

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission

- Redescription New
 Reestablishment Other

Explanation (Show any positions replaced)

3. Service

- Hdqtrs Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Employment and
 Financial Disclosure Financial Interest

9. Subject to IA Action

- Yes No

10. Position Status

- Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is

- Supervisory
 Managerial
 Neither

12. Sensitivity

- 1--Non-Sensitive 3--Critical
 2--Noncritical Sensitive 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
- "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
- A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

FIRE PROTECTION ENGINEER
GS-0804-07

This is a standard position description that cannot be modified without approval from the NAVFAC Classification Center of Expertise.

STATEMENT OF DIFFERENCE

This position description (PD) is a statement of difference for Fire Protection Engineer, GS-0804-07, to Fire Protection Engineer, GS-0804-09, on PD# CI001B, classified at less than the full performance level for recruitment and training purposes. In this developmental, career ladder PD, incumbent receives tailored instruction, guidance, training, and supervision designed to provide the knowledge and skills necessary for successful performance at the full performance level/target position. Supervision becomes progressively less detailed as incumbent gains more experience. Incumbent may be promoted non-competitively to the intervening position, GS-09 upon meeting the following requirements: (1) incumbent demonstrates ability to perform at target grade level; (2) higher level work exists at target grade level; (3) increased responsibilities are assigned; (4) supervisor recommends promotion; (5) incumbent completes all required training; and (6) incumbent completes all regulatory requirements for career ladder promotions. Consequently, promotion is not guaranteed.

BRIEF DESCRIPTION OF DUTIES:

Typically an entry-level position for a graduate of an ABET accredited bachelor of science fire protection engineering curriculum who graduates with a minimum 3.0 grade point ratio, or a GS-5 qualified applicant with 1 year specialized experience. Applicant should be capable of standing for the Fundamentals in Engineering (FE) exam presently and the Professional Engineering Exam (PE) in the field of fire protection after four years work experience.

As this position is developmental in nature, the following factor levels have been reduced:

-Receives formal and/or on-the-job instructions designed to familiarize incumbent with the functions and operations of the program area and work responsibility. Incumbent is provided practical experience in the application of related knowledge and applies professional theory, principles, and practices to the work assigned.

-Assists higher-graded employees, individually or as a team member, by performing procedural and technical work in support of the overall work of the organization. Assignments are selected to broaden skills and provide practical experience for progressively more complex assignments.

- All major duties and responsibilities are identical to those described in the target position above, except noted below.

SUPERVISORY CONTROLS

The supervisor or higher-graded employee outlines or discusses possible problem areas and defines objectives, plans, priorities, and deadlines. Assistance is provided on controversial or unusual situations without clear precedents. The employee independently plans and carries out the assignments in conformance with accepted policies and practices; adheres to instructions, policies, precedents, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations; and brings controversial information or unusual finds to the supervisor's attention for direction. The supervisor or designated employee reviews completed work for conformity with policy, technical soundness, adherence to deadlines, and accomplishment of objectives. The supervisor does not usually review methods used to complete the assignments.

Performs other duties as assigned.

Appendix H DON Civilian Acquisition Assignment Coding Sheet

Revised May 14, 2015

Instructions:

- The completion of this Coding Sheet is required for all DON acquisition positions and assignments. Guidance for designating DON acquisition positions is in the DON DAWIA Operating Guide at <http://www.secnav.navy.mil/rda/workforce/Pages/StrategyPolicy.aspx>.
- Commands are required to complete and sign this Coding Sheet, attach it to the Position Description (PD) and associated Requests for Personnel Action, and provide to their human resources office for coding into the Defense Civilian Personnel Data System (DCPDS).
- Commands must update Coding Sheets and provide them to their human resources office when changes occur that affect the acquisition coding.
- When processing Requests for Personnel Action, data entry personnel should ensure that the acquisition information in DCPDS reflects the information on the Coding Sheet.
- DCPDS navigation verified as of Appendix H revision May 14, 2015. Refer to DCPDS documentation in the case of any discrepancies.

PD Number/Position Sequence: _____ Command/UIC: _____

Employee Name: _____

Pay Plan-Grade-Series-Title: _____

SECTION 1. ACQUISITION POSITION CATEGORY

DCPDS Navigation: [Work Structures](#) > [Position](#) > [Description](#) > [Extra Information](#) > [Acquisition Program Information](#) > [Career Category](#)

- A – Program Management
- C – Contracting*† (All 1102 series and Contracting Professional Development Program positions must be “C”)
- D – Industrial/Contract Property Management (All 1103 series positions must be “D”)
- E – Purchasing (All 1105 series positions must be “E”)
- F – Facilities Engineering
- H – Production, Quality and Manufacturing
- I – Science and Technology Manager*
- K – Business-Financial Management
- L – Life Cycle Logistics
- P – Business-Cost Estimator *†
- R – Information Technology
- S – ENG- Engineering*
- T – Test and Evaluation*†

* Requires baccalaureate degree. † Requires semester hours in specific disciplines.

