/or ability to plan, direct, or carry out fire protection and prevention programs and operations. "NOTE: This occupation recognizes that within DoD firefighting duties and responsibilities are exercised in conjunction with emergency medical services and hazardous material response assignments. Positions in other occupations may be assigned emergency medical or hazardous material responsibilities as primary or collateral duties but if the position does not have a primary requirement for firefighting knowledge and skills, the position cannot be classified to this occupation."

AUTHORIZED TITLES	
Firefighter	Supervisory Firefighter
This title is used for all positions performing firefighting duties other than (a) developing and/or implementing fire protection and prevention programs, (b) inspecting facilities to detect/reduce/ eliminate hazards, or (c) Fire Chief.	
Fire Chief	
Involves overall management and supervision of fire protection and fire prevention programs for a Federal installation, including tenant activities and smaller installations in its jurisdiction. Develops, coordinates, and implements programs, policies, regulations, and procedures. Serves as technical advisor to management in fire protection and prevention matters. In arson cases advises law enforcement officials and provides testimony in judicial proceedings. Exercises full supervisory responsibility for a firefighting and fire protection inspection force.	
Fire Protection Inspector	Supervisory Fire Protection Inspector
Involves preventing fires by physically inspecting a variety of facilities to detect and reduce or eliminate hazards that cause fires.	
Fire Protection Specialist	Supervisory Fire Protection Specialist
Involves developing and/or implementing protection and prevention programs.	
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary. Use any combination of two established parenthetical specialty titles in official positions titles such as Firefighter (Basic Life Support/Hazardous Materials Technician).	
(Basic Life Support)	(Hazardous Materials Operations)
(Intermediate Life Support)	(Hazardous Materials Technician)
(Paramedic)	

0083 – Police Officer and Detective

Performs law enforcement work to preserve the peace; prevent, detect, and investigate crimes; arrest or apprehend violators; and provide assistance to citizens in emergency situations, including protection of civil rights.

AUTHORIZED TITLES	
Police Officer	Supervisory Police Officer

Involves assuring compliance with Federal, State, county, and municipal laws and ordinances, as well as agency law enforcement rules and regulations.	
Detective	Supervisory Detective
Involves conducting investigations of crimes and maintaining surveillance over areas with high rates of crime, searching crime scenes for clues, interviewing witnesses, following leads, analyzing and evaluating evidence, locating suspects, and making arrests.	

0085 – Security Guard

Involves guarding federally owned or leased building and property. Protects Government equipment and material and controls access to Federal installations by employees, visitors, residents, and patients. Protects and prevents loss of materials or processes that are important for national defense, for public health or safety, or as national treasures.

AUTHORIZED TITLES	
Security Guard	Supervisory Security Guard

0086 – Security Technician

Performs work requiring practical knowledge of security programs (e.g., personnel, physical, information, or industrial security). Work requires, in addition to general administrative skills, practical knowledge of specific security objectives, programs, methods, and procedures, and skills in carrying out support tasks related to security administration.

AUTHORIZED TITLES	
Security Technician	Supervisory Security Technician

0090 – Visitor Guide

Provides interpretive and guide services to visitors to parks, dams and other sites of public interest. Gives formal talks, interprets natural and historic features, explains engineering structures and related water resource developments, answers questions, guides tours, and provides miscellaneous services to visitors.

AUTHORIZED TITLES	
Visitor Guide	Supervisory: Not Authorized

0099 – General Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE

Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Security).	

0101 – Social Science

Performs work requiring professional knowledge of social science when there is no other more appropriate professional occupation. Includes: (1) a combination of several professional fields with none predominant; or (2) a specialized professional field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

0102 – Social Science Support

Performs work of a technical, specialized, or support nature in one or more of the social sciences or other occupations when there is no more appropriate occupation. Work requires a practical understanding of the objectives, policies, procedures, or regulatory requirements pertaining to the work and the ability to apply skills or knowledge of the occupation involved.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

0110 – Economist

Performs work that requires application of a professional knowledge of economics in the performance of duties that include: researching economic phenomena, analyzing economic data, and preparing interpretive reports; advising and consulting on economic matters to governmental officials and private organizations or citizens; and performing other professional work in economics.

AUTHORIZED TITLES	
Economist	Supervisory Economist

0119 – Economics Technician

Performs support work in conjunction with research and related work involved in collecting, compiling, verifying, analyzing, or reporting data. Work requires practical application of specialized or technical knowledge or skills in one or more fields of economics, but does not require full professional competence in economic theories, principles, and concepts.

AUTHORIZED TITLES	
Economics Technician	Supervisory Economics Technician

0130 – Foreign Affairs Specialist

Performs work requiring a professional knowledge of the formulation and direction of foreign affairs of the Government or in the study and disposition of information bearing on international relations.

AUTHORIZED TITLES	
Foreign Affairs Specialist	Supervisory Foreign Affairs Specialist

0131 – International Relations Specialist

Performs work requiring a professional knowledge of the formulation and implementation of foreign policy of the United States in the conduct of the relations, primarily of a political or politico-economic nature, of the United States with other governments.

AUTHORIZED TITLES	
International Relations Specialist	Supervisory International Relations Specialist

0132 – Intelligence Specialist

Collects, analyzes, evaluates, interprets, and disseminates information on political, economic, social, cultural, physical, geographic, scientific, or military conditions, trends, and forces in foreign and domestic areas that directly or indirectly affect the national security. Requires knowledge and understanding of one or more of the natural or social sciences, engineering, or military science, but do not demand, as a primary qualification requirement, full knowledge of the current state of the art.

AUTHORIZED TITLES	
Intelligence Specialist	Supervisory Intelligence Specialist
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Research)	(Operations)

0134 – Intelligence Technician

Performs support in conjunction with the collection, production, or dissemination of intelligence information. Work requires practical knowledge of the political, economic, social, cultural, physical, geographic, scientific, or military trends or conditions in foreign or domestic areas that affect the national security.

AUTHORIZED TITLES	
Intelligence Technician	Supervisory Intelligence Technician

0142 – Manpower Development Specialist

Implements, promotes, coordinates, monitors, and evaluates federally funded programs for the development and utilization of manpower resources. Some positions in this occupation are involved in programs that deal with the identification of and communication with disadvantaged people requiring employment assistance, the provision of necessary assistance and support through counseling, education, and training and their placement into suitable, stable employment. Work requires specialized knowledge and application of manpower methods, practices, techniques, and principles.

AUTHORIZED TITLES	
Manpower Development Specialist	Supervisory Manpower Development Specialist

0150 – Geographer

Performs work requiring a professional knowledge of geography. Compiles, synthesizes, analyzes, interprets, and presents information regarding the location, distribution, and interrelationships of and processes of change affecting such natural and human phenomena as the physical features of the earth, climate, plant and animal life, and human settlements and institutions.

AUTHORIZED TITLES	
Geographer	Supervisory Geographer

0170 – Historian

Performs research or other work in the field of history when such work requires professional knowledge of established methods and techniques of historical research in collecting, evaluating, analyzing, or presenting historical facts.

AUTHORIZED TITLES	
Historian	Supervisory Historian

0180 – Psychologist

Performs work requiring application of a professional knowledge of behavior, capacities, traits, interests and activities of human and animal organisms. Work may involve any one or a combination of the following functions: experimenting with or systematically observing organisms to develop scientific principles or laws concerning the relationship of behavior to factors of environment, experience, or physiology, or to develop practical applications of findings; applying professional knowledge of psychological principles, theories, methods, or data to practical situations and problems; and providing consultative services or training in psychological principles, theories, methods, and techniques to advance knowledge of them and their appropriate use.

AUTHORIZED TITLES

Psychologist	Supervisory Psychologist
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Counseling)	(Engineering)
(Clinical)	(Personnel)

0181 – Psychology Technician

Performs support work in conjunction with a program of research or direct services in psychology. Work requires practical knowledge of principles and theories of psychology.

AUTHORIZED TITLES	
Psychology Technician	Supervisory Psychology Technician

0184 – Sociologist

Performs work requiring a professional knowledge of sociology and sociological methods specifically related to the establishment, validation, interpretation, and application of knowledge about social processes. Studies specialized areas such as: changes in the character, size, distribution, and composition of the population; social mechanisms for enforcing compliance with widely accepted norms and for controlling deviance; social phenomena having to do with human health and disease; structure and operation of organizations; and complex interrelationship of the individual and society. Some sociologists perform sociological research, others apply sociological principles and findings, and some perform a combination of both kinds of work.

AUTHORIZED TITLES	
Sociologist	Supervisory Sociologist

0185 – Social Worker

Performs work requiring application of a professional knowledge related to direct services to individuals and families, including working with individuals in groups. Includes positions concerned with teaching social work, doing research on social work problems, training of social work students, and providing consultation and advice to members of related professions and community organizations on social work questions.

AUTHORIZED TITLES	
Social Worker	Supervisory Social Worker

0186 – Social Services Technician

Performs work in support of counseling, guidance, and related social services work in social, employment assistance, or similar programs. Duties may range from work that involves group leadership and giving practical guidance on day-to-day activities to residents in a Government facility to work that involves training or employment opportunities. Requires skill to

communicate effectively and work constructively with members of the particular group involved. Work also requires a practical knowledge of program requirements and procedures, and a practical understanding of some of the more routine methods and techniques of counseling.

AUTHORIZED TITLES	
Social Services Technician	Supervisory Social Services Technician

0187 – Social Services Specialist

Assists individuals and families served by social welfare programs. Involves such functions as obtaining selected background information through interviews and home visits, establishing eligibility to make use of agency resources, helping individuals identify needs that are related to services the agency can provide, explaining and encouraging the use of agency and community resources as means of dealing with identified problems, and making appropriate referrals to sources of additional help. These functions may be performed either: in conjunction with professional social work; or in conformity with agency procedural instructions and standards of services. Although these positions require a specialized knowledge of the social service program, they do not require a broad theoretical approach to social problems acquired through professional education in social work or in other recognized disciplines in the social sciences.

AUTHORIZED TITLES	
Social Services Specialist	Supervisory Social Services Specialist

0188 – Recreation Specialist

Evaluates recreation needs and plans, organizes, advises on, and administers recreational activities and programs that promote the physical, creative, and social development of participants.

AUTHORIZED TITLES	
Recreation Specialist	Supervisory Recreation Specialist
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Outdoor Activities)	(Youth Activities)
(Community Activities)	(Personnel)

0189 – Recreation Technician

Performs support work in conjunction with one or more recreational activities, such as military or urban community center activities, child care and youth center activities, senior citizens recreation activities, outdoor recreation activities, recreation craft centers and hobby shops, sports centers, music and theater centers, and general recreation activities for special populations. Requires practical knowledge of recreation programs to perform limited aspects of recreation work, and works with participants in well-organized and carefully monitored recreation activities.

AUTHORIZED TITLES	
Recreation Technician	Supervisory Recreation Technician

0190 –Anthropologist

Performs research or other professional and scientific work requiring a professional knowledge of the anthropological sciences except archeology. Work may be specialized in one or several of the branches of the scientific field that includes ethnology, physical anthropology, and scientific linguistics.

AUTHORIZED TITLES	
Anthropologist	Supervisory Anthropologist

0193 – Archeologist

Performs work requiring a professional knowledge of archeology. Work includes research, field investigations, laboratory analysis, library research, interpretation or consultative work, preparation of reports for publication, curation and exhibition of collections, or development and implementation of programs and projects that carry out such work.

AUTHORIZED TITLES	
Archeologist	Supervisory Archeologist

0199 – Social Science Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Psychology).	

0201 – Human Resources Specialist

Provides a variety of human resources (HR) management services as well as consultation on the most effective alignment of HR systems to support strategic goals and objectives and produce results that accomplish the agency mission. Provides assistance to management in applying merit system principles to attract, develop, manage, and retain a high quality and diverse workforce.

AUTHORIZED TITLES	
Human Resources Specialist	**Supervisory Human Resources Specialist**

Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Classification)	(Information Systems)
(Compensation)	(Labor Relations)
(Employee Benefits)	(Military)
(Employee & Labor Relations)	(Performance Management)
(Employee Relations)	(Recruitment)
(Human Resource Development)	(Staffing))

0203 – Human Resources Technician

Performs work supporting HR programs. Requires practical knowledge of civilian and/or military HR terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements.

AUTHORIZED TITLES	
Human Resources Technician	Supervisory Human Resources Technician
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Classification)	(Information Systems)
(Compensation)	(Labor Relations)
(Employee Benefits)	(Military)
(Employee & Labor Relations)	(Performance Management)
(Employee Relations)	(Recruitment)
(Human Resource Development)	(Staffing))

0243 – Apprenticeship and Training Specialist

Performs work primarily concerned with: the promotion of apprenticeship and other on-the-job training programs and standards to meet the needs for skilled manpower in industry; and providing technical advice and assistance on methods for improving and obtaining more effective utilization of worker skills on the job. Includes obtaining the cooperative support of, providing consultative services to, and coordinating with management and labor, educational, community, and other groups, and governmental agencies at local, State, and Federal levels. Work requires knowledge of the principles and practices of apprenticeship, ability to analyze industrial processes and operations in order to identify the manpower and training problems involved and to advise on solutions, and knowledge of related industrial relations practices and problems. Also classifiable to this occupation are positions requiring application of the same basic knowledge and abilities in supervising or performing work primarily involving the review of apprenticeship standards and training agreements for conformance with basic national standards.

AUTHORIZED TITLES	
Apprenticeship and Training Specialist	Supervisory Apprenticeship and Training Specialist

0260 – Equal Employment Specialist

Develops, administers, evaluates, or advises on the Federal Government's internal equal employment opportunity program within various Federal agencies when the position requires knowledge of Federal equal employment opportunity regulations and principles; compliance and enforcement skills; analytical, management, and consulting skills; and knowledge of Federal personnel administration. Includes special emphasis programs designed to solve specialized employment problems of women, minorities, veterans, the handicapped, persons over age forty, and others as they relate to Federal employment.

AUTHORIZED TITLES	
Equal Employment Specialist	Supervisory Equal Employment Specialist

0299 – Human Resources Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	**Supervisory: Not Authorized**
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Human Resources).	

0301 – General Analysis

Performs analytical work in a field when there is no other more appropriate occupation. Includes: (1) a combination of several fields of work with none predominant; or (2) a field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

0302 – Messenger

Performs general messenger work, such as receiving, delivering, and collecting incoming and outgoing mail or other documents or items, including correspondence, memoranda, publications, records, files, packages, and other similar material. Work may also involve performing light manual or mechanical work, or general office tasks of simple and routine nature, or operating a motor vehicle.

AUTHORIZED TITLES

Messenger	Supervisory Messenger

0303 – General Support

Supports miscellaneous management services and program functions when no other established occupation is appropriate. Requires practical knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

0304 – Information Receptionist

Receives and directs people who call or visit government agencies, installations, or offices, and gives them information in person or by telephone concerning the organization, functions, activities, and personnel of such agencies, installations, or offices.

AUTHORIZED TITLES	
Information Receptionist	Supervisory Information Receptionist

0305 – Mail and File Technician

Processes incoming or outgoing mail and/or the systematic arrangement of records for storage or reference purposes, schedules disposition of records, and performs related work when such duties require the application of established mail or file methods and procedures. Work requires knowledge of prescribed systems for governing the flow and control of communications, and/or the filing or storage and retrieval of records. Work also requires knowledge of the organization and functions of the operating unit or units serviced.

AUTHORIZED TITLES	
Mail Technician	Supervisory Mail Technician
File Technician	Supervisory File Technician
Mail and File Technician	Supervisory Mail and File Technician

0309 – Correspondence Technician

Composes or reviews correspondence prepared for obtaining or supplying factual information when the work primarily requires skill in the composition of letters and memoranda.

AUTHORIZED TITLES	
Correspondence Technician	Supervisory Correspondence Technician

0312 – Stenographer

Performs stenography work either solely or in combination with clerical work, except when the clerical work requires such specialized experience or training that it constitutes the paramount qualification requirement for the position; or to supervise work characteristic of this occupation when stenographic ability is an essential requirement of the supervisory position.

AUTHORIZED TITLES	
Stenographer	Supervisory Stenographer

0313 –Work Unit Supervisor

Work requires supervising one or more work units. Positions classified to this occupation have as their paramount qualification requirement supervisory knowledge and abilities and do not require prior experience, knowledge, or skill in a specialized subject matter or functional area.

AUTHORIZED TITLE	
No Nonsupervisory Title Authorized	Supervisory Work Unit Technician

0318 – Secretary

Assists one individual, and in some cases the subordinate staff of that individual, by performing general office work auxiliary to the work of the organization. Is the principal office clerical or administrative support position in the office, operating independently of any other such position in the office. Work requires knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to apply such skills in a way that increases the effectiveness of others. Work does not require a technical or professional knowledge of a specialized subject-matter area.

AUTHORIZED TITLES	
Secretary	Supervisory Secretary

0319 – Closed Microphone Reporter

Records and transcribes material spoken at conferences, hearings, or similar proceedings when the recording duties require the ability to operate closed microphone or similar mechanical equipment to reproduce the spoken material on a disk, cylinder, or similar device.

AUTHORIZED TITLES	
Closed Microphone Reporter	Supervisory: Not Authorized

0322 – Typist

Types work on either manual or electric typewriters. Work may be performed solely or in combination with general clerical work that does not require prior specialized experience or training. Types work prepared from written material and voice recordings.

AUTHORIZED TITLES

Typist	Supervisory: Not Authorized

0326 – Office Automation Technician

Performs office automation work including word processing, either solely or in combination with clerical work. Also included are positions that supervise work characteristic of this when the knowledge, skills, and abilities for general office automation support work are essential requirements of the supervisory position. Work requires: knowledge of general office automation software, practices, and procedures; competitive level proficiency in typing; and ability to apply these knowledge and skills in the performance of general office support work.

AUTHORIZED TITLES	
Office Automation Technician	Supervisory Office Automation Technician

0340 – Program Manager

Manages or directs one or more programs, including supporting service organizations. The paramount qualification requirement is management and executive knowledge and ability, with no requirement for competence in a specialized subject matter or functional area. Positions must be classified to specialized occupations if their qualification requirements include subject-matter or functional competency; or require special certification such as the Defense Acquisition Workforce Improvement Act.

AUTHORIZED TITLE	
Program Manager	Supervisory Program Manager

0341 – Management Services Specialist

Provides or obtains a variety of management services essential to directing and operating an organization. Work requires extensive knowledge and understanding of management principles, practices, methods and techniques, and skill in integrating management services with general management of an organization.

AUTHORIZED TITLES	
Management Services Specialist	Supervisory Management Services Specialist

0342 – Support Services Specialist

Directs, plans, and coordinates a variety of support service functions that are principally work-supporting; i.e., those functions without which the operations of an organization or services to the public would be impaired, curtailed, or stopped. Such service functions include (but are not limited to) communications, procurement of administrative supplies and equipment, printing, reproduction, property management, space management, records management, mail service, facilities and equipment maintenance, and transportation.

AUTHORIZED TITLE

Support Services Specialist	Supervisory Support Services Specialist

0343 – Management and Program Analyst

Analyzes and advises management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. Requires knowledge of: substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency. Some positions also require an understanding of basic budgetary and financial management principles and techniques as they relate to long-range planning of programs and objectives. Work requires skill in: application of fact-finding and investigative techniques; oral and written communications; and development of presentations and reports.

AUTHORIZED TITLES	
Management Analyst	Supervisory Management Analyst
Program Analyst	Supervisory Program Analyst

0344 – Management and Program Technician

Performs work in support of management analysis and program analysis, the purposes of which are to evaluate and improve the efficiency, effectiveness, and productivity of organizations and programs. Work requires practical knowledge of the purposes, methods, and techniques of management analysis and/or program analysis and the structures, functions, processes, objectives, products, services, resource requirements, and similar features of Government programs and organizations.

AUTHORIZED TITLES	
Management Technician	Supervisory Management Technician
Program Technician	Supervisory Program Technician

0346 – Logistics Management Specialist

Directs, develops, or performs logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support a specified mission, weapons system, or other designated program. Work involves: identifying the specific requirements for money, manpower, materiel, facilities, and services needed to support the program; and correlating those requirements with program plans to assure that the needed support is provided at the right time and place. Logistics work requires: knowledge of agency program planning, funding, and management information systems; broad knowledge of the organization and functions of activities involved in providing logistical support; and ability to coordinate and evaluate the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules for the actions needed to meet each requirement on time. Positions in this occupation require some degree of specialized knowledge of some or all of the logistics support activities involved. The paramount qualification requirement, however,

is the ability to integrate the separate functions in planning or implementing a logistics management program. (Positions in which specialized knowledge of logistics support functions are the paramount requirement are classified to whichever specialized or general occupation is most appropriate.)

AUTHORIZED TITLES	
Logistics Management Specialist	Supervisory Logistics Management Specialist

0350 – Equipment Operator

Operates microform equipment, peripheral equipment, mail processing equipment, duplicating equipment, and copier/duplicating equipment requiring a knowledge of the operating characteristics of the equipment and controls, skill and knowledge to set up and adjust the equipment and controls to produce acceptable products or services on a timely basis, and skill to perform normal operator maintenance.

AUTHORIZED TITLES	
Equipment Operator	Supervisory Equipment Operator

0356 – Data Transcriber

Operates keyboard-controlled machines to transcribe or verify data in a form that can be used in automated data processing systems. Data transcribing work that is combined with clerical work is covered by this occupation unless the clerical work requires specialized experience or training that constitutes the paramount qualification requirement of the position.

AUTHORIZED TITLES	
Data Transcriber	Supervisory Data Transcriber

0357 – Coding Technician

Verifies or performs work involved in coding information from schedules, questionnaires, reports, documents, and other written source material, according to codes involving numerical and alphabetical symbols, and performing other incidental clerical tasks. May also includes positions requiring some knowledge of the information being coded in addition to procedural knowledge, as well as those positions that require only procedural coding knowledge.

AUTHORIZED TITLES	
Coding Technician	Supervisory Coding Technician

0360 – Equal Opportunity Compliance Specialist

Analyzes, evaluates, and interprets equal opportunity and civil rights compliance work. Work concerns the application of civil rights and equal opportunity laws, regulations, and precedent decisions to eliminate illegal discrimination and to remove barriers to equal opportunity. Analyzes and solves equal opportunity and civil rights problems through fact-finding, problem

analysis, negotiation, and voluntary compliance programs. Work requires judgment in applying equal opportunity principles to solve problems or recommend action. Many positions in this occupation require specialized knowledge and skill in investigating and resolving allegations of discrimination. This occupation also includes equal opportunity or civil rights positions of an analytical, evaluative, and interpretive nature that are not properly classified to another occupation.

AUTHORIZED TITLES	
Equal Opportunity Compliance Specialist	Supervisory Equal Opportunity Compliance Specialist

0361 – Equal Opportunity Technician

Performs work in support of equal opportunity and civil rights programs or activities. Requires a practical knowledge of the methods, procedures, regulations, and purposes of the equal opportunity or civil rights function the positions support.

AUTHORIZED TITLES	
Equal Opportunity Technician	Supervisory Equal Opportunity Technician

0382 – Telephone Operator

Operates telephone switchboard equipment to connect incoming and outgoing calls. Work involves routing calls to their proper destinations and providing telephone and organizational information to callers.

AUTHORIZED TITLES	
Telephone Operator	Supervisory Telephone Operator

0390 – Telecommunications Equipment Operator

Operates equipment to transmit, receive, and relay messages. Work requires knowledge of message-handling procedures and use of computer hardware and software or other equipment to send messages to their proper destinations.

AUTHORIZED TITLES	
Telecommunications Equipment Operator	Supervisory Telecommunications Equipment Operator

0391 – Telecommunications Specialist

Performs: (1) technical and analytical work pertaining to the planning, development, acquisition, testing, integration, installation, utilization, or modification of telecommunications systems, facilities, services, and procedures; (2) managerial and staff work in planning, implementation, or program management of telecommunications programs, systems, and services; or (3) line supervision over communications operations, when such work includes responsibility for

management functions such as planning, recommending changes and determining organizational structure, staffing, training, and budgetary requirements.

AUTHORIZED TITLES	
Telecommunications Specialist	Supervisory Telecommunications Specialist

0392 – Telecommunications Technician

Performs support work involving miscellaneous telecommunications functions not provided for in other occupations. Position does not typically involve substantial operation of telecommunications equipment to send and receive messages, but requires practical knowledge of telecommunications techniques to facilitate the flow of messages.

AUTHORIZED TITLES	
Telecommunications Technician	Supervisory Telecommunications Technician

0394 – Communications Technician

Performs work in support of communications operations or in the maintenance of communications records. Work requires practical knowledge of communications instructions, rules, regulations, and procedures. Work does not require knowledge of concepts, methodology, and techniques of communications or communications principles. Keeps records of communication operations and services; processes and maintains records of frequency allocations; processes and maintains records of call sign allocations; maintains records of communication publications; provides information to the public on communication rates and tariffs; maintains records of circuit usage and equipment, and compiles summaries and reports and other clerical work incident to support of communication operations or the maintenance of communication records.

AUTHORIZED TITLES	
Communications Technician	Supervisory Communications Technician

0399 – General Analysis/Office Support Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Logistics Management).	

0401 – Biological Science

Performs work requiring professional knowledge of biology, agriculture, or related natural resource management when there is no other more appropriate occupation. Includes: (1) a combination of several professional fields with none predominant; or (2) a specialized professional field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

0403 – Microbiologist

Performs work requiring professional knowledge of microbiology. Includes: (1) work with protozoa, bacteria, algae, fungi, viruses, rickettsiae, microscopic parasites and similar microscopic and submicroscopic forms; (2) work in such fields as immunology, medical parasitology, physiology, serology, genetics, taxonomy, and cytology as they relate to microorganisms; (3) studies of the form, structure, reproductive processes, genetics, taxonomy, and cytology as they relate to microorganisms and products of their chemical activities; (4) studies of distribution of microorganisms in natural and manmade environments, their reaction to physical and chemical factors in the environment, their role as pathogenic and immunizing agents, and their isolation, cultivation, identification, and systematic classification; and (5) work that involves development of scientific microbiological methods, procedures, and techniques, and production and use of microorganisms in agricultural, industrial, medical, sanitary, and other practical applications.

AUTHORIZED TITLES	
Microbiologist	Supervisory Microbiologist

0404 – Biological Science and Laboratory Technician

Work requires practical knowledge of the methods and techniques of one or more of the biological or agricultural sciences when the work is not more appropriately included in another occupation. Supports production, research, operations, or program administration efforts in laboratories, fields, or other settings including greenhouses, barns, caves, or wildlife refuges.

AUTHORIZED TITLES	
Biological Science Technician	**Supervisory Biological Science Technician**
Biological Science Laboratory Technician	Supervisory Biological Science Laboratory Technician
Performs work in an operating or research program within a laboratory environment and require an intensive knowledge of laboratory practices and techniques.	

0405 – Pharmacologist

Performs work requiring professional knowledge of pharmacology. Requires knowledge of the history, sources, physical and chemical properties, biochemical, toxic, and physiological effects,

mechanisms of action, absorption, distribution, metabolism, biotransformation and excretion, and therapeutic and other uses of drugs. Work involves action of drugs or similar agents on living systems and their constituent parts, ranging from the intermolecular reactions of chemical compounds in a cell with drugs, to the evaluation of the effectiveness of a drug or agent in the treatment of human disease. Work also requires intensive preparation and training in organic chemistry, biochemistry, physiology, and pharmacology. Applies and interprets a full range of methods, procedures, and techniques relative to the action of drugs or similar agents, but does not require full professional training in medicine or veterinary medicine.

AUTHORIZED TITLES	
Pharmacologist	Supervisory Pharmacologist

0408 – Ecologist

Performs work requiring professional knowledge of ecology. Utilizes a systems approach to study interrelationships of organisms with each other, with their physical and chemical environment, and with society. Analyzes biological components and processes in the context of ecosystems including environmental factors, physical-chemical relationships, and social relationships. Uses quantitative and systems analysis techniques to predict effects of planned or natural changes in ecosystems and to develop understanding of and solutions to ecological problems.

AUTHORIZED TITLES	
Ecologist	Supervisory Ecologist

0410 – Zoologist

Performs work requiring professional knowledge of zoology involving the classification, structure, ecology, parasitological phenomena, evolution, and life history of animals. Performs professional education and training in animal and related natural sciences; and knowledge of the principles, methods, techniques, and procedures applied in the investigation and solution of zoological problems.

AUTHORIZED TITLES	
Zoologist	Supervisory Zoologist

0413 – Physiologist

Performs work requiring professional knowledge of human and animal physiology. Studies the functions, environmental response, and biological activities and processes of basic living organism and their component parts.

AUTHORIZED TITLES	
Physiologist	Supervisory Physiologist

0414 – Entomologist

Performs work requiring professional knowledge of entomology. Work requires fundamental knowledge of principles of biological and physical sciences and their application to the solution of entomological problems.

AUTHORIZED TITLES	
Entomologist	Supervisory Entomologist

0415 – Toxicologist

Performs work requiring professional knowledge of toxicology. Studies adverse effects of chemical substances or similar agents on living organisms and/or the environment, and assesses the probability of their occurrence under specified conditions of use or exposure. Studies interactions of chemical and physical agents and biological systems. Explores nature and mechanisms of adverse reactions and assesses the likelihood that adverse effects will occur. Requires scientific knowledge that includes pathology, anatomy, chemistry, biochemistry, microbiology, physiology, pharmacology, toxicology, and materials sciences but does not require full preparation for practice in any one of those disciplines or full professional training in medicine or veterinary medicine.

AUTHORIZED TITLES	
Toxicologist	Supervisory Toxicologist

0430 – Botanist

Performs work requiring professional knowledge of botany including plant taxonomy, morphology, ecology, and ethnobotany. Work requires professional education and training in plant sciences and a fundamental knowledge of the principles, methods, techniques, procedures, and relationships of botany and its application to the investigation, analysis, and solution of botanical problems.

AUTHORIZED TITLES	
Botanist	Supervisory Botanist

0437 – Horticulturist

Performs work requiring professional knowledge of behavior, breeding, or culture (or any combination thereof) of fruits, vegetables, flowers, or ornamental trees and shrubs, and in allied problems of their production, storage, and handling.

AUTHORIZED TITLES	
Horticulturist	Supervisory Horticulturist

0454 – Rangeland Management Specialist

Performs work requiring professional knowledge of preservation, development, and management of rangelands. Analyzes and protects natural resources, develops programs and standards for rangeland use and conservation, advises State officials, and private and Indian landowners in rangeland management practices.

AUTHORIZED TITLES	
Rangeland Management Specialist	Supervisory Rangeland Management Specialist

0457 – Soil Conservationist

Performs work requiring professional knowledge of conservation of soil, water, and related environmental resources to achieve sound land use. Requires knowledge of: soils and crops and pertinent elements of agronomy, engineering, hydrology, range conservation, biology, and forestry.

AUTHORIZED TITLES	
Soil Conservationist	Supervisory Soil Conservationist

0458 – Soil Conservation Technician

Work requires practical knowledge of the methods and techniques of soil, water, and environmental conservation as they relate to agricultural operations and land use measures. Advises property holders on effectiveness of applying soil and water conservation practices or assists in research efforts.

AUTHORIZED TITLES	
Soil Conservation Technician	Supervisory Soil Conservation Technician

0460 – Forester

Performs work requiring professional knowledge of forestry science. Develops, produces, conserves, and utilizes natural resources of forests and associated lands. Inventories, plans, evaluates, and manages each forest resource including timber, soil, land, water, wildlife and fish habitat, minerals, forage, and outdoor recreation/wilderness areas to meet present and future public and local private needs and demands. Protects resources against fire, insects, disease, floods, erosion, and other depredations; valuates, manages and protects forest lands and properties. Some positions may develop new, improved, or more economic scientific methods, practices, or techniques.

AUTHORIZED TITLES	
Forester	Supervisory Forester

0462 – Forestry Technician

Work requires practical knowledge of methods and techniques of forestry and other biologically based resource management fields. Supports forestry research efforts in marketing forest resources; or in scientific management, protection, and development of forest resources.

AUTHORIZED TITLES	
Forestry Technician	Supervisory Forestry Technician

0471 – Agronomist

Performs work requiring a professional knowledge of agronomy. Applies fundamental principles of plant, soil, and related sciences (and those affecting the water relationships). This involves improvement, production, management, and utilization of field crops, pasture and cover crops, turf, and related types of vegetation. Also includes related fields of: soil and crop management and development and use of weed controls and plant regulators.

AUTHORIZED TITLES	
Agronomist	Supervisory Agronomist

0480 – Fish and Wildlife Biologist

Performs work requiring a professional knowledge of general fish and wildlife administration. Exercises technical control over programs, regulatory activities, projects, or operations concerned with conservation and management of fishery resources, wildlife resources, or fish and wildlife resources.

AUTHORIZED TITLES	
Fish and Wildlife Biologist	Supervisory Fish and Wildlife Biologist

0482 – Fishery Biologist

Performs work requiring a professional knowledge of fishery biology. Develops, conserves, manages, and administers fishery resources. Evaluates impact of construction projects and other socioeconomic activities presenting potential or actual adverse effects on fishery resources and their habitat. Determines, establishes, and applies biological facts, principles, methods, techniques, and procedures for production and/or management of aquatic resources in their natural habitat and/or within facilities and systems constructed for their benefit and public use.

AUTHORIZED TITLES	
Fishery Biologist	Supervisory Fishery Biologist

0486 - Wildlife Biologist

Performs work requiring a professional knowledge of wildlife biology including professional knowledge of the distribution, habits, life histories, and classification of birds, mammals, and other forms of wildlife. Work involves: (1) conservation, propagation, management, protection, and administration of wildlife species; or (2) determination, establishment, and application of

biological facts, principles, methods, techniques, and procedures for conservation and management of wildlife resources and habitats.

AUTHORIZED TITLES	
Wildlife Biologist	Supervisory Wildlife Biologist

0487 – Animal Scientist

Performs work requiring a professional knowledge of animal science including nutritional, biophysical, biochemical, and physiological relationships. Requires professional education and training in biological and agricultural sciences. Requires fundamental knowledge of principles, methods, techniques, and relationships in animal science and its application to the investigation, analysis, and solution of animal science problems.

AUTHORIZED TITLES	
Animal Scientist	Supervisory Animal Scientist

0499 – Biological Science Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Botany).	

0501 – Finance

Performs work requiring professional or analytical knowledge of a fiscal, financial management, accounting, or budgetary nature which cannot be clasified in a more specific occupation. Work includes: (1) a combination of several financial fields with none predominant; or (2) a financial field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

0503 – Financial Technician

Supports accounting, auditing, budgeting, or financial management functions when no other established occupation is appropriate. Requires practical knowledge of the procedures and

techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

AUTHORIZED TITLES	
Financial Technician	Supervisory Financial Technician

0505 – Financial Management Specialist

Manages or directs a program for the management of financial resources of an organizational segment, field establishment, bureau, department, independent agency, or other organizational entity of the Federal Government when the duties and responsibilities include: developing, coordinating, and maintaining an integrated system of financial staff services including at least accounting, budgeting, and management-financial reporting, and sometimes also one or more of such related staff services as auditing, credit analysis, management analysis, etc.; exercising effective control over the financial resources of the organization; coordinating and synthesizing financial and management data so as to interpret the composite financial results of operations to all levels of the organization's management; advising on, developing, coordinating, and carrying out financial policies, procedures, and plans; reviewing, analyzing, evaluating, and reporting upon program accomplishments in financial terms; and advising and assisting the management officials of the organization served by supplying financial management advice required to make management decisions, establish organizational goals and objectives, and in all respects to manage the organization.

AUTHORIZED TITLE	
No Nonsupervisory Title Authorized	Supervisory Financial Management Specialist

0510 – Accountant

Performs accounting work requiring application of a professional knowledge of accounting theories, concepts, principles, and standards to the financial activities of governmental, quasi-governmental, or private sector organizations. Designs, develops, operates, or inspects accounting systems; prescribes accounting standards, policies, and requirements; examines, analyzes, and interprets accounting data, records, and report; or advises or assists management on accounting and financial management matters. Determines boundaries of an accounting entity; recognizes and measures revenues; matches revenues and expenses by applying methodologies such as accrual accounting and depreciation; defines and measures costs by application of methodologies such as standard, process, job-order, and activity-based costing; and full disclosure on financial statements.

AUTHORIZED TITLES	
Accountant	Supervisory Accountant
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Cost)	(Staff)

0511 – Auditor

Performs auditing work requiring application of a professional knowledge of auditing and accounting to the systematical examination and appraisal of financial records, financial and management reports, management controls, policies and practices that affect or reflect the financial condition, and operating results of an activity. Analyzes work related to developing and executing audit policies and programs; conducts performance audits; or conducts activities related to detection of fraud, waste and abuse.

AUTHORIZED TITLES	
Auditor	Supervisory Auditor

0525 – Accounting Technician

Examines, verifies, and maintains accounts and accounting data. Performs technical audit functions, develops or installs revised accounting procedures, or performs similar quasi-professional accounting work. Requires practical knowledge of accounting systems, standard accounting codes, classifications, and terminology; an understanding of agency accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms and techniques, but less than the broad understanding and theoretical knowledge of accounting acquired through professional education and training.

AUTHORIZED TITLES	
Accounting Technician	Supervisory Accounting Technician

0526 – Tax Specialist

Determines, supervises, educates, advises, and performs work related to Federal tax liability and, as required, duties and tariffs when such work involves contact with taxpayers, manufacturers, producers, importers, third-party organizations and/or their representatives. Work involves: analyzing programs that provide tax, duty and tariff, and revenue-related accounting advisory and consultation services; and/or examining and/or reviewing financial documents or practices affecting the financial condition of an activity. Work requires knowledge of financial accounting principles, practices, and methods as well as knowledge of pertinent laws, regulations, and rulings pertaining to taxes, and/or, as required, duties and tariffs.

AUTHORIZED TITLES	
Tax Specialist	Supervisory Tax Specialist

0530 – Cash Processing Technician

Involves work in receipt, disbursement, examination, deposit, custody, or other clerical processing of cash items, when this includes: direct handling of cash items; and use of cash accountability control methods. Work requires practical knowledge of: negotiability, validity, and genuineness of cash items; acceptability requirements of supporting documents; and cash processing procedures of Federal agencies and commercial institutions.

AUTHORIZED TITLES	
Cash Processing Technician	Supervisory Cash Processing Technician

0540 – Voucher Examiner

Uses practical knowledge of vouchers, invoices, claims, etc. to examine accuracy, legality, compliance with regulations, and justification for payment of: (1) goods and services provided to or by the Government; (2) satisfaction of breach of contract or default in fulfilling contractual obligations; (3) reimbursement of expenditures made by beneficiaries for such purposes as medical and domiciliary care and treatment, burial expenses, and education and training; (4) reimbursement of expenditures for travel and transportation; or (5) other transactions when such examination of the request for payment is not classifiable in another .

AUTHORIZED TITLES	
Voucher Examiner	Supervisory Voucher Examiner

0544 – Civilian Pay Technician

Uses practical knowledge to determine pay, maintain payroll records, and compile related reports pertaining to civilian employees of the Federal Government, and/or with establishment, maintenance, review, and disposition of time and leave records for civilian employees of the Federal Government. Work requires practical knowledge of: (1) civilian pay and/or leave rules, regulations, procedures, programs, and systems requirements; and (2) civilian personnel rules and regulations that affect pay.

AUTHORIZED TITLES	
Civilian Pay Technician	Supervisory Civilian Pay Technician

0545 – Military Pay Technician

Establishes, maintains, corrects, and closes pay accounts for active, reserve, or retired armed forces personnel and their annuitants. Work requires practical knowledge of military pay entitlement laws, regulations, and procedures.

AUTHORIZED TITLES	
Military Pay Technician	Supervisory Military Pay Technician

0560 – Budget Analyst

Performs work in any phase of budget administration when such work requires knowledge and skill in applying budget-related laws, regulations, policies, precedents, methods, and techniques.

AUTHORIZED TITLES	
Budget Analyst	Supervisory Budget Analyst

0561 – Budget Technician

Performs work in support of budget analysis and administration when such work requires practical knowledge of procedures that facilitate budgeting as conducted in the Federal service. Requires an understanding of administrative rules, regulations, and procedures associated with recording, reporting, processing, and keeping track of budgetary transactions, e.g., the credit, receipt, transfer, allotment, withdrawal, obligation or outlay of funds.

AUTHORIZED TITLES	
Budget Technician	Supervisory Budget Technician

0599 – Finance Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Financial Management).	

0601 – Health Science

Performs work requiring professional knowledge of specialized healthcare not applicable to a more appropriate occupation. Work includes: (1) a combination of several professional healthcare fields with none predominant; or (2) a specialized professional healthcare field not readily identified with other existing occupations. Work may require understanding of scientific methods and techniques common to several recognized professions in the health, medical or related sciences. Work may also be a new or emerging healthcare specialization not applicable to other healthcare occupations. Note: This occupation also includes work requiring a professional knowledge of selection and use of household equipment, textiles, clothing and other products used in family care, and household management practices.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

0602 – Physician

Performs professional work in one or more fields of medicine. Doctor of Medicine or Doctor of Osteopathy is a fundamental requirement. Most positions require a current license to practice medicine and surgery in a State or Territory of the United States or the District of Columbia.

AUTHORIZED TITLES	
Physician	Supervisory Physician
Parenthetical modifiers are authorized to designate subject-matter specializations.	

0603 – Physician's Assistant

Provides diagnostic and therapeutic medical care and services under the guidance of a physician. Work requires knowledge of specific observation and examination procedures, and ability to perform diagnostic and therapeutic tasks. The work does not include the full scope of interpretation of medical findings requiring full professional background of a licensed physician. Assists in examining and observing patients by taking case histories, conducting physical examinations, and ordering laboratory studies during hospital rounds and clinic visits. As directed by a physician, carries out special procedures; for example, giving injections or other medication, applying or changing dressing, performing lumbar punctures, or suturing minor lacerations.

AUTHORIZED TITLES	
Physician's Assistant	Supervisory Physician's Assistant

0610 – Nurse

Performs professional nursing work that involves providing care to patients in hospitals, clinics, occupational health units, homes, schools and communities. Administers anesthetic agents and supportive treatments to patients undergoing surgery or other medical procedures; promotes better health practices; teaches; performs research in one or more phases of the field of nursing; or consults and advises nurses who provide direct care to patients. Requires a professional knowledge of nursing.

AUTHORIZED TITLES	
Nurse	Supervisory Nurse
Use the parenthetical titles below to further identify duties and responsibilities performed and the special knowledge and skills necessary.	
(Anesthetist)	
Involves administration of anesthetic agents and supportive treatment of patients undergoing surgery or other medical procedures. In addition to the basic professional knowledge, skills, and abilities required of all nurses, the nurse anesthetist must possess and apply professional training and experience in anesthesia. This includes both formalized training and professional experience in anesthesia work. The knowledge of anesthetic techniques and the techniques of managing the anesthetized patients undergoing various kinds of surgery distinguish these from other nurse positions.	
(Clinical)	
Performs direct nursing service (except psychiatric or operating room) to patients in hospitals, clinics, outpatient clinics and emergency rooms. This includes assignments to specific areas (e.g., obstetrics, pediatrics, orthopedics, etc.), or assignments of a more general nature involving	

more than one area. This title also covers positions that involve a combination of clinical with psychiatric or operating room nursing service when neither is predominant.
(Community Health)
Involves direct community health nursing services to patients in homes and schools and related positions not involving as a primary duty teaching, research, or consultation. A few positions involve coordination of information and services given in the homes with those in hospitals and clinics, and vice versa. The primary role of the community health nurse is that of health advisor and provider of nursing services to individuals, families and members of groups and organizations throughout a rural or urban area. The community health nurse is a key member of the health team, providing the continuity and coordination essential in the delivery of health services at the grass roots of the community.
(Consultant**)**
Not primarily involving direct patient care. This includes nursing positions concerned entirely or primarily with giving consultative and advisory service with respect to one or more of the facets of the nursing field.
(Educator)
Performs work entirely or primarily concerned with training or teaching.
(Midwife)
Involves management and care of mothers and babies throughout the maternity cycle provided patient conditions meet medically determined criteria for what is normal. The nurse midwife is a Registered Nurse who, by virtue of added knowledge and skill gained through an organized program of study and clinical experience recognized by the American College of Nurse Midwives, has extended the limits of practice into the area of management of care of mothers and babies throughout the maternity cycle so long as progress meets criteria accepted as normal. Education prepares the nurse midwife to recognize deviations from the normal at a time when medical care can be instituted to safeguard the well-being of the mother and her baby. The nurse midwife cares for the mother during pregnancy and stays with her in labor, providing continuous physical and emotional support.
(Occupational Health)
Provides nursing and health services to employees in relation to their occupations and working environments. This entails both the nursing care and treatment of injuries and illnesses of employees, and participation in programs of immunization, health screening, and health counseling.
(Operating Room)
Requires specialized knowledge and skills related to the nursing services during surgical operations. The needs of the patient are the basic concern of the operating room nurse in determining the nursing care to provide. The difficulty of work that the nurse performs to provide for the patient's needs is related to the extensiveness, complexity, and duration of the surgical procedures encountered. These elements complicate preparation of surgery by increasing the number and type of personnel, surgical instruments, equipment, sterilization techniques, prosthetic devices and the like that the nurses consider in planning for surgery.
(Practitioner)
Requires an advanced level of competence in nursing in providing primary health care. These positions provide direct comprehensive nursing, preventive, and therapeutic health care service to individuals, families or groups. This includes assessment, treatment, counseling, guidance and instruction. These services are provided in homes, clinics, offices, schools, hospitals and

community settings. These positions function at an expanded level of responsibility by combining services of the professional nurse and the physician within the framework of mutually established medical guidelines. These positions are involved in primary care which is the care of patients/clients at the point of contract with the health care service or the continued care of ambulatory patients/clients.
(Psychiatric)
Involves direct nursing service to patients in psychiatric hospitals, psychiatric units in general medical and surgical hospitals or mental health clinics. This work requires specialized knowledge and skills in nursing care which contribute to the redirection of behavior of psychiatric patients.
(Research)
Performs research directed toward development of new or fuller knowledge of the field of nursing.
(Specialist)
Requires an advanced level of competence in nursing and involving primarily functions, in addition to direct nursing care, such as quality assurance or developing innovative nursing techniques, practices, and approaches.

0620 – Practical Nurse

Involves a variety of nursing care and practices that do not require full professional nurse education, but requires licensing of practical and vocational nurses by a State, Territory, or the District of Columbia.

AUTHORIZED TITLES	
Practical Nurse	Supervisory Practical Nurse
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Operating Room)	(Psychiatric)

0621 – Nursing Assistant

Involves a variety of personal care, nursing care, or related procedures that do not require: (1) licensure of practical and vocational nurses by a State, Territory, or the District of Columbia, or (2) fully professional nurse education.

AUTHORIZED TITLES	
Nursing Assistant	Supervisory Nursing Assistant
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Operating Room)	(Psychiatric)

0622 – Medical Supply Technician

Provides wards, clinics, operating rooms, and other hospital facilities with medical supplies, instruments, sets, and equipment. Requires knowledge of aseptic techniques and sterilization

practices; care, functioning, and uses of supplies, equipment, sets, and instruments; and methods for preparation, storage, and issuance of sterile and non-sterile medical supplies and maintenance of adequate stock levels.

AUTHORIZED TITLES	
Medical Supply Technician	Supervisory Medical Technician

0625 – Autopsy Technician

Provides technical assistance and related services to pathologists or physicians during autopsies and/or inquests. Requires some knowledge of human anatomy and embalming processes, and skill in dissection procedures.

AUTHORIZED TITLES	
Autopsy Technician	Supervisory Autopsy Technician

0630 – Dietitian and Nutritionist

Performs work requiring professional knowledge of dietetics or nutrition directed toward the maintenance and improvement of human health. Dietetics primarily involves providing patient care services in hospitals or other treatment facilities. Provides food service management; assesses nutritional needs of individuals or community groups; develops therapeutic diet plans. Teaches effects of nutrition on health; conducts research regarding use of diet in the treatment of disease; and consults on or administers a dietetic program. Nutrition primarily involves the science of food and nutrients, their uses, processes, and balance in relation to health and disease. Emphasizes social, economic, cultural, and psychological implications of food usually associated with public health care services or with food assistance and research activities. Includes directing, promoting, and evaluating nutritional components of programs and projects; developing standards, guides, educational and informational material for use in Federally funded or operated nutrition programs. Participates in research activities involving applied or basic research; or provides training and consults on nutrition.

AUTHORIZED TITLES	
Dietitian	Supervisory Dietitian
Nutritionist	Supervisory Nutritionist

0631 – Occupational Therapist

Performs work requiring professional knowleges to provide clinical services, supervise or train students and therapists, or conduct research with people who have impaired capacities for performing activities appropriate to their age group. Requires knowledge of the structure and function of the human body, environmental influences, human development, physical and psychosocial dysfunctions. Requires skill in developing treatment plans to teach new skills, restore performance, or learn compensating skills.

AUTHORIZED TITLES

Occupational Therapist	Supervisory Occupational Therapist

0633 – Physical Therapist

Performs work requiring professional knowledge of treatment or prevention of physical disability or disease. Plans and carries out treatment utilizing therapeutic exercise, massage, and physical agents such as air, water, electricity, sound, and radiant energy. Performs tests and measurements involving manual or electrical means, and interpret results. Devises adaptations of equipment to meet specific needs of patients.

AUTHORIZED TITLES	
Physical Therapist	Supervisory Physical Therapist

0636 – Rehabilitation Therapy Technician

Treats, instructs, or works with patients in carrying out therapeutic activities prescribed for their physical or mental rehabilitation. Rehabilitation therapy assistants work in such fields as occupational, physical, corrective, manual arts, and educational therapy. Requires practical knowledge of therapeutic methods and techniques but does not require full professional knowledge of concepts, principles, and practices of the specialized field of therapy.

AUTHORIZED TITLES	
Rehabilitation Therapy Technician	Supervisory Rehabilitation Therapy Technician
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Occupational)	(Physical)

0638 – Recreation and Creative Arts Therapist

Performs work requiring professional knowledge of (1) concepts, principles, and practices of recreation therapy, and use of recreational modalities; or (2) concepts, principles, and practices of a specialized creative arts therapy field (i.e., art, dance, music, and psychodrama) and of appropriate activities to maintain physical and/or mental health or to achieve the physical and or mental rehabilitation of patients. Evaluates history, interests, aptitudes, and skills of patients by interviews, inventories, tests, and measurements. Uses such findings, along with medical records and therapy orders of physicians or nurses, to develop and implement therapy activities for individual patients. Therapy approaches are directed toward diminishing emotional stress of patients, providing a sense of achievement, channeling energies and interests into acceptable forms of behavior, aiding physical and mental rehabilitation, and promoting successful community reentry.

AUTHORIZED TITLES	
Recreation Therapist	Supervisory Recreation Therapist
Creative Arts Therapist	Supervisory Creative Arts Therapist

0640 – Health Technician

Involves work of technical, specialized, or support nature in health or medicine when the work is of such generalized, specialized or miscellaneous nature that there is no other more appropriate occupation. Such work is either: (1) characteristic of two or more specialized nonprofessional occupations in the Medical, Dental, and Public Health field, when no one type of work controls the qualification requirements, or (2) sufficiently new, unique, or miscellaneous that it is not specifically included in a specialized nonprofessional occupation.

AUTHORIZED TITLES	
Health Technician	Supervisory Health Technician

0642 – Nuclear Medicine Technician

Uses radionuclides (exclusive of sealed radiation sources) for diagnostic, therapeutic, and investigative purposes. Performs tests and examinations using radionuclides, radiation detectors, scanning apparatus, and related equipment in medical laboratories and clinics.

AUTHORIZED TITLES	
Nuclear Medicine Technologist	Supervisory Nuclear Medicine Technologist

0644 – Medical Technologist

Performs work requiring professional knowledge of medical technology involving clinical laboratory testing of human blood, urine, and other body fluids or tissues, using manual or automated techniques. Confirms test results and develops data that may be used by physicians in determining the presence and extent of disease or in support of medical research. Modifies or designs laboratory procedures. Establishes and monitors quality control systems and measures; and provides instruction in the basic theory, technical skills, and application of laboratory test procedures. Includes work in such areas as hematology, bacteriology, mycology, virology, parasitology, immunology, serology, immunohematology (blood banking), clinical chemistry (including endocrinology and toxicology), and urinalysis as they relate to clinical laboratory practice.

AUTHORIZED TITLES	
Medical Technologist	Supervisory Medical Technologist

0645 – Medical Technician

Performs tests and examinations in one or more areas of work such as chemistry, blood banking, hematology, or microbiology in clinical (medical) laboratories. Reports provide findings of tests and examinations to physicians for use in diagnosis, care and treatment of patients, or in support of medical research. Requires practical knowledge of techniques of medical laboratory practice in one or more areas of clinical laboratory work (e.g., blood banking, chemistry, hematology, microbiology) and of the chemistry, biology, and anatomy involved.

AUTHORIZED TITLES	
Medical Technician	Supervisory Medical Technician

0646 – Cytology, Histopathology, and Pathology Technician

Performs work supporting medical professionals who make the final diagnostic examinations of specimens of human tissues and/or cell preparations.

AUTHORIZED TITLES	
Cytology Technician	Supervisory Cytology Technician
Involves preparing, staining, and examining microscopically specimens of body fluids, secretions, and exudations from any part of the body to determine whether cellular structure is normal, atypical, or abnormal.	
Histopathology Technician	Supervisory Histopathology Technician
Involves preparing thin sections of tissue specimens including fixing, clearing, infiltrating, embedding, sectioning, staining, and mounting.	
Pathology Technician	Supervisory Pathology Technician
Requires a practical knowledge of techniques of anatomical laboratory practice in one or both of the areas of laboratory work (i.e., histopathology and cytology) and of the chemistry, biology, and anatomy involved.	

0647 – Diagnostic Radiologic Technician

Performs diagnostic radiologic examinations under direction of a physician. Operates radiologic equipment in hospital or clinic environments as part of diagnostic plans for patients.

AUTHORIZED TITLES	
Diagnostic Radiologic Technician	Supervisory Radiologic Technician

0648 – Therapeutic Radiologic Technician

Performs work subordinate to the work of radiotherapists or other professional or scientific personnel and involves operating ionizing radiation equipment and sealed radiation sources as part of a therapeutic treatment plan for patients.

AUTHORIZED TITLES	
Therapeutic Radiologic Technician	Supervisory Therapeutic Radiologic Technician

0649 – Medical Instrument Technician

Performs diagnostic examinations or medical treatment procedures as part of diagnostic or treatment plans for patients. Involves operating or monitoring diagnostic and therapeutic medical instruments and equipment associated with cardiac catheterization, pulmonary examinations and evaluations, heart bypass surgery, electrocardiography, electroencephalography, hemodialysis, and ultrasonography. Requires knowledge of capabilities

and operating characteristics of one or more kinds of instruments and a practical knowledge of human anatomy and physiology. Also requires a practical understanding of medical data generated by patient/equipment connections. Some positions also require a practical knowledge of chemistry, pharmacology, physics, and mathematics.

AUTHORIZED TITLES	
Medical Instrument Technician	Supervisory Medical Instrument Technician

0651 – Respiratory Therapy Technician

Administers therapeutic and diagnostic respiratory care and life support to patients with cardiopulmonary deficiencies and abnormalities. Work involves operating and monitoring respiratory equipment such as continuous and intermittent ventilators, medical gas delivery apparatus, incentive breathing/hyperinflation devices, environmental control systems, and aerosol devices. Administers medical gases, humidification, aerosols, and respiratory medications. Maintains clearance of patient's natural and artificial airways. Obtains blood samples and interpreting blood gas data. Provides primary assistance in cardiopulmonary resuscitation. Requires knowledge of the operating characteristics and daily maintenance of respiratory equipment and devices. Work also requires practical knowledge of human anatomy, physiology, chemistry, physics, and mathematics.

AUTHORIZED TITLES	
Respiratory Therapy Technician	Supervisory Respiratory Therapy Technician

0660 – Pharmacist

Performs work requiring a professional knowledge of pharmacy. Compounds prescriptions for physicians, dentists, and other licensed practitioners. Formulates, prepares, bulk compounds, selects, dispenses and preserves drugs, medicines, and chemicals. Performs research and investigations in developing special vehicles or variations of standard formulas to meet the needs of individual patients. Develops original techniques of compounding and makes available for use new investigational drugs. Advises on drug therapy and usage. Performs administrative, consultative, or staff advisory work concerning a pharmacy program for hospitals, clinics, or other medical care facilities. Work also may involve evaluating drug proposals submitted by private industry and conducting surveillance of marketed drugs for safety and efficacy.

AUTHORIZED TITLES	
Pharmacist	Supervisory Pharmacist

0661 – Pharmacy Technician

Performs work in a pharmacy under supervision of a registered pharmacist. Requires a practical knowledge of pharmaceutical procedures and techniques; nomenclature; characteristics, strengths, weights and measures; and dosage forms of pharmaceuticals. Also includes operation and care of pharmacy equipment.

AUTHORIZED TITLES	
Pharmacy Technician	Supervisory Pharmacy Technician

0662 – Optometrist

Performs work requiring a knowledge of professional optometry involved with examining and analyzing the eye for diseases and defects. Prescribes correctional lenses or exercises. Except for positions not involving patient care responsibility (e.g., research optometrist), requires a current license to practice optometry in a State or Territory of the United States or in the District of Columbia.

AUTHORIZED TITLES	
Optometrist	Supervisory Optometrist

0664 – Restoration Technician

Develops, designs, fabricates, fits to patients, and repairs custom-made medically prescribed appliances that are used primarily for cosmetic and restorative purposes. Work compensates for the loss or damage to various areas of the human body by restoring a normal appearance that will facilitate the patient's social and vocational rehabilitation. Works with a wide variety of painting, sculpting, molding, and casting techniques to fabricate appliances that are natural in appearance.

AUTHORIZED TITLES	
Restoration Technician	Supervisory Restoration Technician

0665 – Speech Pathologist and Audiologist

Performswork requiring application of a professional knowledge in the study and/or treatment of hearing, voice, language, or speech impairments. Requires knowledge of human communication disorders, their causes, and methods of therapeutic treatment. Involves any one or combination of the following: (1) provides direct clinical services in evaluation and resolution of communications disorders; (2) provides graduate level training; (3) plans and administers a comprehensive program for evaluating and treating communications disorders; and (4) plans, administers, and performs laboratory and clinical research.

AUTHORIZED TITLES	
Speech Pathologist	Supervisory Speech Pathologist
Audiologist	Supervisory Audiologist
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Research)	

0667 – Orthotics and Prosthetics Technician

Designs, fabricates, or fits orthotic or prosthetic devices to preserve or restore function to patients with disabling conditions of the limbs and spine or with partial or total absence of limbs. Requires: knowledge of anatomy, physiology, body mechanics, application and function of orthoses (braces and orthopedic shoes) and prostheses (artificial limbs), and of materials available for fabrication of such devices. Also requires skill in use of tools and specialized equipment and ability to deal effectively with patients and their problems.

AUTHORIZED TITLES	
Orthotics Technician	Supervisory Orthotics Technician
Prosthetics Technician	Supervisory Prosthetics Technician

0668 – Podiatrist

Performs work requiring a professional knowledge of care and treatment of the feet. Includes work in the prevention, diagnosis, and treatment of foot diseases and disorders by physical, medical, and/or surgical method. Writes prescriptions for topical medications, corrective exercises, corrective footwear, and other purposes. May also involve research for analytical evaluations and experimental purposes when such work requires application of professional podiatry knowledge and skills.

AUTHORIZED TITLE	
Podiatrist	Supervisory Podiatrist

0669 – Medical Records Specialist

Manages, advises on, preserves, analyzes, and supervises use of diagnostic and therapeutic medical records. Develops medical records policies and procedures and provide advice on use of medical records. Work requires knowledge of medical records administration and management skills and abilities.

AUTHORIZED TITLES	
Medical Records Specialist	Supervisory Medical Records Specialist

0670 – Health System Administrator

Work includes full-line responsibility for administrative management of a health care delivery system that may range from a nationwide network including many hospitals to a major subdivision of an individual hospital. Effectively uses all available resources to provide the best possible patient care. Requires an understanding of the critical balance between the administrative and clinical functions in the health care delivery system, and ability to coordinate and control programs and resources to achieve this balance. Work requires applying specialized principles and practices of health care management in directing a health care delivery system. Work does not require the services of a qualified physician.

AUTHORIZED TITLES	
No Nonsupervisory Title Authorized	Supervisory Health System Administrator

0671 – Health System Specialist

Analyzes, evaluates, advises on and/or coordinates health care delivery systems and operations. Such positions may be located within an operating health care facility or at a higher organizational echelon. Work requires specialized knowledge of principles and practices related to the management of health care delivery systems. These positions do not have line authority.

AUTHORIZED TITLES	
Health System Specialist	Supervisory Health System Specialist

0673 – Hospital Housekeeping Specialist

Develops, coordinates, directs, and manages hospital housekeeping programs. The major emphasis of such programs is maintenance of environmental sanitation within acceptable levels of bacteriological, as well as visual cleanliness.

AUTHORIZED TITLES	
Hospital Housekeeping Specialist	Supervisory Hospital Housekeeping Specialist

0675 – Medical Records Technician

Processes and maintains medical records for compliance with regulatory requirements. Reviews, analyzes, codes, abstracts, and compiles or extracts medical records data. Work requires a practical knowledge of medical record procedures and references and organization and consistency of medical records. Work requires a basic knowledge of human anatomy, physiology, and medical terminology.

AUTHORIZED TITLES	
Medical Records Technician	Supervisory Medical Records Technician

0679 – Medical Support Technician

Performs support work in connection with care and treatment given to patients in wards, clinics, or other such units of a medical facility. Serves as a receptionist, performs record keeping duties, and provides miscellaneous support to medical staff of the unit. Work requires a practical knowledge of computerized data entry and information processing systems, medical facility's organization and services, basic rules and regulations governing visitors and patient treatment, and knowledge of standard procedures, medical records, and medical terminology of the unit supported.

AUTHORIZED TITLES	
Medical Support Technician	Supervisory Medical Support Technician

0680 – Dentist

Performs work requiring professional knowledge of dentistry. Prevents, diagnoses, and treats diseases, injuries and deformities of teeth, jaws, organs of the mouth, and other structures and connective tissues associated with the oral cavity and masticatory system. Requires a Doctor of Dental Surgery or Doctor of Dental Medicine degree.

AUTHORIZED TITLES	
Dentist	Supervisory Dentist

0681 – Dental Assistant

Receives and prepares patients for dental treatment. Prepares materials and equipment for use by the dentist and assists a dentist at chair side or bedside in the treatment of patients. Performs reversible intra-oral procedures under the supervision of the dentist. Performs dental radiography work and keeps records of appointments, examinations, treatments and supplies. Requires a practical knowledge of standardized procedures and methods used in dentistry, and skill in techniques and procedures of dental assistance.

AUTHORIZED TITLES	
Dental Assistant	Supervisory Dental Assistant

0682 – Dental Hygienist

Performs, under supervision and direction of a dentist, prophylactic dental treatment that includes application of topical medication and dental health education for patients within a clinical setting.

AUTHORIZED TITLES	
Dental Hygienist	Supervisory Dental Hygienist

0683 – Dental Laboratory Technician

Fabricates and repairs dental prosthetic appliances on prescription of a dentist. Requires knowledge of dental anatomy and skill in use of dental laboratory materials and equipment.

AUTHORIZED TITLES	
Dental Laboratory Technician	Supervisory Dental Laboratory Technician

0685 – Public Health Specialist

Provides advice and assistance to State and local governments and various public, nonprofit, and private entities on program and management services matters relating to the development, implementation, operation, evaluation, and funding by public health activities that may be financed in whole or in part by Federal funds. Conducts studies and performs other analytical work related to the planning, development, organization, administration, evaluation, and delivery of public health programs or other similar public health program work. Requires specialized knowledge of the principles, practices, methods, and techniques of administering public health

programs, but do not require full professional education and training in medical, social, or other disciplines.

AUTHORIZED TITLES	
Public Health Specialist	Supervisory Public Health Specialist

0688 – Sanitation Specialist

Eliminates and prevents environmental health hazards. Develops and revises health laws, rules, and regulations. Work requires a broad knowledge of any one or a combination of health, agricultural, physical or biological sciences sufficient to understand basic concepts, principles, methods, and techniques of environmental health; and knowledge of health laws, rules, and regulations.

AUTHORIZED TITLES	
Sanitation Specialist	Supervisory Sanitation Specialist

0690 – Industrial Hygienist

Performs work requiring professional knowledge of industrial hygiene. Identifies and evaluates conditions affecting health and efficiency of employees, or the citizens of the adjacent community. Formulates and recommends measures to eliminate or control occupational health hazards. Promotes occupational health programs for instructing and motivating managers and employees in the prevention as well as correction of potential health hazards.

AUTHORIZED TITLES	
Industrial Hygienist	Supervisory Industrial Hygienist

0698 – Environmental Health Technician

Investigates, evaluates, and provides information on sanitation practices, techniques, and methods for the purpose of identifying, preventing, and eliminating environmental health hazards. Requires knowledge of basic environmental health concepts, principles, methods, and techniques, including survey and inspection techniques, and control and eradication methods.

AUTHORIZED TITLES	
Environmental Health Technician	Supervisory Environmental Health Technician

0699 – Medical and Health Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Nuclear Medicine).	

0701 – Veterinarian

Performs work requiring professional knowledge of veterinary medicine. Involves investigating, inspecting, and dealing with animal diseases, animal pollution, contamination of food of animal origin. May also involve health and safety of imported animals and animal products, safety and efficacy of animals, as well as human, drugs and biological products. Some positions involve cooperative enforcement activities involving both the public and private sectors. Work also requires knowledge of current, advanced, or specialized veterinary medical principles and practices. Protects and improves the health, products, and environment of or for the Nation's livestock, poultry, or other species for the benefit of human, as well as animal, well-being. Requires a Doctor of Veterinary Medicine or an equivalent degree

AUTHORIZED TITLES	
Veterinarian	Supervisory Veterinarian

0704 – Animal Health Technician

Performs technical work supporting veterinarians or veterinary medical programs. Inspects, quarantines, identifies, collects specimens, vaccinates, appraises and disposes diseased animals. Disinfects for the control and eradication of infectious and communicable animal diseases. Requires practical knowledge of animal health conditions, policies/guidelines applicable to the work, and related animal health laws and regulations.

AUTHORIZED TITLES	
Animal Health Technician	Supervisory Animal Health Technician

0801 – Engineering

Performs work requiring professional knowledge of engineering when there is no other more appropriate professional occupation. Includes: (1) a combination of several professional engineering fields with none predominant; or (2) a specialized professional engineering field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

0802 – Engineering Technician

Work requires practical knowledge of: (1) methods and techniques of engineering or architecture; and (2) construction, application, properties, operations, and limitations of

engineering systems, processes, structures, machinery, devices, and materials. Work does not require professional knowledge, abilities, and training equivalent in type and scope to that of a professional curriculum leading to a bachelor's degree in engineering or architecture.

AUTHORIZED TITLES	
Engineering Technician	Supervisory Engineering Technician
Use the parenthetical title below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Aerospace)	(Materials)
(Architecture)	(Mechanical)
(Chemical)	(Naval)
(Civil)	(Nuclear)
(Electrical)	(Drafting)

0803 – Safety Engineer

Performs work requiring professional knowledge of safety engineering. Work involves eliminating or controlling hazardous conditions resulting from human error, equipment and machine operations that may lead to injury to persons and damage to property. Applies: (1) advanced mathematical techniques; (2) professional engineering principles, methods, and techniques; (3) safety related elements of the physical sciences, ergonomics, psychology and physiology; and (4) safety principles, standards, practices, and analytical techniques.

AUTHORIZED TITLES	
Safety Engineer	Supervisory Safety Engineer

0804 – Fire Protection and Prevention Engineer

Performs work requiring professional knowledge of fire protection engineering. Investigates or develops fire prevention projects. Work involves design, construction, inspection, testing, operation, or maintenance of firefighting or fire prevention apparatus, appliances, devices and systems, or testing fire resistant materials.

AUTHORIZED TITLES	
Fire Protection Engineer	Supervisory Fire Protection Engineer
Fire Prevention Engineer	Supervisory Fire Prevention Engineer

0806 – Materials Engineer

Performs work requiring professional knowledge of materials engineering including knowledge of materials and their properties, processing, uses, and behavior under environmental influences; (2) ability to use advances of the fundamental materials sciences; and (3) knowledge of and ability to apply pertinent engineering principles and practices including considerations such as cost, availability, fabrication, performance, and use. Work concerns properties, processing, uses, and in-service behavior of engineering materials where the work performed and qualifications required are not more characteristic to some other academic discipline.

AUTHORIZED TITLES	
Materials Engineer	Supervisory Materials Engineer

0807 – Landscape Architect

Performs work requiring professional knowledge of landscape architecture. Plans and designs land areas and concurrent landscape construction and maintenance for integrated developments to meet specific human needs. Analyzes land characteristics, operational requirements, land use intensities, and commensurate land values and includes the efficient correlation of ground and water forms, plant forms, structures, roads, and walks to serve esthetic, functional, economic, and other interrelated purposes. Requires professional landscape architectural planning and design ability and requires knowledge of allied physical planning fields of architectural and civil engineering, and biological sciences of agronomy, plant ecology, horticulture, and botany as they affect land development.

AUTHORIZED TITLES	
Landscape Architect	Supervisory Landscape Architect

0808 – Architect

Performs work requiring professional knowledge of architecture including creative and artistic sense; and understanding and skill to use pertinent aspects of the construction industry, engineering and physical sciences related to design and construction of new or improvement of existing buildings.

AUTHORIZED TITLES	
Architect	Supervisory Architect

0809 – Construction Inspection Technician

Work requires practical knowledge of engineering methods and techniques related to: on-site inspection of construction or monitoring and control of construction operations; construction practices, methods, techniques, costs, materials, and equipment; and interpretation of engineering and architectural plans and specifications.

AUTHORIZED TITLES	
Construction Inspection Technician	Supervisory Construction Inspection Technician

0810 – Civil Engineer

Performs work requiring professional knowledge of civil engineering including mechanics of solids, particularly of soils; hydraulics; theory of structure; strength of materials; engineering geology, and surveying. Work also includes: (1) planning, designing, constructing, and/or maintaining structures and facilities that provide shelter, support transportation systems, and

control natural resources; (2) investigating, measuring, surveying and mapping the earth's physical features and phenomena; and (3) research and development activities pertaining to (1) or (2).

AUTHORIZED TITLES	
Civil Engineer	Supervisory Civil Engineer

0817 – Surveying Technician

Work requires technical knowledge of surveying methods, equipment, and techniques in measurement or determination of distances, elevations, areas, angles, land boundaries, and other features of the earth's surface. Work also includes topographic, hydrographic, geodetic, land, control, and construction surveying.

AUTHORIZED TITLES	
Survey Technician	Supervisory Survey Technician

0819 – Environmental Engineer

Performs workrequiring professional knowledge of environmental engineering including facilities and systems for controlling pollution and protecting quality of resources and the environment; and utilization of pertinent aspects of chemistry, biological sciences, and public health that pertain to control or elimination of pollutants. Protects or improves air, land, and water resources in order to provide a clean and healthful environment.

AUTHORIZED TITLES	
Environmental Engineer	Supervisory Environmental Engineer

0830 – Mechanical Engineer

Performs work requiring professional knowledge of mechanical engineering. Work typically requires application of thermodynamics, mechanics, and other physical, mathematical and engineering sciences to problems concerned with production, transmission, measurement, and use of energy, especially heat and mechanical power.

AUTHORIZED TITLES	
Mechanical Engineer	Supervisory Mechanical Engineer

0840 – Nuclear Engineer

Performs work requiring professional knowledge of nuclear engineering. Work concerns principles and considerations relating to the atomic nucleus and systems, processes, and materials required for the generation, controlled release, and utilization of nuclear energy. Work involves research, development, design, construction, testing, installation, monitoring, operation

and maintenance of nuclear reactors (fission or fusion) and other nuclear systems and immediate auxiliary or ancillary systems and equipment.

AUTHORIZED TITLES	
Nuclear Engineer	Supervisory Nuclear Engineer

0850 – Electrical Engineer

Performs work requiring professional knowledge of electrical engineering including electrical phenomena; and principles, techniques, and practices of electrical engineering. Work involves electrical circuits, circuit elements, equipment, systems, and associated phenomena concerned with electrical energy for purposes such as motive power, heating, illumination, chemical processes, or the production of localized electric or magnetic fields. Electrical engineering and electronics engineering are closely related fields of engineering. In general, electrical engineering is concerned with energy transport (power) in an efficient manner (low energy loss); whereas electronics engineering is concerned with information transport (communication) in an efficient manner (low distortion).

AUTHORIZED TITLES	
Electrical Engineer	Supervisory Electrical Engineer

0854 – Computer Engineer

Performs work requiring professional knowledge of computer engineering including computer hardware, systems software, and computer system architecture and integration; and mathematics, including calculus, probability, statistics, discrete structures, and modern algebra. Researches, designs, developments, tests, evaluates, and maintains computer hardware and software systems in an integrated manner.

AUTHORIZED TITLES	
Computer Engineer	Supervisory Computer Engineer

0855 – Electronics Engineer

Performs work requiring professional knowledge of electronics engineering including electronic phenomena; and principles, techniques, and practices of electronics engineering. Work also involves electronic circuits, circuit elements, equipment, systems, and associated phenomena concerned with electromagnetic or acoustical wave energy or electrical information for purposes such as communication, computation, sensing, control, measurement, and navigation. Electrical engineering and electronics engineering are closely related fields of engineering. In general, electrical engineering is concerned with energy transport (power) in an efficient manner (low energy loss); whereas electronics engineering is concerned with information transport (communication) in an efficient manner (low distortion).

AUTHORIZED TITLES	
Electronics Engineer	Supervisory Electronics Engineer

0856 – Electronics Technician

Work requires knowledge of: techniques and theories of basic electricity and electronic theory, algebra, and elementary physics; engineering functions such as design, development, evaluation, testing, installation and maintenance of electronic equipment; and capabilities, limitations, operations, design characteristics, and functional use of a variety of types and models of electronic equipment and systems.

AUTHORIZED TITLES	
Electronics Technician	Supervisory Electronics Technician

0858 – Biomedical Engineer

Performs work requiring professional knowledge of biomedical engineering. Investigates problems and phenomena of living systems to advance the understanding of these systems and improve medical practices. Develops materials, instruments, diagnostic and therapeutic devices, and other equipment applicable in the study of life systems and the practice of medicine. Improves health service delivery systems for communities and within individual institutional components (hospitals, clinics, or other activities). Requires background in physiology and anatomy, and practical facility in specialized subject matter areas such as computer applications, electronics, or mathematics.

AUTHORIZED TITLES	
Biomedical Engineer	Supervisory Biomedical Engineer

0861 – Aerospace Engineer

Performs work requiring professional knowledge of aerospace engineering. Plans, researches, develops, designs, tests and evaluate, analyzes, produces, fabricates, operates, type certifies, and/or maintains aerospace vehicles or integrally associated equipment. Involves investigating phenomena encountered in aerospace flight, monitoring and analyzing unknown or unfamiliar aerospace vehicles, piloting aerospace vehicles, developing aviation safety standards and regulations, and positions providing staff leadership and guidance related to aerospace engineering programs. Work also involves scientific and engineering principles in the field of aeronautics and astronautics, such as aerodynamics, aeroacoustics, astrodynamics, computational fluid dynamics, fluid mechanics, flight dynamics, flight structures, thermodynamics, flight propulsion, and energy conversion and use.

AUTHORIZED TITLES	
Aerospace Engineer	Supervisory Aerospace Engineer

0871 – Naval Architect

Performs work requiring professional knowledge of naval architecture. Work concerns form, strength, stability, performance, and operational characteristics of ships. Includes research,

design, development, construction, investigation, testing, arrangement, installation, and maintenance for all types of ships. Work also involves making stability and buoyancy calculations; developing data for launching, loading, operation, and dry-docking of ships in a safe, efficient, and economical manner; naval architectural investigations, and development of data and criteria leading to improving ship design.

AUTHORIZED TITLES	
Naval Architect	Supervisory Naval Architect
Use the parenthetical title below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Arrangements)	(Stability)
(Hydromechanics)	(Structure)

0873 – Ship Survey Specialist

Surveys Government-owned vessels, Government-operated vessels, or both, or privately owned and operated merchant vessels, including components installed thereon, to determine condition and need for an extent of work required to place the vessels in condition to meet specified requirements. Work includes in combination: (1) preparation of specifications, including estimates of labor and material costs to cover work determined to be necessary as a result of surveys; (2) inspection and acceptance of the work accomplished to place the vessel in the condition specified; and (3) other work, such as preparation of reports, incidental to ship surveying. Does not include work primarily concerned with inspection of the construction, assembly, modification, conversion, overhaul, or repair of vessels or inspections involved in procurement of vessels, chiefly to assure compliance with contracts, plans, and specifications.

AUTHORIZED TITLES	
Ship Survey Specialist	Supervisory Ship Survey Specialist

0881 – Petroleum Engineer

Performs work requiring professional knowledge of petroleum engineering. Involves exploration and development of oil and natural gas fields; production, transportation, and storage of petroleum, natural gas, and helium; investigation, evaluation, and conservation of these resources; regulation of transportation and sale of natural gas; valuation of production and distribution facilities for tax, regulatory, and other purposes; and research on criteria, principles, methods, and equipment.

AUTHORIZED TITLES	
Petroleum Engineer	Supervisory Petroleum Engineer

0892 – Ceramic Engineer

Performs work requiring professional knowledge of ceramic engineering. Develops or adapts materials, methods, and processes used in the manufacture of ceramic products; and with design, construction and operation of industrial processes and equipment used in their production.

AUTHORIZED TITLES	
Ceramic Engineer	Supervisory Ceramic Engineer

0893 – Chemical Engineer

Performs work requiring professional knowledge of chemical engineering. Researches, develops, designs, operates, evaluates, and improves processes, plants, equipment, methods, or products. Involves changes in the chemical composition or physical state of materials and requires primarily application of knowledge of principles and practices of chemical engineering, chemistry, and other scientific and engineering disciplines.

AUTHORIZED TITLES	
Chemical Engineer	Supervisory Chemical Engineer

0894 – Welding Engineer

Performs work requiring professional knowledge of welding engineering. Develops and improves welding equipment and processes. Designs welding sequences and welded structures. Establishes and maintains standards and quality controls for welding. Provides advice to design and construction engineers on production applicability of welding and similar work regarding metallic joining or cutting processes allied to welding.

AUTHORIZED TITLES	
Welding Engineer	Supervisory Welding Engineer

0895 – Industrial Engineering Technician

Performs work requiring technical knowledge of industrial engineering work. Plans, designs, analyzes, improves, and installs integrated work systems comprised of men, materials, and equipment for use in producing products, rendering services, repairing equipment, or moving and storing supplies and equipment. Work involves studies of engineered time standards, methods engineering, layout design of work centers, control systems, materials handling, or manpower utilization. Work also requires a practical knowledge of pertinent industrial and related work processes, facilities, methods, and equipment.

AUTHORIZED TITLES	
Industrial Engineering Technician	Supervisory Industrial Engineering Technician

0896 – Industrial Engineer

Performs work requiring professional knowledge of industrial engineering including principles and methods of engineering analysis and design to specify, predict, and evaluate results to be obtained from such systems. Work involves planning, designing, analyzing, improving, and installing integrated systems of employees, materials, and equipment to produce a product or render a service

AUTHORIZED TITLES	
Industrial Engineer	Supervisory Industrial Engineer

0899 – Engineering Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Mechanical Engineering).	

0901 – Legal Specialist

Performs legal work when there is no other more appropriate occupation. Includes: (1) a combination of several legal fields with none predominant; or (2) a specialized legal field not readily identified with other existing occupations.

AUTHORIZED TITLES	
Legal Specialist	Supervisory Legal Specialist

0904 – Law Clerk

Performs professional legal work requiring graduation from a recognized law school or equivalent experience, pending admission to the bar.

AUTHORIZED TITLES	
Law Clerk	Supervisory Law Clerk

0905 – Attorney

Performs professional legal work in the preparation of cases for trial and/or tries cases before a court or an administrative body or persons having quasi-judicial power. Renders legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a Federal Government agency (this may include conducting investigations to obtain evidentiary data). Prepares interpretative and administrative orders, rules, or regulations to give effect to provisions of governing statutes or other requirements of law. Drafts, negotiates, or examines contracts or other legal documents required by the agency's activities. Drafts, prepares formal comments, or otherwise makes substantive recommendations with respect to proposed legislation. Edits and prepares for publication statutes enacted by Congress, opinions or

discussions of a court, commission, or board. Drafts and reviews decisions for consideration and adoption by agency officials. Included also are positions, not covered by the Administrative Procedure Act, involved in hearing cases arising under contracts or under the regulations of a Federal Government agency when such regulations have the effect of law, and rendering decisions or making recommendations for disposition of such cases. The work of this occupation requires admission to the bar.

AUTHORIZED TITLES	
Attorney	Supervisory Attorney
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Admiralty)	(International)
(Civil Rights)	(Labor)
(Contract)	(Military)
(General)	(Real Property)

0950 – Paralegal Specialist

Performs analytical work analyzing legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings on agency programs. Conducts research for the preparation of legal opinions on matters of interest to the agency. Performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions that require discretion and independent judgment in the application of a specialized knowledge of laws, precedent decisions, regulations, agency policies and practices, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school, and may have been gained from formalized, professionally instructed agency or educational institution training or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupation are legal, some positions also require a practical knowledge of subject matter areas related to the agency's substantive programs.

AUTHORIZED TITLES	
Paralegal Specialist	Supervisory Paralegal Specialist

0962 – Contact Representative

Disperses information to the public on rights, benefits, privileges, or obligations under a body of law. Uses practical knowledge to explain pertinent legal provisions, regulations, and related administrative practices, and their application to specific cases. Assists individuals in developing needed evidence and prepares required documents or resolves errors, delays, or other problems in obtaining benefits or fulfilling obligations.

AUTHORIZED TITLES	
Contact Representative	Supervisory Contact Representative

0963 – Legal Instruments Examiner

Uses practical knowledge to examine legal instruments and supporting documents (other than claims) and determines whether a requested action complies with certain provisions of various laws. Work requires application of particular regulatory and procedural knowledge.

AUTHORIZED TITLES	
Legal Instruments Examiner	Supervisory Legal Instruments Examiner

0967 – Passport and Visa Specialist

Work requires adjudicating applications for United States passports or visas, including related work involving determining citizenship or fitness of non-citizens for admission to the United States. Work also requires knowledge of legal and regulatory provisions governing U.S. citizenship, nationality, and/or visas; and principles, systems, and operations related to the issuance of passports or other citizenship registration, certificates, or visas.

AUTHORIZED TITLES	
Passport and Visa Specialist	Supervisory Passport and Visa Specialist

0986 – Legal Technician

Performs legal support work not classifiable in any other occupation. Work requires practical knowledge of processes, procedures, and practices to support legal activities.

AUTHORIZED TITLES	
Legal Technician	Supervisory Legal Technician

0996 – Veterans Claims Specialist

Develops, examines, adjusts, reconsiders, or authorizes the settlement of claims filed by veterans, their dependents and beneficiaries, in regard to disability compensation, disability, pension, death pension, death compensation, National Service Life Insurance and U.S. Government Life Insurance, as well as other Veterans Administration administered benefits. Work requires knowledge of claims processing procedures and claims requirements.

AUTHORIZED TITLES	
Veterans Claims Specialist	Supervisory Veterans Claims Specialist

0998 – Claims Technician

Uses practical knowledge to examine claims due to loss and damage by or against the Government and settle claims for the payment of monetary allowances or gratuities based upon dependency on an active or deceased former military service member. Develops, examines, adjusts, reconsiders, and/or authorizes settlement of claims against the Government. Settles claims involving assets of a deceased or incompetent person that are in the possession of a Government agency. Examines and develops claims cases for adjudication including

determining and verifying entitlement to benefits, verifying post-entitlement actions regarding beneficiaries, and answering inquiries about benefits or procedures for filing claims.

AUTHORIZED TITLES	
Claims Technician	Supervisory Claims Technician

0999 – Legal Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. The education and employment must be part of a formal student employment program. The level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Veterans Claims).	

1001 – Arts and Information

Performs work in the arts or information fields when there is no other more appropriate occupation. Includes: (1) a combination of several arts or information fields with none predominant; or (2) a professional/specialized arts or information field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

1002 - Arts and Information Support

Supports arts or information functions when no other established occupation is appropriate. Requires practical knowledge of arts and general information processes and techniques. Functions include: exhibits, illustrating, public affairs, audiovisual, etc.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

1008 – Interior Design Specialist

Performs work related to the design of interior environments in order to promote employee productivity, health, and welfare, and/or the health and welfare of the public. Includes investigating, identifying, and documenting client needs. Analyzes needs, proposes options and, works with client, developing specific solutions. Develops design documents, including contract

working drawings and specifications; and, as appropriate, manages design projects performed in-house or by contract. Requires applying knowledge from a variety of such fields as: interior construction (building systems and components, building codes, equipment, materials, and furnishings, working drawings and specification, codes and standards); contracting (cost estimates, bid proposals, negotiations, contract awards, site visits during construction, pre- and post-occupancy evaluations); facility operation (maintenance requirements, traffic patterns, security and fire protection); aesthetics (sense of scale, proportion, and form; color, texture, and finishes; style and visual imagery); psychology (privacy and enclosure; effects of environmental components (color, texture, space, etc.) on mood, alertness, etc.); and, as appropriate, management (design project and resource coordination).

AUTHORIZED TITLES	
Interior Design Specialist	Supervisory Interior Design Specialist

1010 – Exhibits Specialist

Plans, constructs, installs, and operates exhibits, prepares gallery space for exhibits, preserves historic buildings, or restores or prepares items to be exhibited. Requires a combination of artistic abilities, technical knowledge and skills, and ability to understand the subject matter concepts that assigned exhibits projects are intended to convey.

AUTHORIZED TITLES	
Exhibits Specialist	Supervisory Exhibits Specialist

1015 – Curator

Performs professional work related to research, collections and exhibits in Federal museums, when such work is not classifiable in other professional, scientific, or historical occupation.

AUTHORIZED TITLES	
Curator	Supervisory Curator

1016 – Museum Technician

Supports work related to research, collections and exhibits in Federal museums when such work is not classifiable in other support occupations. Work requires practical knowledge of collections and exhibits.

AUTHORIZED TITLES	
Museum Technician	Supervisory Museum Technician

1020 – Illustrator

Lays out or executes illustrations in black and white or in color, and retouches photographs. Draws freehand or with drawing instruments, and uses art media such as pen-and-ink, pencils, tempera, acrylics, oils, wash, watercolor, pastels, airbrush, or computer-generated graphics. Also

requires knowledge of the subject matter being depicted sufficient to create accurate visual representations. Knowledge of basic art principles such as color, line, form, and space is required to produce appropriately composed illustrations.

AUTHORIZED TITLES	
Illustrator	Supervisory Illustrator

1021 – Drafting Technician

Drafts charts, diagrams, floor plans, office forms, and other types of graphic presentation of statistical, administrative, or related data. Requires practical knowledge of drafting techniques, ability to read statistical tables and make arithmetical computations, and knowledge of the various types of graphic presentation that are appropriate for portrayal of statistical, administrative, and related data.

AUTHORIZED TITLES	
Drafting Technician	Supervisory Drafting Technician

1035 – Public Affairs Specialist

Establishes and maintains communication between Federal agencies and the general public and various other pertinent publics including internal or external, foreign or domestic audiences. Advises management on policy formulation and the potential public reaction to proposed policy, and identifies and carries out the public communication requirements inherent in disseminating policy decisions. Identifies communication needs and develops informational materials that inform appropriate publics of policies, programs, services and activities, and plans, executes, and evaluates the effectiveness of information and communications programs in furthering agency goals. Work requires skills in written and oral communications, analysis, and interpersonal relations.

AUTHORIZED TITLES	
Public Affairs Specialist	Supervisory Public Affairs Specialist

1040 – Language Specialist

Performs work in rendering from a foreign language into English or from English into a foreign language the spoken or written word where the ultimate objective is accurate translations and/or interpretations.

AUTHORIZED TITLES	
Language Specialist	Supervisory Language Specialist

1046 – Language Technician

Translates and/or interprets work from and into English where the level of language knowledge and skills required is limited, i.e., sufficient only for mutual understanding of basic concepts,

phrases, and words, or where the level is limited in breadth because of the routine, repetitive nature of the interpreting and translating assignments.

AUTHORIZED TITLES	
Language Technician	Supervisory Language Technician

1051 – Music Specialist

Work includes planning educational, recreational, cultural, or other programs in music such as creative music clinics or workshops, or electronic music experiments. Produces, stages, directs, or conducts musical productions, concerts, or recitals. Instructs or serves as a specialist in conducting; composing; arranging; interpreting classical, modern, ethnic or cultural dance forms; choreography; musicology; or choral or instrumental music. Work requires performing other functions requiring knowledge or skill in music.

AUTHORIZED TITLES	
Music Specialist	Supervisory Music Specialist

1054 – Theater Specialist

Work requires planning educational, recreational, cultural, or other programs in theater, such as children's theater or creative dramatics. Produces, stages, or directs theatrical productions. Instructs or serves as a specialist in direction; technical production; dance production; performance techniques; playwriting; play or music theater production; or theater administration, management or promotion. Work requires performing other functions requiring knowledge and skill in the theater arts.

AUTHORIZED TITLES	
Theater Specialist	Supervisory Theater Specialist

1056 – Art Specialist

Plans and/or carries out educational, recreational, cultural, or other programs in art. Demonstrates the techniques and instructs in one or more of the arts. Work requires performing other functions requiring knowledge and skill in one or more art forms.

AUTHORIZED TITLES	
Art Specialist	Supervisory Art Specialist

1060 – Photographer and Videographer

Operates still, video, or motion picture cameras, and processes photographic film and negatives. Work requires, in addition to knowledge of the equipment, techniques, and processes of photography: working knowledge of the subject matter to be photographed; and/or artistic ability in selecting, arranging, and lighting subjects or in processing work.

AUTHORIZED TITLES	
Photographer	Supervisory Photographer
Videographer	Supervisory Videographer

1071 – Audiovisual Production Specialist

Produces videotaped and live television programs; live and prerecorded radio broadcasts; motion picture films; broadcast type closed circuit teleconferences; and other similar productions, such as slide shows with sound accompaniments. Plans, organizes, and directs the work of writers, editors, actors, narrators, musicians, set designers, audio and lighting technicians, camera operators, and other associated technical personnel to produce, select, and arrange the actions, sounds, and visual effects required for the finished production.

AUTHORIZED TITLES	
Audiovisual Production Specialist	Supervisory Audiovisual Production Specialist

1082 – Writer and Editor

Writes and edits materials, such as reports, regulations, articles, newsletters, magazines, news releases, training materials, brochures, interpretive handbooks, pamphlets, guidebooks, scholarly works, reference works, speeches, or scripts. Work requires the acquisition of information on a variety of subjects in the course of completing assignments. Develops, analyzes, and selects appropriate information and presentation of the information in a form and at a level suitable for the intended audience.

AUTHORIZED TITLES	
Writer	Supervisory Writer
Editor	Supervisory Editor
Writer-Editor	Supervisory Writer-Editor

1083 – Technical Writer and Editor

Writes or edits technical materials, such as reports of research findings; scientific or technical articles, news releases, and periodicals; regulations in technical areas; technical manuals, specifications, brochures, and pamphlets; or speeches or scripts on scientific or technical subjects. Technical writers and editors use substantial knowledge of a particular subject-matter area, such as the natural or social sciences, engineering, law, or other fields. Develops information and analyses to select and present information on the specialized subject in a form and at a level suitable for the intended audience.

AUTHORIZED TITLES	
Technical Writer	Supervisory Technical Writer
Technical Editor	Supervisory Technical Editor
Technical Writer-Editor	Supervisory Technical Writer-Editor

1084 – Visual Information Specialist

Designs and displays visual materials as photographs, illustrations, diagrams, graphs, objects, models, slides, and charts used in books, magazines, pamphlets, exhibits, live or video recorded speeches or lectures, and other means of communicating. Applies principles of visual design; applies knowledge of the technical characteristics associated with various methods of visual display; and presents subject matter information in a visual form that will convey the intended message to, or have the desired effect on, the intended audience.

AUTHORIZED TITLES	
Visual Information Specialist	Supervisory Visual Information Specialist

1087 – Editorial Technician

Uses practical knowledge to prepare manuscripts for publication and verify factual information in them. Work includes editing manuscripts for basic grammar and clarity of expression as well as marking copy for format. Uses reference works to verify information and knowledge of grammar, punctuation, spelling, and good English usage.

AUTHORIZED TITLES	
Editorial Technician	Supervisory Editorial Technician

1099 – Information and Arts Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Public Affairs).	

1101 – Business

Performs work in business management when there is no other more appropriate occupation. Includes: (1) a combination of several business management fields with none predominant; or (2) a specialized field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

1102 – Contract Specialist

Performs or develops policies and procedures for work requiring professional knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factor, and requirements characteristics. Work involves the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. .

AUTHORIZED TITLES	
Contract Specialist	Supervisory Contract Specialist
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Negotiations)	(Price/Cost Analysis)
(Administration)	(Procurement Analysis)
(Termination)	

1103 – Industrial Property Specialist

This occupation includes positions that primarily require a knowledge of business and industrial practices, procedures, and systems for the management and control of Government-owned property. Performs technical work in administering contract provisions relating to control of Government property in the possession of contractors, from acquisition through disposition. Also included are positions that involve providing staff leadership and technical guidance over property administration matters.

AUTHORIZED TITLES	
Industrial Property Specialist	Supervisory Industrial Property Specialist

1104 – Property Disposal Specialist

Redistributes, donates, sells, abandons, destroys, and promotes the use of excess and surplus personal property. Work requires knowledge of: (1) characteristics, proper identities, and uses of property items; (2) merchandising and marketing methods and techniques; and/or (3) property disposal policies, programs, regulations, and procedures.

AUTHORIZED TITLES	
Property Disposal Specialist	Supervisory Property Disposal Specialist

1105 – Purchasing Technician

Acquires supplies, services, and construction by purchase, rental, or lease through (1) delivery orders and/or (2) small purchase procedures. Work requires practical knowledge of policies and procedures for delivery orders, small purchases, and commercial supply sources;, and knowledge of common business practices related to sales, prices, discounts, units of measurement, deliveries, stocks, and shipments.

AUTHORIZED TITLES	
Purchasing Technician	Supervisory Purchasing Technician

1106 – Procurement Technician

Work supports contracting for and procurement of supplies, services, and/or construction. Prepares, controls, and reviews procurement documents and reports; verifies or abstracts information contained in documents and reports; contacts vendors to get status of orders and expedite delivery; maintains various procurement files; resolves a variety of shipment, payment, or other discrepancies; or performs other similar work in support of procurement programs and operations. Work requires a practical knowledge of procurement procedures, operations, regulations, and programs.

AUTHORIZED TITLES	
Procurement Technician	Supervisory Procurement Technician

1107 – Property Disposal Technician

Performs support work related to the utilization, donation, sale, and other disposition of excess and surplus personal property. The work requires practical knowledge of property disposal operations and programs and the ability to apply regulations, practices, and procedures.

AUTHORIZED TITLES	
Property Disposal Technician	Supervisory Property Disposal Technician

1108 - Business Support

Supports business functions when no other established occupation is appropriate. Requires practical knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

1130 – Public Utilities Specialist

This occupation covers positions that require application of knowledge concerning the business practices, rate structures, and operating characteristics of public utilities Analyzes business practices, rate structures, and operating characteristics of public utilities, in carrying out such functions as: (1) analysis of utility rate schedules to determine their reasonableness and applicability; (2) investigation and analysis of the business management organization and financial structure of public utilities in connection with licensing or regulatory actions, including preparation and presentation of testimony before regulatory bodies; (3) purchase or sale by the Government of utility resources and services; and (4) related functions that require the kind of

knowledge indicated above. The utilities with which these positions are primarily concerned are telecommunications, electric and gas power, water, steam, and sewage disposal.

AUTHORIZED TITLES	
Public Utilities Specialist	Supervisory Public Utilities Specialist

1140 – Trade Specialist

Performs promotional, advisory, or analytical functions pertaining to commercial distribution of goods and services. Work requires knowledge of market structures and trends, competitive relationships, retail and wholesale trade practices, distribution channels and costs, business financing and credit practices, trade restrictions and controls, and principles of advertising and consumer motivation.

AUTHORIZED TITLES	
Trade Specialist	Supervisory Trade Specialist

1144 – Commissary Specialist

Manages and/or advises on the operation of commissary stores or departments thereof, or overall commissary operations. Work requires knowledge of commercial retail food merchandising and food store management.

AUTHORIZED TITLES	
Commissary Specialist	Supervisory Commissary Specialist

1150 – Industrial Specialist

Work requires knowledge of the nature and operations of an industry or industries, and the materials, facilities and methods employed by the industry or industries in producing commodities. Involves one or more of the following functions: (1) developing and carrying out plans for the expansion, conversion, integration or utilization of industrial production facilities, either to meet mobilization or strategic requirements or to strengthen the industrial economy; (2) furnishing technical information, assistance, and advice concerning facilities, machinery, methods, materials and standards for industrial production (that may include exploration, extraction, refining, manufacturing and processing operations); (3) developing and/or administering provisions or regulations covering such matters as materials allocation, tariffs, export-import control, etc.; (4) conducting surveys of industrial plants to evaluate capacity and potential for production of specific commodities; or (5) planning, evaluating, and maintaining technical surveillance over Government production operations, either in contractor plants or in Government-operated plants.

AUTHORIZED TITLES	
Industrial Specialist	Supervisory Industrial Specialist
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	

(Aircraft)	(Metals Mining)
(Electronics)	(Missiles)
(Food Products)	(Ordnance)
(Machines)	(Shipbuilding)

1152 – Production Controller

Plans, estimates, schedules, and expedites the use of labor, machines, and materials in specific manufacturing or remanufacturing operations that employ mechanical or automated production systems and methods in the fabrication, rebuilding, overhaul, refurbishing, or repair of any type of Government-owned, controlled, or operated equipment, systems, facilities, and supplies.

AUTHORIZED TITLES	
Production Controller	Supervisory Production Controller
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Aircraft)	(Mechanical)
(Ammunition)	(Missiles)
(Automotive)	(Nuclear)
(Construction)	(Ordnance)
(Electrical)	(Precision Instruments)
(Electronics)	(Ships)

1160 – Financial Analyst

Analyzes and evaluates work requiring a comprehensive knowledge of: (1) theory and principles of finance applicable to the full range of financial operations and transactions involved in the general activities of the various types of business corporate organizations; (2) financial and management organization, operations, and practices of such corporate organizations; (3) pertinent statutory or regulatory provisions; and (4) related basic economic, accounting, and legal principles.

AUTHORIZED TITLES	
Financial Analyst	Supervisory Financial Analyst

1163 – Insurance Examining Specialist

Insures persons or property; determines that adequate insurance to protect Government or private interests are provided; settles claims arising under insurance contracts, or performs other similar insurance examining work. Work requires: (1) knowledge of insurance principles, procedures, and/or practices; the commercial insurance market; commercial insurance operations; or similar specialized insurance knowledge; (2) knowledge of pertinent statutory or regulatory provisions; related regulations; and (3) some knowledge of contract law and of other laws related to the particular kind of insurance involved but not legal training equivalent to that represented by graduation from a recognized law school.

AUTHORIZED TITLES	
Insurance Examining Specialist	Supervisory Insurance Examining Specialist

1170 – Realty Specialist

Performs, advises on, plans, or directs one or more of the following functions: (1) acquisition of real property; (2) management of real property in the administration of Federally owned, Indian-owned, leased, or consigned space or property, or (3) preparation for disposal; or (4) disposal of real property. Work requires knowledge of real estate laws, principles, practices, and markets.

AUTHORIZED TITLES	
Realty Specialist	Supervisory Realty Specialist

1171 – Appraiser

Appraises and reviews the appraisals of real or personal property or property interests. Work requires technical knowledge and skill in applying the principles, practices, and techniques of appraisal.

AUTHORIZED TITLES	
Appraiser	Supervisory Appraiser

1173 – Housing Specialist

Manages or assists in managing one or more family housing projects, billeting facilities, or other accommodations such as transient or permanent individual and family living quarters, dormitory facilities and restricted occupancy buildings including adjacent service facilities and surrounding grounds; and/or administers, supervises, or performs work involved in the evaluation of housing management programs, the development of procedures, and the provision of technical assistance to onsite housing management. Requires a variety of housing management and knowledge in such activities as: operations and maintenance, procurement of services, cost management and financial planning, assignments and utilization, occupancy changes and periodic inspections, scheduled and special requirement surveys, new construction and improvements, control of furnishings and equipment, master planning, and management-tenant relations. NOTE: This occupation is only for positions in PS YA, Standard Professional/Analytical. Positions supporting PS YA-1173 are placed in PS YB-1108.

AUTHORIZED TITLES	
Housing Specialist	Supervisory Housing Specialist

1176 – Building Management Specialist

Manages buildings and other facilities to provide organizations with appropriate office space and essential building services. Performs one or more of the following functions: (1) applying business knowledge to directly manage, or assist in managing, the operation of one or more buildings and the surrounding property; (2) directing comprehensive building management

programs; or (3) performing staff level work in the study of building management methods and the development of standard building management practices.

AUTHORIZED TITLES	
Building Management Specialist	Supervisory Building Management Specialist

1199 – Business Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Contracting).	

1221 – Patent Adviser

Combines legal and professional, scientific, or engineering work pertaining to the analysis of inventions and the evaluation of the patentability thereof. Prepares and prosecutes applications for patents; prepares and presents briefs and arguments and prosecutes appeals and interferences before the Patent Office; makes infringement investigations, and renders opinions on the validity of patents, in order to protect the Government's interest in such inventions.

AUTHORIZED TITLES	
Patent Adviser	Supervisory Patent Adviser

1222 – Patent Attorney

Performs professional legal, scientific, and technical work concerning patents, including rendering opinions on validity and infringement of patents, negotiation of patent licenses, settlement of patent claims, negotiation of patent clauses in contracts, providing professional legal advice to contracting officers and other procurement personnel on patent matters, and the preparation and/or presentation of briefs and arguments before the Patent Office or before the Federal Courts. Also included in this occupation are positions that, in addition to the foregoing, may be involved with performing similar professional legal functions regarding trademarks. Work requires training equivalent to that represented by graduation (with a degree in one of the scientific or engineering disciplines) from an accredited college or university, in addition to a degree from a recognized law school and admission to the bar.

AUTHORIZED TITLES	
Patent Attorney	Supervisory Patent Attorney

1301 – Physical Science

Performs work requiring professional knowledge of the physical sciences when there is no other more appropriate occupation. Includes: (1) a combination of several professional physical science fields with none predominant; or (2) a specialized professional physical science field not readily identified with other existing occupations.

AUTHORIZED TITLES	
Physical Scientist	Supervisory Physical Scientist

1306 – Health Physicist

Performswork requiring professional knowledge of health physics including the protection of people and their environment from unwarranted exposure to ionizing radiation.

AUTHORIZED TITLES	
Health Physicist	Supervisory Health Physicist

1310 – Physicist

Performs work requiring professional knowledge of physics. Investigates and applies relations between space, time, matter, and energy in areas of mechanics, sound, optics, heat, electricity, magnetism, radiation, or atomic and nuclear phenomena.

AUTHORIZED TITLES	
Physicist	Supervisory Physicist

1311 – Physical Science Technician

Performs work requiring technical knowledge of physical science that is not specifically included in other occupations. Work requires knowledge of principles and techniques of physical science which do not require completion of a full four-year college curriculum leading to a bachelor's degree in physical science. Involves work in astronomy, chemistry, geology, geophysics, health physics, hydrology, metallurgy, oceanography, physics, and other physical sciences.

AUTHORIZED TITLES	
Physical Science Technician	Supervisory Physical Science Technician

1313 – Geophysicist

Performs work requiring professional knowledge of geophysics. Work involves investigating, measuring, analyzing, evaluating, and interpreting geophysical phenomena and artificially applied forces and fields related to structure, composition, and physical properties of the earth and its atmosphere.

AUTHORIZED TITLES

Geophysicist	Supervisory Geophysicist

1315 – Hydrologist

Performs work requiring professional knowledge of hydrology. Work includes basic and applied research on water and water resources. Collects, measures, analyzes, and interprets information on water resources. Forecasts water supply and water flows. Develops new, improved, or more economical methods, techniques, and instruments.

AUTHORIZED TITLES	
Hydrologist	Supervisory Hydrologist

1316 – Hydrologic Technician

Performs work requiring practical knowledge of: hydrologic methods and techniques; and construction, application, operation, and limitations of instruments, equipment, and materials used in hydrologic investigations. Collects, selects, computes, adjusts, and processes data; prepares charts and reports; and performs related duties supporting professional work in hydrology.

AUTHORIZED TITLES	
Hydrologic Technician	Supervisory Hydrologic Technician

1320 – Chemist

Performs work requiring professional knowledge of chemistry. Investigates, analyzes, and interprets composition, molecular structure, and properties of substances, transformations that they undergo, and amounts of matter and energy included in these transformations. Includes investigation, analysis, and interpretation of composition, physical and chemical properties, molecular structure and chemical reactions of substances; prediction of transformation that they undergo; and amount of matter and energy included in these transformations.

AUTHORIZED TITLES	
Chemist	Supervisory Chemist

1321 – Metallurgist

Performs work requiring professional knowledge of metallurgy. Work includes extracting metals from their ores, refining them, alloying them and preparing them for use, and studying their properties and behavior as affected by composition, treatment in manufacture, and conditions of use.

AUTHORIZED TITLES	
Metallurgist	Supervisory Metallurgist

1330 – Astronomer and Astrophysicist

Performs work requiring professional knowledge of astronomy. Investigates and interprets physical properties, composition, evolution, position, distance, and motion of extraterrestrial bodies and particles in space.

AUTHORIZED TITLES	
Astronomer	Supervisory Astronomer
Astrophysicist	Supervisory Astrophysicist

1340 – Meteorologist

Performs work requiring professional knowledge of meteorology. Researches conditions and phenomena of the atmosphere. Collects, analyzes, evaluates, and interprets meteorological data to predict weather and determine climatological conditions for specific geographical areas. Develops new or improves existing meteorological theory; and develops or improves meteorological methods, techniques, and instruments.

AUTHORIZED TITLES	
Meteorologist	Supervisory Meteorologist

1341 – Meteorological Technician

Performs work requiring technical and practical knowledge of: meteorological equipment, methods, and techniques; and development and operation of data collection, verification, information dissemination, observation, and forecasting services and systems.

AUTHORIZED TITLES	
Meteorological Technician	Supervisory Meteorological Technician

1350 – Geologist

Performs work requiring professional knowledge of geology. Collects, measures, analyzes, evaluates, and interprets geologic information concerning structure, composition, and history of the earth. Work includes basic research to establish fundamental principles and hypotheses to develop knowledge and understanding of geology, and its application to a variety of scientific, engineering, and economic problems.

AUTHORIZED TITLES	
Geologist	Supervisory Geologist

1360 – Oceanographer

Performs work requiring professional knowledge of oceanography. Collects, measures, analyzes, evaluates, and interprets natural and physical ocean phenomena, such as currents, circulations, waves, beach and near-shore processes, chemical structure and processes, physical and submarine features, depth, floor configuration, organic and inorganic sediments, sound and

light transmission, color manifestations, heat exchange, and similar phenomena, and their interrelations with other marine phenomena (e.g., biota, weather, geological structure, etc.). Plans, organizes, conducts, and administers seagoing and land-based studies and researches ocean phenomena for interpreting, predicting, utilizing and controlling ocean forces and events.

AUTHORIZED TITLES	
Oceanographer	Supervisory Oceanographer

1361 – Navigational Information Specialist

Acquires, collects, evaluates, selects, and prepares vital aeronautical or marine information for dissemination in official publications concerning safe navigation and related operations. Work requires technical and practical knowledge of air or marine navigation and operations.

AUTHORIZED TITLES	
Navigational Information Specialist	Supervisory Navigational Information Specialist

1370 – Cartographer

Performs work requiring professional knowledge of cartography. Plans, designs, researches, develop, constructs, evaluates and modifies mapping and charting systems, products, and technology.

AUTHORIZED TITLES	
Cartographer	Supervisory Cartographer

1371 – Cartographic Technician

Performs technical work requiring practical knowledge of processes, practices, methods, and techniques involved in construction of new or revision of existing maps, charts, and related cartographic products. Performs pre-compilation tasks (such as the investigation of source materials, the extension of basic geodetic control network, and the plotting of map projection and ground control on base sheets), manual or photogrammetric compilation, assembling aerial photographs into mosaics, drafting, digitizing, and editing or reviewing.

AUTHORIZED TITLES	
Cartographic Technician	Supervisory Cartographic Technician

1372 – Geodesist

Performs work requiring professional knowledge of geodesy. Determines size and shape of the earth and its gravitational field; measures intensity and direction of the force of gravity, and determines horizontal and vertical positions of points on earth and in space, where consideration of curvature of earth is required.

AUTHORIZED TITLES	
Geodesist	Supervisory Geodesist

1373 – Land Surveyor

Performs work requiring professional knowledge of land surveying including underlying mathematics and physical science, in combination with a practical knowledge of land ownership laws. Establishes, investigates, and reestablishes land and property boundaries, and prepares plats and legal descriptions for tracts of land.

AUTHORIZED TITLES	
Land Surveyor	Supervisory Land Surveyor

1374 – Geodetic Technician

Performs technical work requiring practical knowledge of geodetic survey data relating to the identity, reliability, and usefulness of geodetic control data.

AUTHORIZED TITLES	
Geodetic Technician	Supervisory Geodetic Technician

1382 – Food Technologist

Performs work requiring professional knowledge ofn food technology including biological, physical, and engineering sciences that make possible safe and wholesome food products; of food industry facilities, methods, processes, equipment capabilities and limitations; and of relevant laws, regulations, and agency programs. Work involves product research, development, improvement, evaluation, production, processing, preservation, and packaging.

AUTHORIZED TITLES	
Food Technologist	Supervisory Food Technologist

1384 – Textile Technologist

Performs work work requiring professional knowledge of textile technology. Work involves textiles or fibers, including investigation, development, production, processing, evaluation, and application.

AUTHORIZED TITLES	
Textile Technologist	Supervisory Textile Technologist

1386 – Photographic Technologist

Performs work requiring professional knowledge of photographic technology including planning, research, design, development, modification, instrumentation, testing, and evaluation of photographic equipment and techniques.

AUTHORIZED TITLES	
Photographic Technologist	Supervisory Photographic Technologist

1397 – Document Analysis Specialist

Examines and identifies questioned documents. Examinations are conducted in order to determine the genuineness or spuriousness of a document or any of its parts. Deciphers or restores eradicated or obliterated writings and markings. Detects alterations, additions, interlineations, or other tampering with the original document. Determines authorship of a signature or other writing, or determines the validity of a date or alleged age of a document or a particular entry. Identifies particular machine used to produce a document; or identifies the source of a document. Work requires: knowledge of the properties, characteristics, and techniques of analysis of handwriting, typewriting, printing, and duplicating, and of inks, papers, and other writing, printing, and recording instruments and materials; knowledge and skill in use of photographic and laboratory equipment and techniques; and ability to develop evidence and to present it convincingly in written reports or orally.

AUTHORIZED TITLES	
Document Analysis Specialist	Supervisory Document Analysis Specialist

1399 – Physical Science Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Geology).	

1410 – Librarian

Performs work requirng professional knowledge of the theories, objectives, principles, and techniques of library science. including literature resources and may require substantial knowledge of a foreign language. Such work is concerned with the collection, organization, preservation, and retrieval of recorded knowledge in printed, written, audiovisual, film, wax, near-print methods, magnetic tape, or other media. Typical library functions include the selection, acquisition, cataloging, and classification of materials, bibliographic and readers' advisory services, reference and literature searching services, library management and systems planning, or the development and strengthening of library services.

AUTHORIZED TITLES

Librarian	Supervisory Librarian

1411 – Library Technician

Work requires practical knowledge of the methods and techniques of library or related information work in acquiring, organizing, preserving, accessing, and/or disseminating information. Performs a wide variety of tasks providing direct services to the public and indirect technical services such as materials acquisition, copy cataloging, support of automated systems, or other similar work in support of library or related information programs and operations. Work requires knowledge of library or related information services, tools, and methods and procedures.

AUTHORIZED TITLES	
Library Technician	Supervisory Library Technician

1412 – Technical Information Specialist

Processes and transmits scientific, technological, or other specialized information. Requires broad knowledge of one or more scientific or technical disciplines or fields of interest sufficient to understand the significance and relationship of the concepts and ideas contained in the information; knowledge of documentation or library techniques; and, in some cases, a knowledge of foreign languages.

AUTHORIZED TITLES	
Technical Information Specialist	Supervisory Technical Information Specialist

1**420 – Archivist**
Performs work involving professional knowledge of archival principles and techniques; comprehensive knowledge of the history of the United States and institutions and organizations of the Federal Government; and a thorough understanding of needs, methods, and techniques of scholarly research. Work includes appraising, accessioning, arranging, describing, preserving, publishing, or providing reference service from public records and historic documents.

AUTHORIZED TITLES	
Archivist	Supervisory Archivist

1421 – Archives Technician

Performs technical work in accessioning, arranging, describing, preserving, using, and disposing of archives, non-current records, and related material kept in record and manuscript depositories. Work requires technical knowledge of archival methods, procedures, and techniques, and in some assignments knowledge of the administrative history of specific Federal organizations, past or present.

AUTHORIZED TITLES	
Archives Technician	Supervisory Archives Technician

1499 – Library Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Library).	

1501 – General Mathematics and Statistics

Performs work requiring professional knowledge of mathematical, statistical, or actuarial sciences when there is no other more appropriate occupation. Includes: (1) a combination of several professional mathematical, statistical, or actuarial science fields with none predominant; or (2) a specialized professional mathematical, statistical, or actuarial science field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work

1510 – Actuary

Performs work requiring professional knowledge of actuarial science. Work includes mathematics, statistics, and business, financial, and economic principles to programs or problems related to annuities, and to life, health, or property risks and contingencies.

AUTHORIZED TITLES	
Actuary	Supervisory Actuary

1515 – Operations Research Analyst

Performs work requiring professional knowledge of mathematical, statistical, econometric, and other scientific methods and techniques. Analyzes problems of management and provides advice and insight about probable effects of alternative solutions to these problems. The primary requirement of the work is competence in the rigorous methods of scientific inquiry and analysis rather than in the subject matter of the problem.

AUTHORIZED TITLES	
Operations Research Analyst	Supervisory Operations Research Analyst

1520 – Mathematician

Performs work requiring professional knowledge of mathematics. Researches basic mathematical principles, methods, procedures, techniques or relationships. Develops mathematical methods in the solution of a variety of scientific, engineering, economic and military problems, where the exactitude of relationships, rigor and economy of mathematical operations, and logical necessity of results are controlling considerations.

AUTHORIZED TITLES	
Mathematician	Supervisory Mathematician

1521 – Mathematics Technician

Performs work in the reduction and computation of quantitative data where such work requires the use of mathematical techniques in connection with particular engineering and scientific activities, but does not require professional knowledge of the mathematical theories, assumptions, or principles upon which the techniques are based.

AUTHORIZED TITLES	
Mathematics Technician	Supervisory Mathematics Technician

1529 – Mathematical Statistician

Performs work requiring professional knowledge of mathematical statistics. Designs, develops, and adapts mathematical methods and techniques to statistical processes, or researches basic theories and science of statistics.

AUTHORIZED TITLES	
Mathematical Statistician	Supervisory Mathematical Statistician

1530 – Statistician

Performs work requiring professional knowledge of statistics. Work requires applying statistical theories, techniques, and methods. Gathers and/or interprets quantified information. Plans or executes surveys.

AUTHORIZED TITLES	
Statistician	Supervisory Statistician
Survey Statistician	Supervisroy Survey Statistician
Use the parenthetical title below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Agriculture)	(Biology)
(Demography)	(Economics)
(Education)	(Engineering)
(Health)	(Medicine)
(Operations and Administration)	(Social Science)

1531 – Statistical Assistant

Performs work requiring knowledge of statistical methods, procedures, and techniques. Collects, processes, compiles, computes, analyzes, edits, and presents statistical data.

AUTHORIZED TITLES	
Statistical Assistant	Supervisory Statistical Assistant

1550 – Computer Scientist

Performs work requiring professional knowledge of computer science including: (1) applying the theoretical foundations of computer science, including computer system architecture and system software organization, the representation and transformation of information structure, and the theoretical models for such representations and transformation; (2) the design characteristics, limitations, and potential applications of systems having the ability to transform information, and of broad areas of applications of computing that have common structures, processes, and techniques; and (3) relevant mathematical and statistical sciences. Researches computer science methods and techniques to store, manipulate, transform or present information by means of computer systems.

AUTHORIZED TITLES	
Computer Scientist	Supervisory Computer Scientist

1599 – Mathematics and Statistics Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Mathematics).	

1601 – Facilities and Equipment

Performs work in equipment, facilities, or services when there is no other more appropriate occupation. Include: (1) a combination of several facilities and equipment functions with none predominant; or (2) a specialized field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

1603 - Equipment, Facilities, and Services Support

Provides support work to positions in equipment, facilities, and services occupations. Work includes a wide-range of support assignments such as: managing data and adjusting work orders; coding, reviewing, and validating labor and refund/reimbursement work orders; conducting liaison with shop supervisors; projecting work schedules and recurring work plans; serving as customer service point of contact; dispatching service calls and do-it-now emergency response teams; scheduling short- and long-range maintenance, repair, and minor construction requirements; and coordinating on contract repairs.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

1630 – Cemetery Administration Specialist

Work involves the overall operation of one or more Federal cemeteries. The work requires broad administrative knowledge of the operations and maintenance requirements of cemeteries.

AUTHORIZED TITLES	
Cemetery Administration Specialist	Supervisory Cemetery Administration Specialist

1640 – Facility Management Specialist

Manages the operation and maintenance of buildings, grounds, and other facilities such as posts, camps, depots, power plants, parks, forests, and roadways. Work requires: (1) analytical and management skills and abilities; and (2) broad technical knowledge of the operating capabilities and maintenance requirements of various kinds of physical plants and equipment.

AUTHORIZED TITLES	
Facility Management Specialist	Supervisory Facility Management Specialist

1654 – Printing Management Specialist

Manages a program that provides printing services. Work requires knowledge of the instructions that a printer must have before he/she can reproduce manuscript received for publication; knowledge of the capabilities of printing equipment and processes; and ability to manage a printing production organization.

AUTHORIZED TITLES	
Printing Management Specialist	Supervisory Printing Management Specialist

1658 – Laundry Management Specialist

Directs the operation of a laundry, a dry cleaning plant, or a combined laundry and dry cleaning plant. Work requires: (1) skill in performing managerial functions associated with the operation

of a laundry and/or dry cleaning plants; and (2) combination of a practical knowledge of laundry and/or dry cleaning equipment and processing operations.

AUTHORIZED TITLES	
Laundry Management Specialist	Supervisory Laundry Management Specialist

1667 – Food Services Specialist

Work involves the operation of the food service of a DoD institution, including storeroom, kitchen, dining room, meat and bakery operations. The work requires a practical knowledge of menu planning and food service operations.

AUTHORIZED TITLES	
Food Services Specialist	Supervisory Food Services Specialist

1670 – Equipment Specialist

Performs work involving: collecting, analyzing, interpreting, and developing specialized information about equipment; providing such information together with advisory service to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment; and/or developing, installing, inspecting, or revising equipment maintenance programs and techniques based on knowledge of the equipment, including its design, production, operational and maintenance requirements. Work requires an intensive knowledge of characteristics, properties, and uses of equipment of the type gained from technical training, education and experience in such functions as repairing, overhauling, maintaining, construction, or inspecting equipment.

AUTHORIZED TITLES	
Equipment Specialist	Supervisory Equipment Specialist

1699 – Equipment and Facilities Management Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Facility Operations).	

1701 – Education and Training

Performs work requiring professional knowledge of education and training when there is no other more appropriate occupation including (1) a combination of several professional

educational fields with none predominant; or (2) a specialized professional educational field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

1702 – Education and Training Technician

Involves work of a technical, specialized, or support nature in the field of education and training when the work is not covered by a more appropriate occupation. Work requires practical knowledge of program objectives, policies, procedures, or pertinent regulatory requirements affecting the particular education or training activity. Applies understanding or specialized skills and knowledge of the particular education or training activities involved.

AUTHORIZED TITLES	
Education and Training Technician	Supervisory Education and Training Technician

1703 - Education Specialist

Involves work of an analytical nature in the field of education and training when the work does not have a positive education requirement and is not covered by a more appropriate occupation. Work requires knowledge of program objectives, policies, procedures, or pertinent regulatory requirements affecting the particular education or training program. While the work does not have a positive education requirement, it does require specialized background training or experience in the particular field of work.

AUTHORIZED TITLES	
Education Specialist	Supervisory Education Specialist

1710 – Teacher and Education Program Administrator

Performs work requiring professional knowledge of education and training related to instructional and educational administration work in education programs operated by Federal agencies. Some positions also require specialized knowledge of one or more subjects in which the instruction is given.

AUTHORIZED TITLES	
Teacher	Supervisory Teacher
Education Program Administrator	Supervisory Education Program Administrator

1712 – Training Instructor

Work involves the administration, supervision, training program development, evaluation, or instruction in a program of training when the paramount requirement of the work is a

combination of knowledge of the methods and techniques of instruction and knowledge of the subject matter being taught. Positions do not have either a paramount requirement of professional knowledge and training in the field of education, or mastery of a trade, craft, or laboring occupation.

AUTHORIZED TITLES	
Training Instructor	Supervisory Training Instructor

1720 – Education Program Specialist

Performs work requiring professional knowledge of education theories, principles, processes, and practices at early childhood, elementary, secondary, or postsecondary levels, or in adult or continuing education. Also requires knowledge of the Federal Government's interrelationships with State and local educational agencies or with public and private postsecondary institutions. Promotes, coordinates, and improves education policies, programs, standards, activities, and opportunities in accordance with national policies and objectives. Work primarily involves the performance, supervision, or formulation and implementation of policy concerning education problems and issues.

AUTHORIZED TITLES	
Education Program Specialist	Supervisory Education Program Specialist

1725 – Public Health Educator

Performs work requiring professional knowledge of health education programs. Work includes analysis of behavioral and other situational factors affecting good health practices of individuals, groups, and communities; planning of health education programs designed to meet the needs of particular individuals, groups, or communities; selection of specialized educational methods, preparation of educational materials, and carrying out of such education activities that will best serve to stimulate the interest of individuals and groups in scientific discoveries affecting health in the application of health principles to daily living. Consults with State and local health departments, and with national and local voluntary agencies; organizes community groups to study health problems and methods of disease prevention; and assists in coordinating mass health programs and in evaluating and improving health education programs.

AUTHORIZED TITLES	
Public Health Educator	Supervisory Public Health Educator

1740 – Education Services Specialist and Guidance Counselor

Performs work requiring professional knowledge of education theories, principles, procedures, and practices of secondary, adult, or continuing education. Some positions require skill in counseling students or enrollees to establish educational and occupational objectives. Conducts or evaluates programs and activities designed to provide individualized career-related or self-development education plans.

AUTHORIZED TITLES	
Education Services Specialist	Supervisory Education Services Specialist

Guidance Counselor	Supervisory Guidance Counselor

1750 – Instructional Systems Specialist

Performs work requiring professional knowledge of learning theory and the principles, methods, practices and techniques of one or more specialties of the instructional systems field. Work may require knowledge of one or more subjects or occupations in which educational or training instruction is provided. Advises on, designs, develops, or provides educational or training services in formal education or training programs.

AUTHORIZED TITLES	
Instructional Systems Specialist	Supervisory Instructional Systems Specialist

1799 – Education Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Education).	

1801 – Inspection, Investigation, and Compliance

Performs inspectional or investigative work when there is no other more appropriate occupation. Includes: (1) a combination of several inspection or investigation fields with none predominant; or (2) a specialized field not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

1802 – Inspection, Investigation, and Compliance Support

Performs support work in assuring compliance with or enforcement of Federal laws, regulations, or other mandatory guidelines and that are not classifiable to another, more specific, occupation. Work requires practical knowledge of prescribed procedures, established techniques, directly applicable guidelines, and pertinent characteristics of regulated items or activities.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

1810 – Investigator

Plans and conducts investigations covering the character, practices, suitability, or qualifications of persons or organizations seeking, claiming, or receiving Federal benefits, permits, or employment when the results of the investigation are used to make or invoke administrative judgments, sanctions, or penalties. Work requires knowledge of investigative techniques; knowledge of laws, rules, regulations, and objectives of the employing agency; skill in interviewing, following leads, researching records, and preparing reports; and ability to elicit information helpful to the investigation.

AUTHORIZED TITLES	
Investigator	Supervisory Investigator

1811 – Criminal Investigator

Plans and/or conducts investigations relating to alleged or suspected violations of criminal laws, including theft of national security documents for the benefit of another government and compromising individuals with access to highly classified information. Requires knowledge of investigative techniques and laws of evidence, rules of criminal procedure, and precedent court decisions concerning admissibility of evidence, constitutional rights, search and seizure and related issues. Recognizes, develops and presents evidence that reconstructs events, sequences, and time elements. Establishes facts about relationships, responsibilities, legal liabilities, and conflicts of interest that meet requirements for presentation in various legal hearings and court proceedings. Also includes staff policy and program development, analytical, or advisory positions when such work requires prior field experience in this occupation. May perform surveillance and undercover work. Advises and assists U.S. Attorneys in and out of court.

AUTHORIZED TITLES	
Criminal Investigator	Supervisory Criminal Investigator

1812 – Game Law Enforcement Specialist and Officer

Inspects, investigates, and advises to assure public understanding of and compliance with Federal statutes and regulations for conservation of fish and wildlife resources. Obtains information on the general condition of fish and wildlife resources. Conducts operations for abatement of damage to agricultural crops caused by unusual concentrations of wildlife.

AUTHORIZED TITLES	
Game Law Enforcement Specialist	Supervisory Game Law Enforcement Specialist
Involves staff, analytical, program development, or advisory work that does not require enforcement authority.	
Game Law Enforcement Officer	Supervisory Game Law Enforcement Officer
Involves operational (field) work with enforcement authority to cite violators, testify in criminal court proceedings, conduct abatement programs, etc.	

1815 – Air Safety Investigation Specialist

Investigates and prevents accidents and incidents involving United States aircraft anywhere in the world, and in the establishment of programs and procedures to provide for the notification and reporting of accidents. Investigations include a report of the facts, conditions, and circumstances relating to each accident and a determination of the probable cause of the accident along with recommendations for remedial action designed to prevent similar accidents in the future. Special studies and investigations on matters pertaining to safety in air navigation and the prevention of accidents are conducted to ascertain what will best reduce or eliminate the possibility of, or recurrence of, accidents. Requires broad knowledge in the field of aviation, and experience or training that provides knowledge of investigative techniques and/or legal procedures and practices.

AUTHORIZED TITLES	
Air Safety Investigation Specialist	Supervisory Air Safety Investigation Specialist

1825 – Aviation Safety Specialist

Work involves developing, administering, or enforcing regulations and standards concerning civil aviation safety, including: (1) the airworthiness of aircraft and aircraft systems; (2) the competence of pilots, mechanics, and other airmen; and (3) safety aspects of aviation facilities, equipment, and procedures. These positions require knowledge and skill in the operation, maintenance, or manufacture of aircraft and aircraft systems. (Note: This occupation does not include work involved in the repair and maintenance of aircraft and/or aircraft systems.)

AUTHORIZED TITLES	
Aviation Safety Specialist	Supervisory Aviation Safety Specialist

1863 – Food Inspector

Inspects the slaughter, processing, packaging, shipping, and storing of meat and meat products, poultry and poultry products, fish and fish products; meat products derived from equines, and food establishments engaged in these activities in order to determine compliance with law and regulations that establish standards for the protection of the consumer by assuring them that products distributed to them are wholesome, not adulterated, and properly marked, labeled and packaged. Work requires practical knowledge of normal conditions of live and slaughtered meat, poultry, and fish; standards of wholesomeness and sanitation of meat, poultry and fish products; and of processing and sanitation of the food production industry or industries inspected.

AUTHORIZED TITLES	
Food Inspector	Supervisory Food Inspector

1890 – Customs Inspector

Enforces and administers laws governing the importation or exportation of merchandise. Work requires knowledge of laws, regulations, policies, and procedures concerning the entry, examination, classification, and release of merchandise; ability to obtain data about the

description, characteristics, value, and country of origin of merchandise by questioning people, examining merchandise, and reviewing documents; ability to search baggage, persons, cargo, and carriers for contraband; ability to make sound decisions to admit and to hold or release merchandise; and sound judgment in detaining and apprehending persons at the point of entry who are violating customs or other laws.

AUTHORIZED TITLES	
Customs Inspector	Supervisory Customs Inspector

1897 – Customs Technician

Performs work that is incidental or subordinate to entry, liquidating, appraising, examining, marine officer, or other technical customs work and that consists of: (1) administrative duties requiring the application of practical knowledge of pertinent provisions of the Tariff Act, the Navigation Laws, or other similar customs laws; or (2) quasi-technical duties requiring some, but less than full, technical training in one or more kinds of technical customs work (except such duties when performed as training for the full technical level).

AUTHORIZED TITLES	
Customs Technician	Supervisory Customs Technician

1899 – Investigations Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Criminal Investigations).	

1910 – Quality Assurance Specialist

Assures quality of products acquired and used by the Federal Government. Work involves: (1) developing plans and programs for achieving and maintaining product quality throughout the item's life cycle; (2) monitoring operations to prevent production of defects and to verify adherence to quality plans and requirements; and (3) analysis and investigation of adverse quality trends or conditions and initiation of corrective action. Requires analytical ability combined with knowledge and application of quality assurance principles and techniques, and knowledge of pertinent product characteristics and associated manufacturing processes and techniques.

AUTHORIZED TITLES	
Quality Assurance Specialist	Supervisory Quality Assurance Specialist
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Aircraft)	(Materials and Processes)
(Ammunition)	(Mechanical)
(Automotive)	(Metrology)
(Chemicals)	(Nuclear)
(Clothing)	(Preservation and Packaging)
(Computer Software)	(Shipbuilding)
(Electrical)	(Subsistence)
(Electronics)	

1999 – Quality Assurance Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Quality Assurance).	

2001 – Supply Specialist

Performs work in supply when there is no other more appropriate occupation. Includes: (1) a combination of several supply fields with none predominant; or (2) a specialized supply field not readily identified with other existing occupations.

AUTHORIZED TITLES	
Supply Specialist	Supervisory Supply Specialist

2003 – Supply Management Specialist

Manages, directs, or administers a supply program that includes a mixture of technical supply functions; or (2) work primarily concerned with analyzing, developing, evaluating, or promoting improvements in the policies, plans, methods, procedures, systems, or techniques of a supply program.

AUTHORIZED TITLES	
Supply Management Specialist	Supervisory Supply Management Specialist

2005 – Supply Technician

Performs technical supply support work necessary to ensure the effective operation of ongoing supply activities. Work requires practical knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures.

AUTHORIZED TITLES	
Supply Technician	Supervisory Supply Technician

2010 – Inventory Management Specialist

Performs analytical work to manage, regulate, coordinate, or otherwise exercise control over supplies, equipment, or other material. Work includes one or more phases of material management including initial planning, provisioning and requirements determination, acquisition and distribution, accountability, and ultimate issue for consumption, retention, or disposal. Work requires knowledge of acquisition processes, automated records and control systems, material substitution criteria, and storage, issue, and disposal processes.

AUTHORIZED TITLES	
Inventory Management Specialist	Supervisory Inventory Management Specialist

2030 – Distribution Facilities and Storage Specialist

Performs analytical or managerial work concerned with receiving, handling, storing, maintaining while in storage, issuing, or physically controlling items within a storage and distribution system. Work requires knowledge of principles, practices, and techniques of managing physical receipt, custody, care, and distribution of material, including selection of appropriate storage sites, material handling equipment, and facilities.

AUTHORIZED TITLES	
Distribution Facilities Specialist	Supervisory Distribution Facilities Specialist
Storage Specialist	Supervisory Storage Specialist

2032 – Packaging Specialist

Plans, designs, and develops packaging methods and techniques, and directs the use of packages and packaging materials to protect supplies, materials, and equipment between the time of purchase and use. Work requires knowledge of packaging and preservation methods, material, regulations, specifications, and guidelines. Requires knowledge of methods and techniques to prevent environmental and mechanical damage during handling, shipping, and storage.

AUTHORIZED TITLES	
Packaging Specialist	Supervisory Packaging Specialist

2050 – Supply Cataloging Specialist

Performs analytical work to develop, maintain, or revise supply catalogs, manuals, stock lists, item descriptions, and other documents that identify items of supply. Work requires knowledge of the physical characteristics of supply items and of systems for cataloging and classifying such supply items to insure proper identification for management purposes.

AUTHORIZED TITLES	
Supply Cataloging Specialist	Supervisory Supply Cataloging Specialist

2091 – Sales Store Technician

Performs checkout, sales clerk, customer assistance, or other duties that are involved in the retail sale of merchandise or stock items and that require the application of clerical knowledge, procedures, and/or practices that are peculiar to sales store operations.

AUTHORIZED TITLES	
Sales Store Technician	Supervisory Sales Store Technician

2099 – Supply Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Inventory Management).	

2101 – Transportation Specialist

Performs work in transportation functions when there is no other more appropriate occupation. Includes: (1) a combination of several transportation fields with none predominant; or (2) transportation work not readily identified with other existing occupations.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

2102 – Transportation Technician

Arranges transportation for or performs other actions in connection with the movement of freight, passengers, or personal property by Government or commercial means. Includes other transportation support work not covered specifically by another occupation (e.g., fleet

management, safety or regulatory program support, quality control and inspection, carrier performance evaluation, or transportation report analysis and preparation). Work requires a practical knowledge of the regulations and methods governing traffic management or transportation programs.

AUTHORIZED TITLES	
Transportation Technician	Supervisory Transportation Technician

2130 – Traffic Management Specialist

Plans, develops, and executes traffic policies and programs or directs and manages programs to obtain the economical and efficient transportation of freight, personal property, and/or passengers. Requires knowledge of Federal traffic management principles and policies; transportation industry operations, practices, and capabilities; special handling or movement requirements associated with freight, passengers, or other transportation operations; and the relationship of traffic management to other agency or organizational programs and functions.

AUTHORIZED TITLES	
Traffic Management Specialist	Supervisory Traffic Management Specialist

2131 – Freight Rate Technician

Procures common carrier and other transportation service by rail, motor, air, water, and miscellaneous means, for the domestic and foreign movement of freight. Requires practical knowledge of published classification guides, rate tariffs, dockets, agreements, contracts, and related carrier and Federal publications in the classification of freight and the determination of appropriate rates and routes. Includes positions engaged in the pre-audit or the post-audit of freight bills to determine the propriety of the rates paid or to be paid.

AUTHORIZED TITLES	
Freight Rate Technician	Supervisory Freight Rate Technician

2135 – Transportation Loss and Damage Claims Examiner

Performs work consisting of examining, developing, reviewing, or authorizing claims by or against the Government arising from the loss or damage of goods and merchandise while in the custody of carriers for transporting, when this work does not include determination of transportation rates nor the development of loss and damage prevention.

AUTHORIZED TITLES	
Transportation Loss and Damage Claims Examiner	Supervisory Transportation Loss and Damage Claims Examiner

2144 – Cargo Scheduling Technician

Controls or schedules movement of cargo into, out of, or through one or more terminals in the proper amounts and time sequence in relationship to the priority of the cargo, terminals' ability to accommodate the cargo and/or the carriers' ability to move the cargo. Work requires technical analysis of transportation considerations that effect movement of cargo in proper relationships to terminal and carrier capacity. Requires practical knowledge of transportation systems and of transportation rules and regulations, but knowledge of freight classification and of common carriers' rates is not required.

AUTHORIZED TITLES	
Cargo Scheduling Technician	Supervisory Cargo Scheduling Technician

2150 – Transportation Operations

Plans, directs, or operates rail, motor, air, or water transportation systems and service, including positions involving responsibility for operation of both transportation service and terminal facilities.

AUTHORIZED TITLES
There are no titles specified for this occupation. Construct titles that appropriately describe the work.

2151 – Dispatching Technician

Dispatches or schedules motor vehicles, trains, aircraft, or vessels used for the transportation of passengers, mail, equipment, or supplies. Involves assigning vehicles, keeping records and reports, and providing route and destination information and instructions to the drivers, engineers, or pilots.

AUTHORIZED TITLES	
Dispatching Technician	Supervisory Dispatching Technician
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Motor Vehicle)	(Aircraft)
(Automotive Equipment)	

2152 – Air Traffic Control Specialist

Work involves: controlling air traffic to insure the safe, orderly and expeditious movement along air routes and at airports when a knowledge of aircraft separation standards and control techniques, and the ability to apply them properly, often under conditions of great stress, are required; providing preflight and in-flight assistance to aircraft requiring a knowledge of the information pilots need to conduct safe flights and the ability to present that information clearly and concisely; or developing, coordinating, and managing air traffic control programs. Work requires an extensive knowledge of the laws, rules, regulations and procedures governing the movement of air traffic.

AUTHORIZED TITLES	
Air Traffic Control Specialist	Supervisory Air Traffic Control Specialist
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Station)	(Center)
(Terminal)	

2154 – Air Traffic Control Technician

Performs work in support of air traffic control functions. Work requires a practical knowledge of and skill in applying air traffic control procedures.

AUTHORIZED TITLES	
Air Traffic Control Technician	Supervisory Air Traffic Control Technician

2161 – Marine Cargo Specialist

Plans and/or directs loading and stowage of cargo aboard vessels and the unloading of cargo from vessels.

AUTHORIZED TITLES	
Marine Cargo Specialist	Supervisory Marine Cargo Specialist

2181 – Pilot and Flight Instructor

Work involves: piloting or copiloting of aircraft to carry out various programs and functions of Federal agencies; providing ground and flight instruction and in-flight evaluation in the piloting of aircraft; flight testing of developmental and modified aircraft and components; in-flight inspection and evaluation of air navigation facilities and the environmental conditions affecting instrument flight procedures; and performing staff work concerned with planning, analyzing, or administering agency aviation programs, where the work requires pilot knowledge and skills.

AUTHORIZED TITLES	
Pilot	Supervisory Pilot
Flight Instructor	Supervisory Flight Instructor

2183 – Navigator and Weapon Systems Specialist

Work involves assisting the pilot in aircraft operations by determining, planning, and performing the navigational aspects of the flight. Work requires knowledge of the various methods of air navigation, and skill in using navigational instruments, equipment, and systems in conjunction with flight instruments to direct the movement and positioning of the aircraft to accomplish a specific mission or assignment. May require knowledge of use and deployment of fighter aircraft ordnance; skill to conduct preflight checks, recognize malfunctions, and coordinate delivery with the pilot; and knowledge of weapon ballistics and skill to operate related avionics

systems for fighter aircraft. Also included are positions responsible for providing ground and flight instruction in air navigation.

AUTHORIZED TITLES	
Navigator	Supervisory Navigator
Weapon Systems Specialist	Supervisory Weapon Systems Specialist
Use the parenthetical title below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Instructor)	

2185 – Flight Engineer, Aerial Refueling Technician, and Aircraft Loadmaster

Performs, instructs, or supervises flight crew work, particularly: (1) flight engineering work supporting the operation of heavy multiengine aircraft, (2) controlling and operating aerial refueling systems aboard tanker aircraft, and (3) loading, positioning, and securing cargo in transport aircraft.

AUTHORIZED TITLES	
Flight Engineer	Supervisory Flight Engineer
Aerial Refueling Technician	Supervisory Aerial Refueling Technician
Aircraft Loadmaster	Supervisory Aircraft Loadmaster
Use the parenthetical title below to further identify duties and responsibilities performed and special knowledge and skills necessary.	
(Instructor)	

2199 – Transportation Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Traffic Management).	

2203 - Computer Operator

Operates computer systems. Involves operation of peripheral equipment when: (1) such equipment is used directly in support of computer operations; and (2) operation of such equipment is directly related to acquiring knowledge and skills needed in operating the control console of a computer system. Requires knowledge of functions of various computer features and skill to read, interpret, and correctly respond to information in the form in which it transmits through the computer system.

AUTHORIZED TITLES	
Computer Operator	Supervisory Computer Operator

2204 - Computer Technician

Performs computer support functions for users of computer systems including such work as: receiving, maintaining, and issuing data storage media for computer operations; collecting and sequentially staging input media with associated program instructions for processing; scheduling the use of computer time for program processing; collecting, maintaining and distributing program and systems documentation; and collecting raw information, preparing flow charts, or other support functions. Work requires knowledge of external data processing sequences, controls, and procedures, rather than in-depth knowledge of computer requirements or techniques associated with development and design of computer systems. Assists computer users with basic computer queries such as: passwords, software usage, and provides an interface between the computer/communications organization and the users (e.g., help desk services).

AUTHORIZED TITLES	
Computer Technician	Supervisory Computer Technician

2210—Information Technology Specialist

Develops, delivers, and supports information technology (IT) systems and services. This occupation covers only those positions for which the paramount requirement is knowledge of IT principles, concepts, and methods; e.g., data storage, software applications, networking. Information technology refers to systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. Information technology includes computers, network components, peripheral equipment, software, firmware, services, and related resources.

AUTHORIZED TITLES	
Information Technology Specialist	Supervisory Information Technology Specialist
Use the parenthetical titles below to further identify duties and responsibilities performed and special knowledge and skills necessary. Use any combination of two parenthetical specialty titles in official position titles; e.g., Information Technology Specialist (Applications Software/Systems Analysis), where the two specialties are of significant importance to the position.	
(Applications Software)	
Involves the design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software.	
(Customer Support)	
Involves planning and delivery of customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training in response to customer requirements.	
(Data Management)	

Involves planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data.
(Internet)
Involves technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities, including systems/applications development and technical management of Web sites. Includes only positions requiring application of technical knowledge of Internet systems, services, and technologies.
(Network Services)
Involves planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice, data, and/or video formats.
(Operating Systems)
Involves planning, installation, configuration, testing, implementation, and management of the systems environment in support of the organization's IT architecture and business needs.
(Policy and Planning)
Involves a wide range of IT management activities that typically extend and apply to an entire organization or major components of an organization. This includes strategic planning, capital planning and investment control, workforce planning, policy and standards development, resource management, knowledge management, architecture and infrastructure planning and management, auditing, and information security management.
(Project Management)
Involves directly managing information technology projects to provide a unique service, product, or system.
(Security)
Involves ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools.
(Systems Administration)
Involves planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.
(Systems Analysis)
Involves applying analytical processes to the planning, design and implementation of new and improved information systems to meet the business requirements of customer organizations.

2299 – Information Technology Student Trainee

Includes positions that involve periods of pertinent formal education and periods of employment in a Federal agency. Education and employment must be part of a formal student employment program. Level of education and experience completed by the student is a major consideration in establishing the level of on-the-job training and work assignments during periods of employment.

AUTHORIZED TITLE	
Student Trainee	Supervisory: Not Authorized
Use a parenthetical title consistent with the occupational field involved, e.g., Student Trainee (Information Technology).	

SC1920.AP5. APPENDIX 5 TO SUBCHAPTER 1920

Part I

CLASSIFICATION CRITERIA FOR STANDARD CAREER GROUP

Classification Criteria for Standard Career Group - Professional/Analytical Pay Schedule

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 and pay band 3 descriptors represent the threshold ("floor") of each range of work. A position must meet a descriptor to be assigned to that Pay band.

Select the appropriate Pay band descriptor.

DESCRIPTORS

Pay band 1

Entry/Intern/Developmental positions. Employees carry out assignments using basic principles, concepts and methodology of the occupation. Work is designed to provide the competencies, skills and experiences needed to perform pay band 2 work. This level is not considered Full-Performance/Journey level for occupations in this pay schedule.

Pay band 2

Full-Performance/Journey level positions. The employee is an experienced worker who has gained competencies and skills either by work experience at pay band 1 or through relevant graduate study and/or experience. The employee carries out assignments independently. This level is appropriate for most installation and headquarters positions in DoD occupations in this pay schedule.

Pay band 3

Subject matter expert/program manager level positions. Employees at this level are either subject matter experts or project/ program managers. Work at this level typically involves responsibility for program development and/or oversight of major Department (OSD) level or Component/Command (or equivalent) level programs. The scope of the work is typically the "big picture" rather than "action officer work" and typically impacts the work of other experts.

At this level, work involves independently resolving problems or issues, impacting programs that extend across Components or throughout a Component/Commands (or equivalent) organization. Organizations where this work resides typically include DoD Agencies, military department headquarters, a major military command; and other organizations with equivalent delegated program responsibilities.

Definitions:

PB-3 Program. A program may be professional, scientific, technical, analytical, or fiscal in nature. Examples of programs at this level, include IT networks, nuclear safety, logistics or financial management for major weapons platforms, etc. They also include Component/Command-wide human resources compensation or labor relations, accounting and audit, oversight of a number of large industrial installations (shipyards, logistics centers, depots), etc. Programs are usually located in Component/Command headquarters and are carried out in multiple installations and/or regions.

Project. Projects are of a specific duration while programs are ongoing. Projects require the definition of the project goals; developing plans, schedules and cost estimates for attaining them; determining what functions should be contracted and which should be in-house, establishing evaluation and assessments, and exercising delegated responsibility and authority for decisions.

PB-3 Project/Program manager. A project/program manager is responsible for an entire project/program throughout the organization. Manages project/program requirements, objectives, and metrics; and resolves conflicts among schedules, funding, and resources. Develops Command/ Component program policies, resolves critical problems or issues related to policy application, and coordinate major program functions within the Command/Component and subordinate installations. Work is often interrelated and interdependent with other Command/Component program managers. Provides policy guidance to action officers and technical experts. Serves as the final technical authority for the organization, e.g., command.

Subject-matter expert. A subject-matter expert is recognized as a technical authority throughout the organization (e.g., component, command, etc.). Subject-matter experts typically advise management and colleagues on difficult problems, conduct special studies, propose options and alternatives, represent the command, etc.

Subject-matter experts often participate in committees and seminars of Command, Component, or DoD importance. This involves meeting with other experts having a variety of viewpoints or objectives on issues of considerable consequence or importance; presenting the Command/ Component's rationale or position on specific problems; and participating in the problem solving process by negotiation, compromise, or developing suitable alternatives.

The fact that a position is the senior specialist in an organization performing a certain type of work does not automatically mean the incumbent is an expert. For example, the senior Housing Specialist in a Family Housing Office is not a subject-matter expert for purposes of assigning PB-3.

Scope and Impact of Positions.

A position's scope of authority and impact of decisions generally aligns with the missions and functions of its organization (e.g., installation, Field Operating Activity, Direct Reporting Unit, command, component, etc.). For example, an employee developing Component-wide

procedures ordinarily has more responsibility than an employee developing Command-wide procedures. In turn a Command level employee ordinarily has more responsibility than an employee developing installation-wide procedures.

However, the fact that a position is located at a Component or Command level does not automatically mean the incumbent is a subject-matter expert or project/program manager responsible for project/program development and/or oversight of major OSD or Component (or equivalent) projects/programs. Not all positions at a Component or Command level have Component-wide or Command-wide functions.

Conversely, there are instances where PB-3 subject matter expert or project/program manager responsibilities, normally performed at Component or Command levels, are delegated/assigned to a lower level organization (Field Operating Activity, Direct Reporting Unit, installation). For example:

- Responsibility to manage the DoD small arms/ammunition program may be delegated to a Component.
- Responsibility to develop Component-wide military education and training program requirements and instructions may be assigned to a Major Command.
- Responsibility to develop Major Command-wide technical requirements may be assigned to an installation.

Classification Criteria for Standard Career Group – Technician/Support Pay Schedule

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 and pay band 3 descriptors represent the threshold ("floor") of each range of work. A position must meet a descriptor to be assigned to that Pay band.

Select the appropriate Pay band descriptor.

DESCRIPTORS

Pay band 1

Clerical support work: All clerical work is in this pay band. Work typically includes answering the phone; filing; opening and distributing the mail; typing correspondence; processing documents, forms, or other paperwork; maintaining logs; obtaining office supplies and services; etc. Clerical work is largely repetitive and involves finding and using established procedural guidelines such as work samples, references, and operating manuals. Guidelines are complete and specific, permitting little discretion in their application. Employees work according to the guides. The supervisor approves deviations from these guides.

NOTE: Much secretarial work consists primarily of Level 1 clerical work. However, some secretarial work involves administrative functions typical of Level 2.

Technician support work: Procedure and routine technician work is also in this pay band. Procedures are well known by the technician. Employees work in strict adherence to the guidelines. Employees use initiative to perform recurring assignments. Decision making is limited since the technician is provided specific and detailed guidelines, instructions, and procedures for all important aspects of the work. Changes or deviations must be approved by the supervisor or a higher level employee.

Pay band 2

Employees use substantive knowledges to perform work. Guidelines often are not specific and not directly applicable to employee assignments. Employees work independently to identify what facts and situations are the most important and use them to choose the most appropriate guidance. This often requires independently interpreting and adapting policies, guides, procedures, regulations, and precedents to new or unique situations. Employees are very familiar with a large number of guides.

Pay band 3

Complex and unique technical work is in this pay band. Guidelines always have significant gaps requiring the employee to identify the most significant issues and important facts. The employee

exercises a high degree of initiative in searching out sources of information, much of it indirect or obscure, to make these determinations.

Employee independently modifies or improvises partially applicable procedures to accommodate unusual situations and complete complex and/or one-of-a-kind assignments. In the absence of complete information, employees independently develop new criteria, methods, and procedures to solve complex problems.

The employee's expertise allows the resolution of virtually all technical and policy problems. The employee is delegated considerable latitude or authority to carry out the work, and make decisions regarding his/her own work, without prior supervisory approval.

Note: This level is reserved for positions in the following occupations: YB-0025, Park Ranger, YB-1016, Museum Technician; YB-1060, Photographer; YB-1152, Production Controller; YB-1421, Archive Technician (at this level, the employee performs work normally assigned to a professional archivist);.YB-1702, Education and Training Technician; and YB-2185, Aircrew Technician. Level 3 is also applicable for a few YB-318, Secretary positions located at DoD Agencies, military department headquarters and major military command headquarters.

Positions performing work in other occupations covered by the Nonsupervisory Technician and Support Standard Pay Schedule are not assigned to Level 3.

Classification Criteria for Standard Career Group – Student Educational Employment Program Pay Schedule

Instructions for Use:

There is only one pay band for employees covered by the Student Educational Employment Program (SEEP). This pay band encompasses the full range of SEEP work within the Department of Defense. Positions which meet the provisions of SC1920.7.6. are assigned to this pay band.

DESCRIPTOR

Pay band 1

This level encompasses the full range of SEEP positions within the Department of Defense and is appropriate for all installation and headquarters positions.

Classification Criteria for Standard Career Group – Supervisor/Manager Pay Schedule

To be classified as a supervisor, and assigned a pay band in the Supervisor/Manager Standard Pay Schedule (PS), the position must perform the supervisory functions of an Immediate Supervisor listed below. Supervised employees may include Federal civilian employees, Federal military or uniformed service employees, volunteers, or other noncontractor personnel. Positions with oversight responsibilities only over private sector contractors do not meet this definition.

Exclude: Positions exercising less than the minimum supervisory authorities of an Immediate Supervisor. They are assigned to a pay band in either the Pay Schedule for Nonsupervisory Professional/Analytical occupations or the Pay Schedule for Nonsupervisory Technician/Support occupations.

Number of subordinates. A supervisory position cannot be established on the basis of only one subordinate position. The establishment of supervisory positions is based on the need for the position; the cost of the position; and other business-based decisions.

Base Level. The level which best represents the work of the nonsupervisory subordinates. Intern, trainee, and developmental work is equivalent to the full-performance level. Selecting the appropriate base level is not always clear-cut or mechanical. Often subordinate positions are classified in more than one PS and/or PB. In such situations, the selection may be based on organizational requirements and other business-based decisions. For base level determination FWS positions are considered equivalent to the following:

YE Pay Band 1	YE Pay Band 2	YE Pay Band 3
WG-1 to 8	WG-9 to12	WG-13 to 15

Immediate supervisors must perform all of the following:

- Assign work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees;
- Provide technical oversight;
- Develop performance plans and rate employees;
- Interview candidates for subordinate positions; recommend hiring, promotion, or reassignments;
- Take disciplinary measures, such as warnings and reprimands;
- Identify developmental and training needs of employees; provide and/or arrange for needed development and training.

Intermediate supervisors must perform all of the following:

Perform all of the immediate supervisory functions listed above for subordinate supervisors. In addition, intermediate supervisors:

- Make decisions on technical and personnel problems presented by subordinate supervisors;
- Review evaluations of nonsupervisory employees rated by subordinate supervisors;

- Assure reasonable equity of individual employee performance objectives, standards and ratings among subordinate organizations;
- Recommend performance awards and salary/bonus distribution for subordinate employees;
- Evaluate subordinate supervisors;
- Make or approve selections for subordinate nonsupervisory positions;
- Recommend selections for subordinate supervisory positions

Managers must perform all of the following:

Typically perform all of the immediate and intermediate supervisory functions listed above.

- In addition, managers work with Commanding Officers (or civilian equivalent) and other senior management officials of their organization in the development of the organization's (i.e., installation through Component level) primary mission goals and objectives. Typically, heads an organization with responsibility for ensuring subordinate supervisors meet their organizational goals and objectives.

Deputy Positions are normally in the same supervisory pay band as the position to which they report. A deputy to an SES position (or any other position which exceeds pay band 3) is normally in pay band 3.

Titling: Supervisory positions are titled using Appendix 4, NSPS Occupational Definitions, Codes and Titles. Positions that meet the minimum requirements for coverage are titled as supervisory even if the supervisory work is not the basis for Pay Schedule and Pay Band determination. Positions that do not meet the minimum coverage requirements cannot be titled "Supervisory.

Level Conversion Chart

Step 1 - Select the appropriate Nonsupervisory base level Pay Schedule (PS)
Step 2 - Select the appropriate Supervisory level
Step 3 - Assign the indicated Pay Band (PB) level

Nonsupervisory base level Pay Schedule and Pay band	Immediate Supervisor	Intermediate Supervisor	Manager
Technician/Support PB 1	Supervisory PB 1	Supervisory PB 1	Not applicable
Technician/Support PB 2	Supervisory PB 1	Supervisory PB 2	Not applicable
Technician/Support PB 3	Supervisory PB 2	Supervisory PB 2	Not applicable
Professional/Analytical PB 1	Not applicable	Not applicable	Not applicable
Professional/Analytical PB 2	Supervisory PB 2	Supervisory PB 2	Supervisory PB 3
Professional/Analytical	Supervisory	Supervisory	Supervisory PB 3

PB 3	PB 3	PB 3	

APPENDIX 5
Part II

CLASSIFICATION CRITERIA FOR SCIENTIFIC AND ENGINEERING CAREER GROUP

Classification Criteria for Scientific and Engineering Career Group - Professional Pay Schedule

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 and pay band 3 descriptors represent the threshold ("floor") of each range of work. A position must meet a descriptor to be assigned to that Pay band.

Select the appropriate Pay band descriptor.

DESCRIPTORS

Pay band 1

Entry/Intern/Developmental positions. Employees carry out engineering and scientific assignments using basic principles, concepts and methodology of the occupation. Work is designed to provide the competencies, skills and experiences needed to perform pay band 2 work. This level is not considered Full-Performance/Journey level for occupations in this pay schedule.

Pay band 2

Full-Performance/Journey level positions. The employee is an experienced worker who has gained competencies and skills either by work experience at pay band 1 or through relevant graduate study and/or experience. The employee carries out assignments independently. This level is appropriate for most installation and headquarters positions in DoD occupations in this pay schedule.

Pay band 3

Subject matter technical expert/program manager level positions. Employees at this level are either subject matter technical experts or project/program managers. Work at this level typically involves responsibility for program development and/or oversight of major Department (OSD) level or Component/Command (or equivalent) level programs. The scope of the work is typically the "big picture" rather than "action officer work" and typically impacts the work of other experts.

At this level, work involves independently resolving problems or issues, impacting programs that extend across Components or throughout a Component/Command (or equivalent) organization. Organizations where this work resides typically include DoD Agencies, military department

headquarters, a major military command; installations whose primary mission is RTD&E; and other organizations with equivalent delegated program responsibilities.

Definitions:

PB-3 Program. Examples of programs at this level include development of a major weapons system such as a new class of submarine, destroyer, aircraft, to those with a highly technical focus such as ordnance RTD&E, new or modified missiles, communications networks, missile propulsion and power systems; aircraft, and ship propulsion systems; electronic detecting and tracking systems; airlift systems; ordnance delivery systems; oversight and planning operations of large industrial installations (shipyards, logistics centers, depots), etc. Programs are usually located in Component/Command headquarters and are carried out in multiple installations and/or regions.

Project. Projects are of a specific duration while programs are ongoing. Projects require the definition of the project goals; developing plans, schedules and cost estimates for attaining them; determining what functions should be contracted and which should be in-house, establishing evaluation and assessments, and exercising delegated responsibility and authority for decisions.

PB-3 Project/Program manager. A project/program manager is responsible for an entire project/program throughout the organization. Manages project/program requirements, objectives, and metrics; and resolves conflicts among schedules, funding, and resources. Develops Command/Component program policies, resolves critical problems or issues related to policy application, and coordinate major program functions within the Command/Component and subordinate installations. Work is often interrelated and interdependent with other Command/Component program managers. Provides policy guidance to action officers and technical experts. Serves as the final technical authority for the organization, e.g., command.

Subject-matter expert. A subject-matter technical expert is recognized as a technical authority throughout the organization (e.g., component, command, installation whose primary mission is RTD&E, etc.). Subject-matter technical experts typically advise management and colleagues on difficult problems, conduct special studies, propose options and alternatives, represent the command, etc.

Examples of engineering subject-matter technical experts include:

- Expert in one or more of the following functions (design, development, procurement, construction, testing, evaluation and operational maintenance) for a major system with specialized applications, e.g., missile propulsion and power systems; aircraft, and ship propulsion systems; electronic detecting and tracking systems; airlift systems, ordnance delivery systems; etc. Ensures that subsystems and components being developed by the various Defense organizations and contractors are compatible.
- Responsibility for design, development, procurement, construction, testing, evaluation, and operational maintenance and safety features of newly developed or installed reactor components.
- Conducting a highly complex test program with extensive and diverse engineering requirements where systems and components are prototype and developmental.

- Conducting basic or applied research on problems of exceptional difficulty whose solution is a major scientific advance with extensive practical applications.

Examples of scientific subject-matter technical experts include:

- Combining cartographic technology from several military services into a single set of electronic cartographic tools.
- Conducting a radiation safety program where hundreds of employees handle radioactive materials and/or radiation sources.
- Studies the configuration, specification, design development, and analyses to define and predict problem areas in radars that are required to operate in a nuclear environment.

Subject-matter technical experts often participate in committees and seminars of Command, Component, or DoD importance. This involves meeting with other experts having a variety of viewpoints or objectives on issues of considerable consequence or importance; presenting the Command/Component's rationale or position on specific problems; and participating in the problem solving process by negotiation, compromise, or developing suitable alternatives.

The fact that a position is the senior specialist in an organization performing a certain type of work does not automatically mean the incumbent is an "expert". For example, the senior Civil Engineer in a Family Housing Office is not a subject-matter expert for purposes of assigning PB-3.

Scope and Impact of Positions.

A position's scope of authority and impact of decisions generally aligns with the missions and functions of its organization (e.g., installation, Field Operating Activity, Direct Reporting Unit, command, component, etc.). For example, an employee developing Component-wide procedures ordinarily has more responsibility than an employee developing Command-wide procedures. In turn a Command level employee ordinarily has more responsibility than an employee developing installation-wide procedures.

However, the fact that a position is located at a Component or Command level does not automatically mean the incumbent is a subject-matter technical expert or project/program manager responsible for development and/or oversight of major OSD or Component (or equivalent) projects/programs. Not all positions at a Component or Command level have Component-wide or Command-wide functions.

Conversely, there are instances where PB-3 subject-matter expert or project/program manager responsibilities, normally performed at Component or Command levels, are delegated/assigned to a lower level organization (Field Operating Activity, Direct Reporting Unit, installation). For example,

- Responsibility to manage the DoD small arms/ammunition program may be delegated to a Component.

- Responsibility to develop Component-wide construction program requirements and instructions may be assigned to a Major Command.
- Responsibility to develop Major Command-wide technical requirements may be assigned to an installation.

Classification Criteria for Engineering and Scientific Career Group - Technician/Support Pay Schedule

Instructions for Use:

Pay bands encompass a range of work. Pay band 2, pay band 3, and pay band 4 descriptors represent the threshold ("floor") of each range of work. A position must meet a descriptor to be assigned to that Pay band.

Select the appropriate Pay band descriptor.

DESCRIPTORS

Pay band 1

Employees perform procedural and routine engineering and scientific support work. Procedures are well known by employees. Employees work in strict adherence to the guidelines. They use initiative to perform recurring assignments. Decision making is limited since the employee is provided specific and detailed guidelines, instructions, and procedures for all important aspects of the work. Changes or deviations must be approved by the supervisor or a higher level technician.

Pay band 2

Employees use substantive engineering or scientific knowledge to perform work. Guidelines often are not specific and not directly applicable to employee assignments. Employees work independently to identify what facts and situations are the most important and use them to choose the most appropriate guidance and determine the best course of action. This often requires independently interpreting and adapting policies, guides, procedures, regulations, and precedents to new or unique situations. Employees are very familiar with a large number of guides.

Pay band 3

Complex and/or unusual engineering and scientific technician work is in this pay band. Guidelines always have significant gaps requiring employees to identify the most significant issues and important facts. Employees exercise a high degree of initiative in searching out sources of information, much of it indirect or obscure, to make these determinations.

Employees independently modify or improvise partially applicable procedures to accomplish and complete complex and/or unusual assignments. In the absence of complete information, employees independently develop new criteria, methods, and procedures to solve problems.

The employees' expertise allows the resolution of virtually all technical and policy problems. The employee is delegated considerable latitude or authority to carry out the work, and make decisions regarding his/her own work, without prior supervisory approval.

Pay band 4

The employee's assignments involve unique problems and multiple complicating factors that limit the applicability of the guidelines and procedures normally used and create uncertainty about which approach will produce the best results. The employee's decisions are complicated by the size of and numerous interrelationships within and among the organizations, activities, and operations for which they are technically responsible.

Note: At this level, the employee performs work normally assigned to a professional engineer. This level is reserved for positions in the YE-802, Engineering Technician and YE-856, Electronics Technician occupations. Positions performing work in other occupations covered by the Nonsupervisory Engineering and Scientific Technician and Support Pay Schedule are not assigned to this level.

Classification Criteria for Engineering and Scientific Career Group – Supervisor/Manager Pay Schedule

To be classified as a supervisor, and assigned a pay band in the Supervisor/Manager Engineering and Scientific Pay Schedule, the position must perform the supervisory functions of an Immediate Supervisor listed below. Supervised employees may include Federal civilian employees, Federal military or uniformed service employees, volunteers, or other noncontractor personnel. Positions with oversight responsibilities only over private sector contractors do not meet this definition.

Exclude: Positions exercising less than the minimum supervisory authorities of an Immediate Supervisor. They are assigned to a pay band in either the Pay Schedule for Nonsupervisory Professional Engineering and Scientific occupations or the Pay Schedule for Nonsupervisory Engineering and Scientific Technician and Support occupations.

Number of subordinates. A supervisory position cannot be established on the basis of only one subordinate position. The establishment of supervisory positions is based on the need for the position; the cost of the position; and other business-based decisions.

Base Level. The level which best represents the work of the nonsupervisory subordinates. Intern, trainee, and developmental work is equivalent to the full performance . Selecting the appropriate base level is not always clear-cut or mechanical. Often subordinate positions are classified in more than one PS and/or PB. In such situations, the selection may be based on organizational requirements and other business-based decisions. For base level determination FWS positions are considered equivalent to the following:

YE Pay Band 1	YE Pay Band 2	YE Pay Band 3
WG-1 to 8	WG-9 to12	WG-13 to 15

Immediate supervisors must perform all of the following:

- Assign work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees;
- Provide technical oversight;
- Develop performance plans and rate employees;
- Interview candidates for subordinate positions; recommend hiring, promotion, or reassignments;
- Take disciplinary measures, such as warnings and reprimands;
- Identify developmental and training needs of employees; provide and/or arrange for needed development and training.

Intermediate supervisors must perform all of the following:

Perform all of the immediate supervisory functions listed above for subordinate supervisors. In addition, intermediate supervisors:

- Make decisions on technical and personnel problems presented by subordinate supervisors;
- Review evaluations of nonsupervisory employees rated by subordinate supervisors;
- Assure reasonable equity of individual employee performance objectives, standards and ratings among subordinate organizations;
- Recommend performance awards and salary/bonus distribution for subordinate employees;
- Evaluate subordinate supervisors;
- Make or approve selections for subordinate nonsupervisory positions;
- Recommend selections for subordinate supervisory positions

Managers must perform all of the following:

Typically perform all of the immediate and intermediate supervisory functions listed above.

- In addition, managers work with Commanding Officers (or civilian equivalent) and other senior management officials of their organization in the development of the organization's (i.e., installation through Component level) primary mission goals and objectives. Typically, heads an organization with responsibility for ensuring subordinate supervisors meet their organizational goals and objectives.

Deputy Positions are normally in the same supervisory pay band as the position to which they report. A deputy to an SES position (or any other position which exceeds pay band 3) is normally in pay band 3.

Titling: Supervisory positions are titled using Appendix 4, NSPS Occupational Definitions, Codes and Titles. Positions that meet the minimum requirements for coverage are titled as supervisory even if the supervisory work is not the basis for Pay Schedule and Pay Band determination. Positions that do not meet the minimum coverage requirements cannot be titled "Supervisory.

Level Conversion Chart

Step 1 - Select the appropriate Nonsupervisory base level Pay Schedule (PS)
Step 2 - Select the appropriate Supervisory level
Step 3 - Assign the indicated Pay Band (PB) level

Nonsupervisory base level Pay Schedule and Pay band	Immediate Supervisor	Intermediate Supervisor	Manager
Technician/Support, PB 1	Supervisory, PB 1	Supervisory PB 1	Not applicable
Technician/Support PB 2	Supervisory PB 1	Supervisory PB 2	Not applicable
Technician/Support PB 3	Supervisory PB 2	Supervisory PB 2	Not applicable
Technician/Support PB 4	Not applicable	Not applicable	Not applicable

Professional PB 1	Not applicable	Not applicable	Not applicable
Professional PB 2	Supervisory PB 2	Supervisory PB 2	Supervisory PB 3
Professional PB 3	Supervisory PB 3	Supervisory PB 3	Supervisory PB 3

APPENDIX 5

Part III

CLASSIFICATION CRITERIA FOR MEDICAL CAREER GROUP

Classification Criteria for Medical Career Group – Physician/Dentist Pay Schedule

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 and pay band 3 descriptors represent the threshold ("floor") of each range of work. A position must meet a descriptor to be assigned to that pay band.

Select the appropriate pay band descriptor.

DESCRIPTOR

Pay band 1

There is no physician/dentist pay band 1 since there are no entry/developmental positions in where employees carry out physician/dentist assignments designed to provide the competencies, skills and experiences needed to perform pay band 2 work.

Pay band 2

Physician/dentist positions involve the full range of cases, from those where the patients have common ailments to the very difficult, in a medical specialty. In hospitals they serve as consultants on the most difficult cases and perform the most advanced diagnostic and treatment procedures. The most difficult and complex diagnostic cases may be referred to consultants at specialized facilities. They are also responsible for medical students, interns or residents assigned for training in their specialty. They may also engage in some research projects. This level is appropriate for most clinical and hospital (and equivalent) medical facilities in DoD. It is also appropriate for some physician/dentist positions in Medical Command headquarters.

Pay band 3

A. Physician/dentists are responsible for the most difficult cases where they routinely diagnose rare and difficult-to-identify symptoms and are responsible for developing a full treatment regimen utilizing emerging techniques and/or prolonged or complicated procedures. Cases are often critical and require immediate decisions because patients have failed to respond to previously-tried treatment regimens. Within DoD, this level is typically found at medical research facilities and specialized DoD medical facilities (e.g., Walter Reed Army Medical Center for prosthesis, Brooke Army Medical Center for burn treatment, etc.). Physician/dentists can only be assigned to this level after written approval of the Component Headquarters or

Component medical command (e.g., Department of the Navy's Bureau of Medicine and Surgery; U.S. Army Medical Command).

B. Medical program development and/or oversight of major Component/Command (or equivalent) or Department (OSD) level programs. Program development and/or oversight at this level does not require the physician/dentist to perform direct patient care functions.

Classification Criteria for Medical Career Group - Professional Pay Schedule

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 and pay band 3 descriptors represent the threshold ("floor") of each range of work. A position must meet a descriptor to be assigned to that Pay band.

Select the appropriate Pay band descriptor.

DESCRIPTORS

Pay band 1

Entry/Intern/Developmental positions. Employees carry out medical assignments using basic principles, concepts and methodology of the occupation. Work is designed to provide the competencies, skills and experiences needed to perform pay band 2 work. This level is not considered Full-Performance/Journey level for any occupation in this pay schedule.

Pay band 2

Full-Performance level positions. The employee is an experienced worker who has gained competencies and skills either by work experience at pay band 1 or through relevant graduate study and/or experience. The employee carries out assignments independently. This level is appropriate for most installation and headquarters positions in DoD occupations in this pay schedule.

Pay band 3

Subject matter expert/program manager level positions. Employees at this level are either subject matter experts or project/ program managers. Work at this level typically involves responsibility for program development and/or oversight of major Department (OSD) level or Component level medical programs. The scope of the work is typically the "big picture" rather than "action officer work" and typically impacts the work of other experts..

Work involves independently resolving medical problems or issues, impacting programs that extend across Components or throughout a Component.

Definitions:

PB-3 Program. Examples of programs at this level, include developing Defense-wide or Component medical protocols and polices for the treatment of biological/chemical agents; developing Defense-wide or Component training and development programs to meet emerging requirements; developing polices related to troop protection and treatment in forward deployment areas, etc. Programs are located in Component headquarters and are carried out throughout the Component at multiple installations and/or regions.

Project. Projects are of a specific duration while programs are ongoing. Projects require the definition of the project goals; developing plans, schedules and cost estimates for attaining them; determining what functions should be contracted and which should be in-house, establishing evaluation and assessments, and exercising delegated responsibility and authority for decisions.

PB-3 Project/Program manager. A project/program manager is responsible for an entire medical project/program throughout the organization. Manages project/program requirements, objectives, and metrics; and resolves conflicts among schedules, funding, and resources. Develops Component medical program policies, resolves critical problems or issues related to policy application, and coordinate major program functions within the Component and subordinate medical organizations. Work is often interrelated and interdependent with other Component program managers. Provides policy guidance to medical technical experts. Serves as a medical technical authority for the Component.

PB-3 Subject-matter expert. A subject-matter expert is recognized as a technical authority throughout the organization (e.g., component, command, etc.). Subject-matter experts typically advise management and colleagues on difficult problems, conduct special studies, propose options and alternatives, represent the command, etc.

Subject-matter experts often participate in committees and seminars of Component, or DoD importance. This involves meeting with other experts having a variety of viewpoints or objectives on issues of considerable consequence or importance; presenting the Component's rationale or position on specific problems; and participating in the problem solving process by negotiation, compromise, or developing suitable alternatives.

The fact that a position is the senior medical specialist in a Command does not automatically mean the incumbent is PB-3 medical expert.

Scope and Impact of Positions.

Positions at this level are typically found in Component Headquarters. Within the Components, this level may be credited to a Medical Command performing Component-wide medical functions. However, the fact that a position is located at a Component level does not automatically mean the incumbent is a subject-matter expert or project/program manager responsible for project/program development and/or oversight of major OSD or Component medical projects/programs. Not all medical program managers/expert positions at a Component have Component-wide authority and/or responsibility.

Classification Criteria for Medical Career Group - Technician/Support Pay Schedule

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 and pay band 3 descriptors represent the threshold ("floor") of each range of work. A position must meet a descriptor to be assigned to that Pay band.

Select the appropriate Pay band descriptor.

DESCRIPTORS

Pay band 1

Employees perform procedural and routine medical support work. Procedures are well known by employees. Employees work in strict adherence to the guidelines. They use initiative to perform recurring assignments. Decision making is limited since the employee is provided specific and detailed guidelines, instructions, and procedures for all important aspects of the work. Changes or deviations must be approved by the supervisor or a higher level technician.

Pay band 2

Employees use substantive medical-related knowledge to perform work. Guidelines often are not specific and not directly applicable to employee assignments. Employees work independently to identify what facts and situations are the most important and use them to choose the most appropriate guidance and determine the best course of action. This often requires independently interpreting and adapting policies, guides, procedures, regulations, and precedents to new or unique situations. Employees are very familiar with a large number of guides.

Pay band 3

Complex and/or unusual medical-related technician work is in this pay band. Guidelines always have significant gaps requiring employees to identify the most significant issues and important facts. Employees exercise a high degree of initiative in searching out sources of information, much of it indirect or obscure, to make these determinations.

Employees independently modify or improvise partially applicable procedures to accomplish and complete complex and/or unusual assignments. In the absence of complete information, employees independently develop new criteria, methods, and procedures to solve problems.

The employees' expertise allows the resolution of virtually all technical problems. The employee is delegated considerable latitude or authority to carry out the work, and make decisions regarding his/her own work, without prior supervisory approval.

Note: Although Level 3 is applicable to a few occupations (e.g., YI-640, Health Technician, and YI-646, Pathology Technician), this level does not represent the work of most DoD nonsupervisory positions in the Medical Technician/Support Pay Schedule. Positions performing work in other occupations in the Nonsupervisory Medical Technician/Support Pay Schedule should be carefully reviewed before assignment to Level 3.

Classification Criteria for Medical Career Group – Supervisor/Manager Pay Schedule

To be classified as a supervisor, and assigned a pay band in the Supervisor/Manager Medical Pay Schedule, the position must perform the supervisory functions of an Immediate Supervisor listed below. Supervised employees may include Federal civilian employees, Federal military or uniformed service employees, volunteers, or other noncontractor personnel. Positions with oversight responsibilities only over private sector contractors do not meet this definition.

Exclude: Positions exercising less than the minimum supervisory authorities of an Immediate Supervisor. They are assigned to a pay band in the Nonsupervisory Physician/Dentist Pay Schedule, the Nonsupervisory Medical Professional Pay Schedule or the Nonsupervisory Medical Technician and Support Pay Schedule.

Number of subordinates. A supervisory position cannot be established on the basis of only one subordinate position. The establishment of supervisory positions is based on the need for the position; the cost of the position; and other business-based decisions.

Base Level. The level which best represents the work of the nonsupervisory subordinates. Intern, trainee, and developmental work is equivalent to the full-performance level. Selecting the appropriate base level for the Nonsupervisory Medical Technician and Support Pay Schedule is not always clear-cut or mechanical. Sometimes technician positions are classified in more than one PB. In such situations, the selection is based on organizational requirements and other business-based decisions. For base level determination FWS positions are considered equivalent to the following:

YE Pay Band 1	YE Pay Band 2	YE Pay Band 3
WG-1 to 8	WG-9 to12	WG-13 to 15

Immediate supervisors must perform all of the following:

- Assign work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees;
- Provide technical oversight;
- Develop performance plans and rate employees;
- Interview candidates for subordinate positions; recommend hiring, promotion, or reassignments;
- Take disciplinary measures, such as warnings and reprimands;
- Identify developmental and training needs of employees; provide and/or arrange for needed development and training.

Intermediate supervisors must perform all of the following:

Perform all of the immediate supervisory functions listed above for subordinate supervisors. In addition, intermediate supervisors:

- Make decisions on technical and personnel problems presented by subordinate supervisors;

- Review evaluations of nonsupervisory employees rated by subordinate supervisors;
- Assure reasonable equity of individual employee performance objectives, standards and ratings among subordinate organizations;
- Recommend performance awards and salary/bonus distribution for subordinate employees;
- Evaluate subordinate supervisors;
- Make or approve selections for subordinate nonsupervisory positions;
- Recommend selections for subordinate supervisory positions

Managers must perform all of the following:

Typically perform all of the immediate and intermediate supervisory functions listed above.

- In addition, managers work with Commanding Officers (or civilian equivalent) and other senior management officials of their organization in the development of the organization's primary mission goals and objectives. Typically, heads an organization with responsibility for ensuring subordinate supervisors meet their organizational goals and objectives.

Deputy Positions are normally in the same supervisory pay band as the position to which they report. A deputy to an SES position (or any other position which exceeds pay band 3) is normally in pay band 3.

Titling: Supervisory positions are titled using Appendix 4, NSPS Occupational Definitions, Codes and Titles. Positions that meet the minimum requirements for coverage are titled as supervisory even if the supervisory work is not the basis for Pay Schedule and Pay Band determination. Positions that do not meet the minimum coverage requirements cannot be titled "Supervisory".

Level Conversion Chart

Step 1 - Select the appropriate Nonsupervisory base level Pay Schedule (PS)
Step 2 - Select the appropriate Supervisory level
Step 3 - Assign the indicated Pay Band (PB) level

Nonsupervisory base level Pay Schedule and Pay band	Immediate Supervisor	Intermediate Supervisor	Manager
Technician/Support PB 1	Supervisory PB 1	Supervisory PB 1	Not applicable
Technician/Support PB 2	Supervisory PB 1	Supervisory PB 2	Not applicable
Technician/Support PB 3	Supervisory PB 2	Supervisory PB 2	Not applicable
Medical Professional PB 1	Not applicable	Not applicable	Not applicable
Medical Professional PB 2	Supervisory PB 2	Supervisory PB 2	Supervisory PB 3

Medical Professional PB 3	Supervisory PB 3	Supervisory PB 3	Supervisory PB 3
Physician/Dentist PB 2	Supervisory PB 4	Supervisory PB 4	Supervisory PB 4
Physician/Dentist PB 3	Supervisory PB 4	Supervisory PB 4	Supervisory PB 4

APPENDIX 5
Part IV

CLASSIFICATION CRITERIA FOR INVESTIGATIVE AND PROTECTIVE SERVICES CAREER GROUP

Classification Criteria for Investigative and Protective Career Group – Investigative Pay Schedule

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 and pay band 3 descriptors represent the threshold ("floor") of each range of work. A position must meet a descriptor to be assigned to that Pay band.

Select the appropriate Pay band descriptor.

DESCRIPTORS

Pay band 1

Entry/Intern/Developmental positions. Employees carry out investigative assignments using basic principles, concepts and methodology. Work is designed to provide the competencies, skills and experiences needed to perform pay band 2 work. This level is not considered Full-Performance/Journey level for occupations in this pay schedule.

Pay band 2

Full-Performance/Journey level positions. The employee is an experienced worker who has gained competencies and skills either by work experience at pay band 1 or through relevant graduate study and/or experience. The employee carries out assignments independently. This level encompass the full-performance range of work for YK-006, Correctional Program Specialist; YK-072, Fingerprint Specialist; and YK-1812, Game Law Enforcement, within DoD and is appropriate for all installation and headquarters positions. This level also encompass the full-performance range of work for all installation and most headquarters YK-1811, Criminal Investigator, positions within DoD.

Pay band 3

This level is applicable only to a small number of YK-1811, positions. Employees at this level are either senior liaison or project/ program managers at the Office of the DoD Inspector General; Defense Criminal Investigative Service; the headquarters of Component criminal investigation commands (i.e., Navy CIS, Army CID, Air Force OSI); or equivalent organizations. Work at this level typically involves responsibility for program development

and/or oversight of major Department (OSD) level or Component (or equivalent) level criminal investigation programs.

PB-3 Liaison and Coordination

- Represents the organization on Component level committees and/or external committees run by the Department of Defense, Department of Justice, or other investigative agencies. Committees establish policies and joint programs for a wide range of issues (e.g., agency jurisdiction, standard qualifications and certifications, resource allocation).

- Represents the organization on interagency task forces dealing with highly complex or controversial investigations or activities that are a source of significant disagreement between senior investigators, auditors, attorneys, and/or civilian officials, including general officers and senior executives.

- Serves on committees and task forces whose members typically include senior investigative and legal representatives from organizations such as DoD, Department of Justice, , Federal Bureau of Investigation, Bureau of Alcohol, Tobacco, and Firearms, Internal Revenue Service, Secret Service, Defense Criminal Investigative Service, Air Force Office of Special Investigation, Naval Criminal Investigative Service.

Contacts regularly involve senior military and civilian managers, including key political appointees, the Senior Executive Service, flag/general officers, and senior executives of federal agencies, state agencies, and international organizations. Contacts also include leaders of major defense contractors and their senior level technical staff, and members of Congress and their staffs.

PB-3 Program Management

- Develops policies, procedures, and instructions regarding investigative operations for application throughout the organization. Provides advice and direction to subordinate field elements on the use of specialized investigative techniques such as subpoenas, search warrants, technical listening equipment, and collection of crucial evidence.

- Develops and implements programs to assess performance and productivity standards for meeting organizational goals, effectiveness, and compliance with established DoD and Component performance and productivity standards, and established investigative and administrative procedures, laws, and regulations.

- Develops statistical data and reports on program actions and oversight activities to track Component-wide productivity and performance. Results are used to recommend major program or resource changes to attain long-range goals and objectives.

Classification Criteria for Investigative and Protective Services Career Group – Police and Security Guard Pay Schedule

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 descriptor represents the threshold ("floor") of the range of work. A position must meet a descriptor to be assigned to that Pay band.

Select the appropriate Pay band descriptor.

DESCRIPTORS

Pay band 1

Security Guard work: All security guard work is in this pay band. Security guards patrol the installation on foot or in vehicles; respond to alarms, irregularities, and unusual or suspicious circumstances; and investigate the incidents. Interacts with members of the public to determine their involvement in incidents, including interviewing, advising of their rights, obtaining statements, and detaining or apprehending violators.

Enforces traffic rules and regulations (including those related to speed, reckless and drunken driving); issues armed forces traffic tickets and Department of Defense violation notices. Serves as a restricted area entry sentry providing surveillance for sensitive, restricted, and limited access areas. Ensures that only authorized personnel, vehicles, and equipment are permitted in these areas. Detects and eliminates threats to the restricted area, and detains and apprehends violators.

Immediately responds to incidents involving security breaches, potential threats to persons or installation facilities and property, alarms in restricted areas, etc. Provides other responding personnel with an assessment of the situation and background information as required. Establishes surveillance over the area around, approaches to, and activity within the affected area. Assesses or assists in assessing and determining whether hostile or non-hostile action is involved. Detains and/or apprehends security violators and employs search procedures. Implements security reporting and alerting notification procedures. Employs DoD, Component and local use of force policy and rules of engagement.

Police work: Serves as a federal police officer performing law enforcement duties in an area of exclusive federal jurisdiction. Ensures compliance with a wide range of Federal, State, local laws, ordinances, rules and regulations as they pertain to law enforcement work. Possesses arrest/apprehension authority.

- Investigates misdemeanor crimes such as trespass, illegal dumping, shoplifting, traffic accidents, damage to civilian and government property, security violations, etc.
- Conducts preliminary investigations of more serious offenses (e.g., rape, robbery, assault, larceny, possession of controlled substances) to include reading rights to suspects, interviewing

suspects and witnesses, completing investigator statements, gathering and preserving evidence, and preparing reports of incidents and investigations on various felonies and other crimes.

- Collects and preserves evidence and crime scenes.
- Conducts probable cause searches, consent searches, searches incidental to arrest or apprehension, Command-directed searches and other legal searches.
- Interrogates suspects; detains witnesses and suspects; makes arrests and performs booking procedures. Participates in short-term investigations under the control of detectives or criminal investigators. Appears as a witness in hearings and trials.

Pay band 2

Work at this level typically includes the following Detective functions.

Conducts investigations of crimes and complaints covering a wide range of subjects and allegations from origination through case closure. Determines the proper organization who has jurisdictional authority for assigned cases. Refers cases not within jurisdiction to authorities with jurisdiction (e.g., Defense Criminal Investigative Service; Navy CIS, Army CID, Air Force OSI, etc.)

- Conducts undercover surveillance assignments to determine if investigation is warranted and to obtain information and evidence of criminal activity.
- Investigations involve searching crime scenes for clues, fingerprints and other evidence; interviewing witnesses; following leads; analyzing and evaluating evidence; and locating and detaining suspects.
- Collects, tags, logs, and stores evidence. Ensures disposition of evidence complies with Federal, DoD, Component, and local directives and procedures.
- Arranges for laboratory analyses and other expert evaluations.
- Processes complaints and inquiries from origination through case closure
- Testifies at trials
- May close out cases Component investigative offices assign to the installation for resolution and disposition. - Assists municipal, state federal, and military investigative agencies on investigations affecting the installation. When authorized, provides investigative assistance to the Component investigative organization for matters under their authority. These may involve antiterrorism, force protection, law enforcement, resource protection, and crime prevention. Closes out and transfers all case file information and evidence to the component investigative organization when investigative responsibility is transferred to them.

This level also includes Police Officer/Military Working Dog (MWD) Handler functions involving both canine patrol duties and specialized functions such as narcotics detection or explosives detection.

Classification Criteria for Investigative and Protective Services Career Group - Fire Protection Pay Schedule

Instructions for Use:

Pay bands encompass a range of work. Pay band 2, pay band 3, and pay band 4 descriptors represent the threshold ("floor") of each range of work. A position must meet a descriptor to be assigned to that Pay band.

Select the appropriate Pay band descriptor.

DESCRIPTORS

Pay band 1

- All Firefighter work is in this pay band. Employees perform the full range of Firefighter duties at all installations throughout the DoD including industrial plants; shipyards, waterfront and shipboard; research, test, evaluation and development facilities; airfields; and multistoried structures. Drives and operates firefighting vehicles such as pumper trucks, aerial ladder trucks, crash trucks, fireboats, and airport rescue vehicles. Operates pumps, foam generators, boom and groundsweep nozzles, and other similar equipment. Level 1 is appropriate for all DoD firefighter functions.

- Employees perform Hazardous Materials (HAZMAT) Awareness and HAZMAT Operations functions such as:

  - Performs hazard and risk assessment techniques to complete initial incident analysis.
  - Establishes communication with responsible agencies to gain qualified assistance and additional technical guidance.
  - Plans and initiates the initial response within the capabilities and competencies of available personnel, personal protective equipment, and control equipment.
  - Maintains and decontaminates common hazardous material response equipment and supplies including protective clothing, breathing apparatus, dry and extinguishing chemicals, and decontamination agents and equipment; and replaces expended chemicals and agents.
  - Assists hazardous materials technicians and other hazardous materials personnel.

- Employees perform Emergency Medical Services functions including:

  - Rescue of personnel and first aid measures to alleviate further injury and prepare the patient(s) for transport to a medical facility.
  - Uses direct pressure and/or tourniquets to stop bleeding, checks windpipe for obstructions.
  - Performs CPR, and/or provides other appropriate assistance.
  - Participates in training programs and exercises.

- Employees perform Fire Protection Inspection functions including:

- Inspects warehouses, shops, hospitals, offices, and living quarters for violations of fire regulations, and for conditions contributing to serious fire hazards. Inspections include electrical systems and equipment; storage of flammable materials in warehouses; storage and use of oxygen and other compressed gases in hospitals; painting or welding operations in areas where a certain degree of hazard is unavoidable; etc.
- Inspects new construction for inclusion of appropriate fire prevention materials and equipment.
- Checks fixed protection systems and equipment for proper placement.
- Participates in preliminary investigations into causes of fires by inspecting damaged areas and interviewing witnesses. May appear as witnesses before courts or boards of inquiry.

• Level 1 includes employees performing work requiring the following certifications: DoD Firefighter I, Firefighter II, Airport Firefighter, HAZMAT Awareness, HAZMAT Operations (under NFPA standards adopted by DOD), Apparatus Driver-Operator for Pumper, Airport Rescue Firefighting (ARFF), and Aerial vehicles (under NFPA standards adopted by DOD)

<u>Pay band 2</u>

• Employees perform HAZMAT Technician functions including:

- Surveys the incident to identify the materials and containers involved, and to identify and verify the presence and concentrations of hazardous materials through the use of monitoring equipment.
– Collects and interprets hazard and response information from transportation emergency information centers, shipper and/or manufacturer contacts, printed, and online data bases, and technical resources as well as monitoring equipment.
- Predicts the likely behavior of released material and their containers when multiple materials are involved.
- Estimates the size of the endangered area.
- Develops strategy for approaching the release site and containing the release.
- Performs advanced mitigation, control, and confinement operations within the capabilities of the available resources and personal protective equipment available to control leaks or releases using a variety of methods including cooling, plugging, or patching containers; applying diluting sprays or neutralizing agents; constructing dams, dikes, or channels.
- Utilizes hazardous material response equipment and supplies including liquid splash- and vapor-protective clothing, respiratory protection, dry and extinguishing chemicals, and decontamination agents and equipment.
- Evaluates the effectiveness of the situational response and recommends potential alternative or supplementary actions.
- Assists in incident debriefings and critiques.
- Prepares incident reports and documentation.
- Maintains and decontaminates hazardous material response equipment and supplies including a variety of protective clothing, respiratory protection equipment, dry and extinguishing chemicals, and decontamination agents and equipment; and replaces expended chemicals and agents.

- Employees perform Basic Life Support (BLS) - noninvasive emergency medical procedures functions such as:

  - Initiates established medical protocols in providing basic life support.
  - Conducts initial and on-going patient assessment and physical examination.
  - Takes, records, and monitors patient's baseline vital signs including temperature, blood pressure, and pulse.
  - Determines priority of care patient care based on assessment findings.
  - Maintains airway, breathing, and circulation.
  - Performs cardiopulmonary resuscitation (CPR) and automatic external defibrillation (AED);
  - Controls external bleeding and treats for shock with pneumatic anti-shock garments.
  - Ascertains whether the patient has preexisting medical problems and obtains comprehensive drug history from the patient including names, strength, and dosage of drugs taken by the patient.
  - Assists patients in taking emergency medications for certain complaints; e.g., Nitroglycerin tablets for chest pain, Epinephrine auto-injections for allergic reactions, or Albuterol inhalers for asthma patients, under the direction of standing orders or of a physician.
  - Establishes communication with the receiving facility and provides patient information.
  - Employs a variety of established emergency medical techniques, methods, and equipment to stabilize the patient (e.g., splints and immobilizes fractures and dislocations) for transport.
  - Assists intermediate life support or paramedics.
  - Prepares patient care documentation.
  - Uses and maintains care of emergency equipment such as backboards, suction devices, splints, oxygen delivery systems, and stretchers; properly disposes of biohazard materials; and replaces medical and expendable supplies.

- Employees perform Fire Protection Inspection functions including:

  - Reviews plans for new construction and alternation and extension of existing structures.
  - Recommends changes and additions to ensure compliance with fire protection and prevention requirements.
  - Inspects and corrects deficiencies in a variety of fixed fire protection systems, many of which are complex and/or designed for the specific operations and hazards. (e.g., carbon dioxide cascade systems, halon total flood systems, and heat rise detection systems.
  - Knows layout and contents of buildings and locations of fire protection systems.
  - Knows published standards including fire prevention techniques and procedures; national and local manuals, rules, and regulations; and local, state, and federal fire prevention ordinances and building codes.
  - Adapts standard fire prevention practices and procedures to local requirements.

- In addition to the certifications in Level 1, this level includes employees performing work requiring the following certifications: HAZMAT Technician; and applicable State or National Registry Emergency Medical Technician (NREMT) – Basic Life Support (EMT-B) certification.

NOTE: Within the Department of Defense, Level 2 represents the highest pay band for all YK-081, Firefighter, HAZMAT and Emergency Medical Services functions. This includes paramedics who provides all basic and intermediate life support measures in addition to using

invasive medical procedures including intravenous therapy, cardiac defibrillation, administering medications and solutions, and using ventilation devices, as dictated by state law and performed under medical control.

Pay band 3

This level is appropriate for fire protection specialist positions. Fire protection specialist positions are found at both operational and staff organizations.

Fire protection specialists within an operating fire department are responsible for one or more aspects of the total fire protection and prevention program. At smaller departments they share this responsibility with the Fire Chief. At larger departments, several specialists may each be responsible for aspects of the program. For example, one specialist may develop and implement training programs for all personnel of the fire department and another may develop hazardous materials handling programs.

Staff fire protection specialist at regional or headquarters organizations are responsible for developing plans, procedures, and standards at a number of operating fire departments.

At this level a fire protection specialist typically:

- Develops fire protection training, safety, and hazardous material handling (e.g., chemical, biological, radiological, nuclear, and explosives) programs at the installation
- Develops a program of proficiency, and certification training for all fire and emergency services employees
- Develops lesson plans for recurring proficiency training using guidelines of the International Fire Service Training Association (IFSTA),NFPA, and DOD 6055.6M Firefighter certification program

Observes training instructors to ensure compliance with current procedures.

Pay band 4

This level is appropriate for staff fire protection specialist positions at the headquarters of Components or major commands. They:

- Plan, organize, direct, and evaluate a Component/Command-wide fire protection and prevention and control program.
- Provide staff advisory, consulting, planning and reviewing services on fire and emergency services and Hazmat functions to regions and installations.
- Provide expert interpretation of the application of U.S, and DoD fire prevention and protection laws, regulations, and building codes/standards.
- Conduct staff and technical assistance visits to insure uniform application of any policies, procedures and standards.
- Transfer new fire protection technologies to the field.

Classification Criteria for Investigative and Protective Services Career Group – Supervisor/Manager Pay Schedule

To be classified as a supervisor, and assigned a pay band in the Supervisor/Manager Investigative and Protective Services Pay Schedule, the position must perform the supervisory functions of an Immediate Supervisor listed below. Supervised employees may include Federal civilian employees, Federal military or uniformed service employees, volunteers, or other noncontractor personnel. Positions with oversight responsibilities only over private sector contractors do not meet this definition.

Exclude: Positions exercising less than the minimum supervisory authorities of an Immediate Supervisor. They are assigned to a Level in the Pay Schedule for Nonsupervisory Investigative occupations, the Pay Schedule for Nonsupervisory Fire Protection, or the Pay Schedule for Nonsupervisory Police and Security Guards.

Number of subordinates. A supervisory position cannot be established on the basis of only one subordinate position. The establishment of supervisory positions is based on the need for the position; the cost of the position; and other business-based decisions.

Base Level. The level which best represents the work of the nonsupervisory subordinates. Intern, trainee, and developmental work is equivalent to the full performance level. Selecting the appropriate base level is not always clear-cut or mechanical. Often subordinate positions are classified in more than one PS and/or PB. In such situations, the selection may be based on organizational requirements and other business-based decisions. For base level determination FWS positions are considered equivalent to the following:

YE Pay Band 1	YE Pay Band 2	YE Pay Band 3
WG-1 to 8	WG-9 to12	WG-13 to 15

Immediate supervisory positions perform the following:

- Assign work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees;
- Provide technical oversight;
- Develop performance plans and rate employees;
- Interview candidates for subordinate positions; recommend hiring, promotion, or reassignments;
- Hear and resolve complaints from employees;
- Take minor disciplinary measures, such as warnings and reprimands;
- Identify developmental and training needs of employees;
- Provide and/or arrange for needed development and training.

Intermediate supervisory positions perform the following:

Performs all of the immediate supervisory functions listed above for subordinate immediate supervisors. In addition, immediate supervisors:

- Make decisions on technical and personnel problems presented by subordinate supervisors;
- Review evaluations of nonsupervisory employees rated by subordinate supervisors;
- Assure reasonable equity among subordinate organizations of individual employee performance objectives, standards and ratings;
- Recommend performance awards and salary/bonus distribution for subordinate employees;
- Evaluate subordinate supervisors;
- Make or approve selections for subordinate nonsupervisory positions;
- Recommend selections for subordinate supervisory positions;
- Hear and resolve group grievances or serious employee complaints;
- Review serious disciplinary actions (e.g., suspensions) involving nonsupervisory subordinates;
- Make decisions on HR budget issues

Managerial positions perform the following:

Typically performs all of the immediate and intermediate supervisory functions listed above.

- In addition, managers work with Commanding Officers and senior management officials of their organization in the development of the organization's (i.e., installation through Component level) primary mission goals and objectives. Typically, heads an organization performing direct mission work with responsibility for ensuring subordinate supervisors meet their organizational goals and objectives.

Deputy Positions are normally in the same supervisory pay band as the position to which they report. A deputy to an SES or Executive Level position (or any other position which exceeds pay band 3) would normally be in pay band 3.

Titling: Supervisory positions are titled in accordance with the DoD/OPM classification standard/guide applicable to their occupational series. In most instances these guidelines require use of the word "Supervisory" as a prefix to the appropriate occupational title.

Level Conversion Chart

Step 1 - Select the appropriate Nonsupervisory base level Pay Schedule (PS)
Step 2 - Select the appropriate Supervisory level
Step 3 - Assign the indicated Pay Band (PB) level

Nonsupervisory base level Pay Schedule and Pay band	Immediate Supervisor	Intermediate Supervisor	Manager
Police/Security Guard PS, PB Level 1	Supervisory PS PB Level 1	Supervisory PS PB Level 1	Not applicable
Police/Security Guard PS, PB Level 2	Supervisory PS PB Level 1	Supervisory PS PB Level 2	Not applicable
Fire Protection PS PB Level 1	Supervisory PS PB Level 1	Supervisory PS PB Level 1	Supervisory PS PB Level 2
Fire Protection s PS PB Level 2	Supervisory PS PB Level 1	Supervisory PS PB Level 2	Supervisory PS PB Level 2
Fire Protection PS PB Level 3	Supervisory PS PB Level 2	Supervisory PS PB Level 2	Supervisory PS PB Level 2
Fire Protection PS PB Level 4	Supervisory SPS Level 3	Supervisory SPS Level 3	Supervisory SPS Level 3
Investigative PS PB Level 1	Not applicable	Not applicable	Not applicable
Investigative PS PB Level 2	Supervisory PS, PB Level 2	Supervisory PS, PB Level 2	Supervisory PS, PB Level 3
Investigative PS PB Level 3	Supervisory PS, PB Level 3	Supervisory PS, PB Level 3	Supervisory PS, PB Level 3

Positions which are organizationally referred to as " "Station Chief" are considered to exercise the supervisory functions of an Immediate Supervisor and are classified in the Supervisory YN-PS. Positions which are organizationally referred to as "Assistant Chief" are considered to be deputy positions (see deputy guidance below) and are classified in the Supervisory YN-PS. Positions which are organizationally referred to as "Crew Chief" are considered to be nonsupervisory and are classified in the YL PS.

SC1920.AP5. APPENDIX 5 TO SUBCHAPTER 1920

FUNCTIONAL DESIGNATION FOR ENGINEERS AND SCIENTISTS

After determining a position requires a functional designation, assign the appropriate code.

SERIES TO BE CODED		SERIES TO BE CODED	
Occupational Code	*Occupation Name*	*Occupational Code*	*Occupation Name*
0020	Community Planner	0482	Fishery Biologist
0101	Social Science	0486	Wildlife Biologist
0110	Economist	0487	Animal Scientist
0150	Geographer	0493	Home Economist
0170	Historian	0601	Health Science
0180	Psychologist	0602	Physician
0184	Sociologist	0610	Nurse
0185	Social Worker	0630	Dietitian and Nutritionist
0190	Anthropologist	0631	Occupational Therapist
0193	Archeologist y	0633	Physical Therapist
0401	Biological Science	0638	Recreation and Creative Arts Therapist
0403	Microbiologist	0644	Medical Technologist
0405	Pharmacologist	0660	Pharmacist
0408	Ecologist	0662	Optometrist
0410	Zoologist	0665	Speech Pathologist and Audiologist
0413	Physiologist	0668	Podiatrist
0414	Entomologist	0680	Dentist
0415	Toxicologist	0690	Industrial Hygienist
0430	Botanist	0701	Veterinarian
0437	Horticulturist	0801	Engineering
0454	Rangeland Management Specialist	0803	Safety Engineer
0457	Soil Conservationist	0804	Fire Protection and Prevention Engineer
0460	Forester	0806	Materials Engineer
0471	Agronomist	0807	Landscape Architecture
0480	Fish and Wildlife Biologist	0808	Architecture
SERIES TO BE CODED		SERIES TO BE CODED	
Occupational Code	*Occupation Name*	*Occupational Code*	*Occupation Name*
0810	Civil Engineer	1315	Hydrologist

0819	Environmental Engineer	1320	Chemist
0830	Mechanical Engineer	1321	Metallurgist
0840	Nuclear Engineer	1330	Astronomer and Astrophysicist
0850	Electrical Engineer	1340	Meteorologist
0854	Computer Engineer	1350	Geologist
0855	Electronics Engineer	1360	Oceanographer
0858	Biomedical Engineer	1370	Cartographer
0861	Aerospace Engineer	1372	Geodesist
0871	Naval Architecture	1373	Land Surveyor
0881	Petroleum Engineering	1382	Food Technologist
0892	Ceramic Engineering	1384	Textile Technologist
0893	Chemical Engineering	1386	Photographic Technologist
		1501	General Mathematics and Statistics
0894	Welding Engineering	1510	Actuary
0896	Industrial Engineering	1515	Operations Research Analyst
1221	Patent Adviser	1520	Mathematician
1301	Physical Science	1529	Mathematical Statistician
1306	Health Physicist	1530	Statistician
1310	Physicist	1550	Computer Scientist
1313	Geophysicist		

Category	Category Definition	Code
Research	Systematic, critical, intensive investigation directed toward the development of new or fuller scientific knowledge of the subject studied. It may be with or without reference to a specific application. The work involves theoretical, taxonomic, and experimental investigations or simulation of experiments and conditions to: (1) Determine the nature, magnitude, and interrelationships of natural and social phenomena and processes; (2) Create or develop theoretical or experimental means of investigating such phenomena or processes; and (3) Develop the principles, criteria, methods, and a body of data of general applicability for use by others. Excluded from this category is work concerned primarily with the administrative and monitoring of research contracts and research grants.	*11*
Research contract and grant administration	The administration and monitoring of research contracts and research grants.	*12*

Development	Systematic application of scientific knowledge directed toward the creation of new or substantially improved equipment, materials, instrumentation, devices, systems mathematical models, processes, techniques, and procedures that will perform a useful function or be suitable for a particular duty. The work involves such activities as: (1) Establishing requirements for technical objectives and characteristics; (2) Devising and evaluating concepts for design approaches: criteria, parameters, characteristics, and interrelationships; (3) Experimenting, investigating, and testing to produce new data, mathematical models, or methods to test concepts, formulate design criteria, and measure and predict natural and social phenomena and performance; (4) Designing and developing prototypes, breadboards, and engineering models including the direction of their fabrication as required; (5) developing standards and test plans to assure reliability; and (6) Managing specific developments being executed in-house or under contract. Development, like research, advances the state of art, but it is further characterized by the creation of specific end-items in the form of equipment or equipment systems ("hardware" development) and/or methodologies, mathematical models, procedures and techniques ("software" development).	*13*
Testing and evaluation	The testing of equipment, materials, devices, components, systems and methodologies under controlled conditions and the systematic evaluation of test data to determine the degree of compliance of the test items with predetermined criteria and requirements. This work is characterized by the development and application of test plans to be carried out in-house or under contract or grant utilizing one or more of the following kinds of tests: physical measurement techniques; controlled laboratory, shop, and field (demonstration) trials; and simulated environmental techniques.	*14*

Category	Category Definition	Code
Testing and evaluation (cont)	This category includes: (1) Development testing to determine the suitability of the test items for use in their environment; (2) Production and post-production testing to determine operational readiness; (3) Testing in regulatory programs to determine compliance with laws, regulations and standards; and (4) Testing in the social sciences using demonstration or experimental and control groups to determine the effectiveness of new methodologies or practices.	
Design	The planning, synthesis, and portrayals for purposes of fabrication or construction of structures, equipment, materials, facilities, devices, and processes that will perform a useful function or be suitable for a certain duty. The work involves such activities as: (1) Investigating, analyzing, and determining needs and design considerations; (2) Planning, synthesizing, and proportioning the structure or mechanism so that the result is achieved with safety and economy; (3) Preparing design criteria, detailed designs, specifications, cost estimates, and operating instructions; and (4) Reviewing and evaluating design proposals and designs prepared by others including the management of architectural and engineering contracts. For present purposes, design in a research and development organization is the application of the known state of the art in the form of standard guidelines and references to prepare the detailed working plans and data required for fabrication, assembly, and production.	*21*
Construction	The original erection, repair, and improvement of structures that provide shelter for people and activities, support transportation systems, and control natural resources. The work involves surveillance and control of construction operations carried out in-house or under Federal grants, contracts, or loans through such activities as: (1) Conducting site surveys; (2) Reviewing and interpreting project plans and specifications; (3) Making cost analyses and estimates; (4) Layering out and scheduling operations; (5) Investigating materials, methods, and construction problems; (6) Negotiating with utilities, contractors, and agencies involved; and (7) Inspecting work in progress and completed work and final acceptance of completed work.	*22*

Category	Category Definition	Code
Production	The fabrication and manufacture of structures, equipment, materials, machines and devices. The work involves surveillance and control of production operations carried out in-house or under contract through such activities as: (1) Planning, directing, controlling, inspecting, and evaluating production processes, equipment, and facilities; (2) Refining designs to adapt them to production facilities and processes; and (3) Devising, applying, and monitoring procedures to measure and assure quality.	*23*
Installation, operations, and maintenance	The installing, assembling, integrating, and assuring of the proper technical operation and functioning of systems, facilities, machinery, and equipment. The work involves such activities as: (1) Analyzing operating and environmental conditions in order to provide design inputs and feedbacks and modifying designs as necessary to adapt them to actual environments; (2) Developing and determining logistic requirements, documentation, technical plans, procedures, controls and instructions; (3) Equipping, supplying, and commissioning facilities; (4) Analyzing performance and cost data and developing actual performance and cost data requirements; (5) Integrating equipment installation and operating schedules; (6) managing on site an operating facility such as a power plant, test range, mission control center, irrigation station, data acquisition station, or flight control station; and (7) managing, installation, operations, or maintenance contracts.	*24*
Data collection, processing, and analysis	This category includes the collection, processing, and analysis of general purpose scientific data describing natural and social phenomena. General purpose scientific data include newly gathered statistics, observations, instrument readings, measurements, specimens, and other facts obtained from such activities as statistical and field surveys, exploration, laboratory analyses, photogrammetry, and compilations of operating records for use by others. The work involves such activities as: (1) Determining data needs and data processing requirements; (2) Planning, directing, and evaluating collection activities performed in-house or under contract; (3) Designing overall processing plans and systems to handle, control, operate, manipulate, reduce, store, check, and retrieve data; (4) analyzing raw and	*31*

Category	Category Definition	Code
Data collection, processing, and analysis (cont)	processed data for validity and subject-matter interpretation; (5) Providing analytic services such as chemical analyses; (6) Forecasting and projecting data and conditions; and (7) Summarizing and presenting data for general use. Excluded from this category are collection and analysis of data only for research and development projects and internal operating or administrative purposes such as policy formulation and planning.	
Scientific and technical information	The processing and dissemination of published and unpublished technical documents and information on work in progress and completed work to facilitate their use. The work involves developing and implementing information systems through such activities as: (1) Providing for the selection, acquisition, compilation, exchange, and storage of scientific and technical information; (2) Cataloging, abstracting, and indexing information for retrieval and dissemination; (3) Providing reference, literature search and bibliographic services for information users; (4) Interpreting, evaluating, and briefing on the significance and relevance of information; (5) Disseminating information through briefings technical publications, and other communications media; and (6) Classifying and declassifying technical information where use must be controlled in the national interest.	*32*
Standards and specifications	The preparation and determination of mandatory and/or voluntary standards including rules, regulations, and codes. These standards are for purposes of: (1) Government regulation and (2) the assuring of the acceptability, quality, and/or standardization of products, materials, and parts as required for design, production, purchasing, logistics, and documentation. The work involves the development of performance criteria, test and inspection methods, and data for the application of the standards to technological products and services.	*41*
Regulatory enforcement and licensing	The application and enforcement of laws, rules, regulations, orders, and governmental agreements through inspection, investigation, surveillance, licensing, certification, and similar activities. The work includes such activities as: (1) Licensing power plants and radio stations; (2) Enforcing plant or animal disease eradication programs; (3) Examining	*42*

Category	Category Definition	Code
Regulatory enforcement and licensing (cont)	applications for patents; (4) Inspecting operations for compliance with requirements; (5) Approving utility rates and services; (6) Investigating aircraft accidents; (7) Allocating radio frequencies; and (8) Determining compliance with engineering aspects of Federal tax laws	
Nat*ural resources*	The development and utilization of Federal owned and trust lands and natural resources for the operations purposes of bringing current use into balance with natural processes of renewal to assure sustained yields to meet present and future public needs. Natural resources include land, air, and water and their related products or uses, such as soil, minerals, forage, wildlife's power, and recreation. The work involves implementing programs and projects to inventory, classify, utilize, improve, conserve, regulate, protect, sell, lease, exchange, or market natural resources. Resource operations as defined here are concerned with managing and conserving the land and resources in a specified geographic area.	*51*
Clinical practice, counseling and ancillary medical services	The provision of direct clinical and related services to patients and clients including examining, testing, diagnosis, treatment, therapy, casework, counseling, disability evaluation, and related patient care services.	*81*
Planning	The study and projection of present and future needs and the formulation of alternative policies and ways of meeting these needs for the utilization of: land, natural, social, industrial, material and manpower resources; physical facilities; and material and manpower resources; physical facilities; and social and economic services and programs. The work involves: (1) Gathering, compiling, analyzing, and evaluating data; (2) Projecting needs and establishing goals; (3) Developing single or alternative plans, policies, programs, and recommendations and measures of their economic, social, and political costs, benefits, and feasibility; and (4) Reevaluating progress to assure that plan objectives are realized in putting the plans into effect. This category includes physical, economic, and social planning for land population centers and mission, policy, and program planning.	*91*

Category	Category Definition	Code
Management	The direction and control of scientific and engineering programs in any one or combination of functions in a line or staff capacity with responsibilities that have a direct and substantial effect on the organizations and programs managed. The work involves decisions, actions, and recommendations that establish the basic content and character of the programs directed in terms of program objectives and priorities, program initiation and content, funding, and allocation of organizational resources. This category is not intended to cover those primarily engaged in the supervision or monitoring of work carried out through contracts and grants or in contracts and grants administration. Such positions are to be coded to the appropriate function.	*92*
Teaching and training	The teaching of scientific and technical subjects; the education and training of scientific and technical personnel in-house and through programs consisting of fellowships, traineeships, and training grants; and the development of curricula and training materials and aids.	*93*
Technical assistance and consulting	The provision of scientific and technical expert assistance, consultation, and advice to other scientific personnel; foreign governments; government agencies at the Federal, State, or local level; private industry; organized groups, and individuals. The work involves advising upon and promoting application of the results of research and specialized program knowledge.	*94*
Other--Not elsewhere classified	This category is to be used for: (1) Positions with highly specialized activities which are not covered in any of the categories; (2) Positions of such generalized nature that a primary function cannot be identified; and (3) Trainee positions for which functional assignments have not been made.	99

SC1920.AP6. APPENDIX 6 TO SUBCHAPTER 1920

REQUIRED DOCUMENTATION FOR CLASSIFICATION APPEALS

1. Individual and group appeals must include the following information from the appellant(s):

Employee Identification. Employee's name, mailing address, office telephone and fax numbers. Group appeals must identify all members of the group by name, mailing address, office telephone and fax numbers. Group appeals must also include a signed statement from all members designating the representative, if any;

Employer and Employee Position Address. The employing Component and the exact location of the employee's position within the Component (installation name, mailing address, organization, division, branch, section, unit);

Requested Classification. A statement of the employee's requested occupation, title, and/or PB.

Rationale. Reasons why the employee believes the position is incorrectly classified. The employee must refer to classification standards that support the appeal and state specific points of disagreement with the current classification. The employee may also include a statement of facts that he or she thinks may affect the final classification decision;

Employee Representative Address. Name, address, business telephone and fax numbers of the employee's or group's representative, if any.

2. The Human Resource Office (HRO) must provide the following:

Administrative Report. Include all of the information provided by the appellant, as listed above, as part of the record;

Position Documentation. Complete identification of the appealed position, including a copy of the official PD;

Organization Documentation. The exact location of the position within the Component, including accurate organization charts, and mission and function statements;

Official Personnel Action. A copy of the employee's latest SF-50, “Notification of Personnel Action” that shows the position to which the employee is permanently assigned;

Classification Statement. The HRO or the Component statement on any classification issues presented in the employee's appeal;

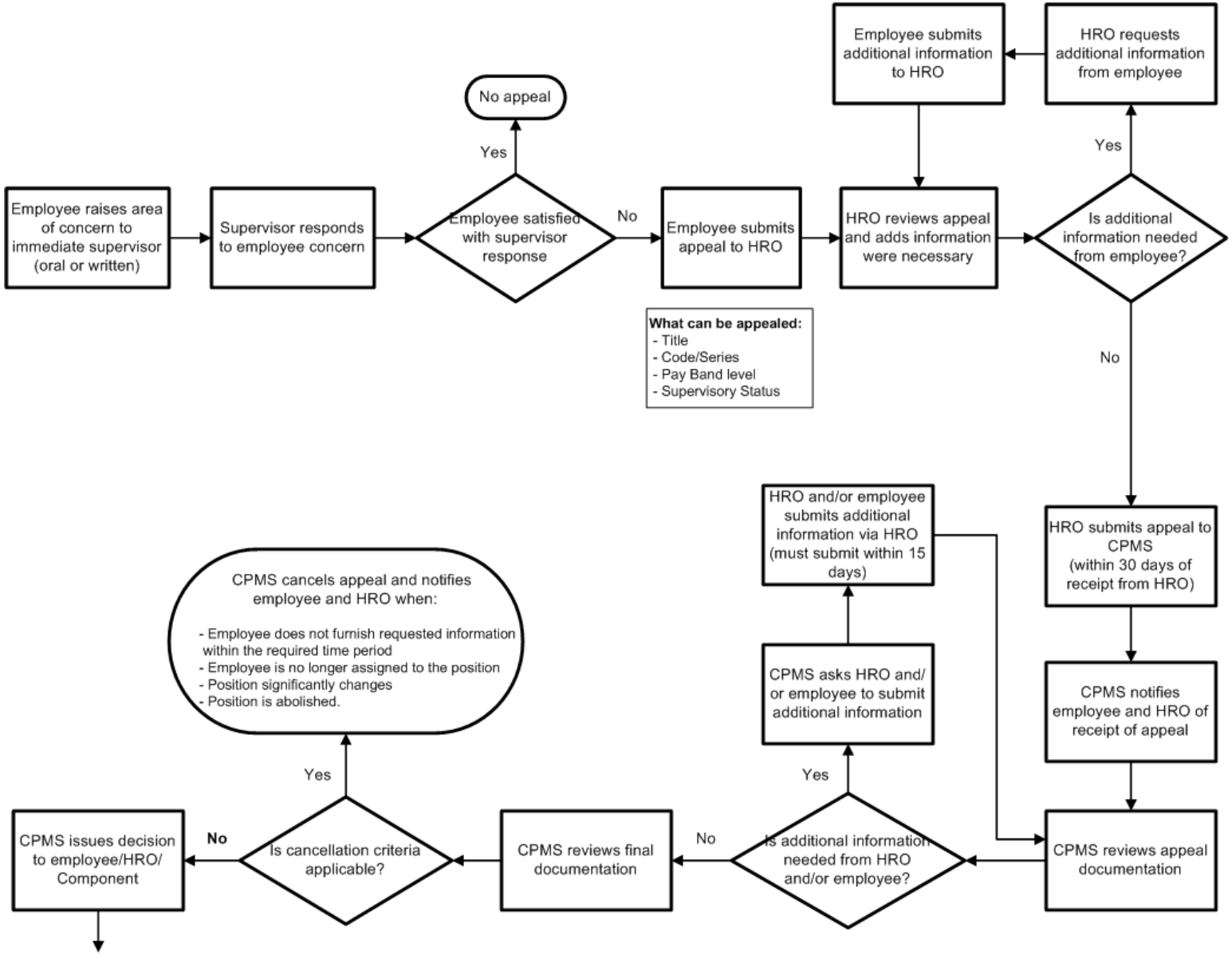
Other Information. Any supplementary information bearing on the position's duties and responsibilities; copies of any previously issued DoD or Component interpretive guidance that addresses the classification of the position(s) under appeal;

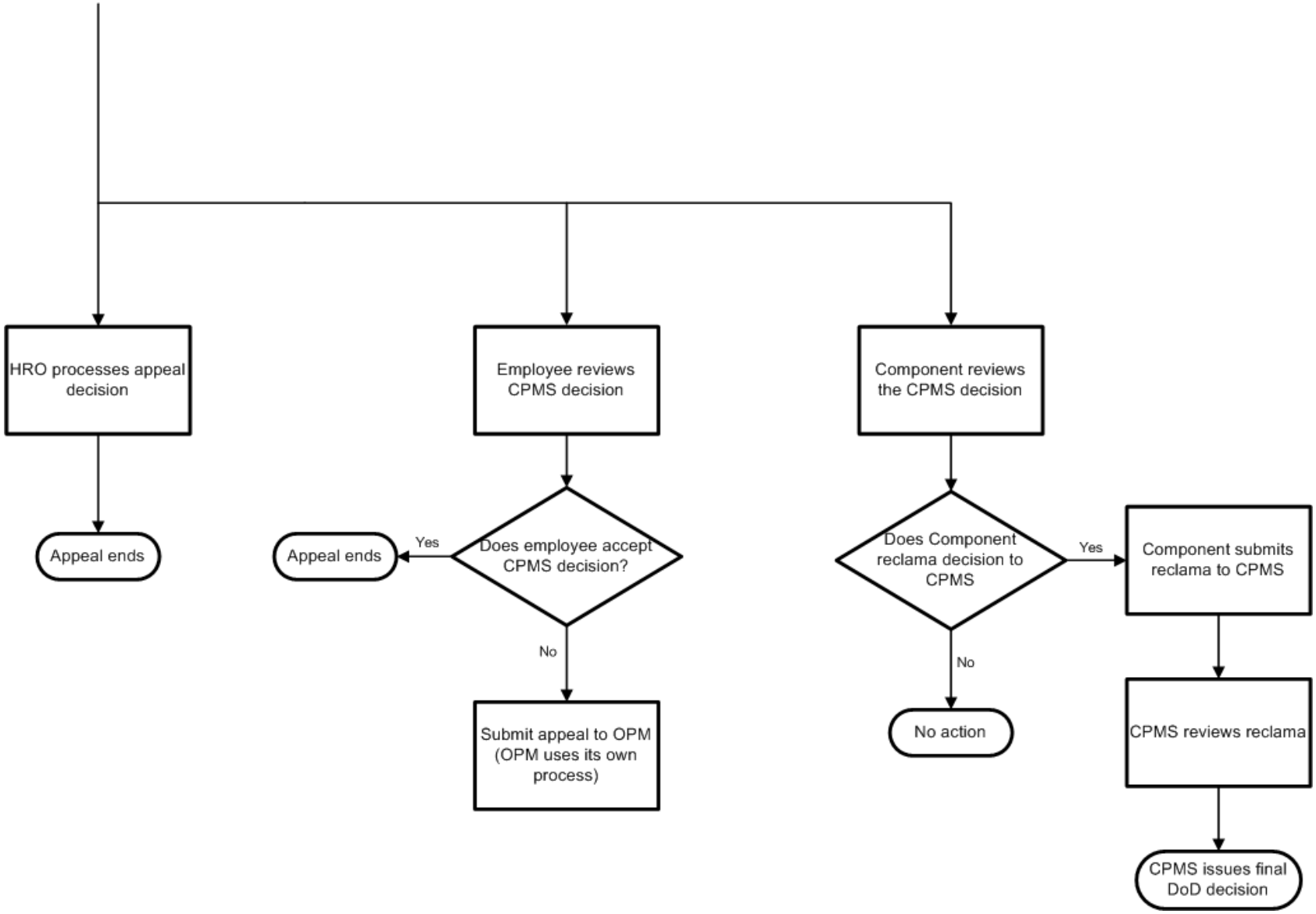
Performance Objectives.

Supervisory Documentation. A copy of the official PD of the employee's immediate supervisor;

HRO Contact. Name, address business telephone and fax numbers.

APPEALS FLOW CHART




HRO processes appeal decision
Appeal ends
Employee reviews CPMS decision
Does employee accept CPMS decision?
Yes
Appeal ends
No
Submit appeal to OPM (OPM uses its own process)
Component reviews the CPMS decision
Does Component reclama decision to CPMS
Yes
Component submits reclama to CPMS
No
No action
CPMS reviews reclama
CPMS issues final DoD decision