SECTION 2. ACQUISITION POSITION TYPE —CRITICAL ACQUISITION POSITIONS (CAPs)/KEY LEADERSHIP POSITIONS (KLPs)

DCPDS Navigation: [Position](#) > [Description](#) > [Extra Information](#) > [Acquisition Program Information](#) > [Critical Position](#)

- 1 – CAP—Not Division Head
- 2 – CAP—Division Head*
- 3 – Not CAP—Development**
- 4 – Not CAP or Developmental
- 6 – KLP

* A Division Head is the official with responsibility for managing an acquisition organization or major subordinate unit, the mission of which is to support or administer acquisition functions.

** Applicable to positions in the DON Contracting Professional Development Program (CPDP), Naval Acquisition Developmental Program (NADP), and formal Command level developmental programs.

DON CIVILIAN ACQUISITION ASSIGNMENT CODING SHEET (CONTINUED)

SECTION 3. ACQUISITION CERTIFICATION LEVEL REQUIRED FOR THE POSITION

DCPDS Navigation: [Position > Description > Extra Information > Acquisition Program Information > Career Level](#)

- 1 – Level I (Entry)
- 2 – Level II (Intermediate)
- 3 – Level III (Advanced)* †

* CAPs and KLPs (Section 2 = 1, 2, or 6) must be Level III † Not applicable to the Purchasing career field

SECTION 4. ACQUISITION JOB SPECIALTY 1—Career path must be defined for the position category selected (Section 1).

DCPDS Navigation: [Position > Description > Extra Information > Acquisition Program Information > Job Specialty 1](#)

- I – International Acquisition

SECTION 5. ACQUISITION PROGRAM INDICATOR

DCPDS Navigation: [Position > Description > Extra Information > Acquisition Program Information > Program Type](#)

- 1 – Major Defense Acquisition Program (ACAT I)
- 2 – Significant Non-Major Defense Acquisition Program (ACAT II)
- 3 – ACAT I/II (supports both ACAT I/II Programs)
- 4 – ACAT III or IV
- 9 – N/A (none of the above)

SECTION 6. SPECIAL ASSIGNMENT —This Section applies only to KLPs (Section 2 = "6"). Otherwise, leave blank.

Check one of the following in alignment with the position category code (Section 1).

DCPDS Navigation: [Position > Description > Extra Information > Acquisition Program Information > Special Assignment](#)

- A – Program Executive Officer (PEO), Executive Dir PEO, Direct Reporting Program Manager (DRPM)
- B – Program Manager (PM)
- C – Deputy PM
- D – Senior Contracting Official
- L – Deputy PEO, Deputy DRPM
- N – Program Lead Systems Engineer/Chief Engineer
- P – Program Lead Cost Estimator
- Q – Program Lead Business Financial Manager
- S – Other
- T – Program Lead Contracting Officer
- U – Program Lead Logistician (Product Support Manager)
- V – Program Lead Test and Evaluation
- W – Program Lead Production, Quality, & Manufacturing
- X – Program Lead Information Technology

SECTION 7. This Section applies only to CAPs and KLPs. Fill in only if Section 2 = "1", "2", or "6".

a. Date Tenure Agreement Ends (mm/dd/yyyy): _____*

DCPDS Navigation: [People > Enter and Maintain > Extra Information > Acquisition Basic Data > Dt Tenure Agreement Ends](#)

*Employees in CAPs and KLPs must sign a 3-year tenure agreement with the following exception: Direct Reporting Program Managers (DRPMs), Deputy DRPMs, and ACAT I Program Managers (PMs) and Deputy PMs have a commitment aligned with the major milestone closest to 4 years or as tailored by ASN(RDA).

b. Date Assignment Review (mm/dd/yyyy): _____*

DCPDS Navigation: [People > Enter and Maintain > Extra Information > Acquisition Basic Data > Dt Asgt Review Due](#)

* This reflects the date the employee is due to be reviewed for possible rotation which is 5 years from the date assigned to the position.

APPROVING OFFICIAL SIGNATURE: _____ **DATE** _____

(Print Approving Official Name and Title) _____

POINT OF CONTACT (NAME, EMAIL, PHONE): _____

EFFECTIVE DATE OF ACTION: _____

FLSA DETERMINATION WORKSHEET

This worksheet is to be used to determine the FLSA status of a position.

SPECIAL SITUATIONS (Entire groups of employees/position considered nonexempt)
(If any of the boxes are checked, position is nonexempt (covered by FLSA) and Specific Exemption criteria need not to be considered)

- Annual rates of basic pay less than \$23,660
- Equipment operating or protective occupations (e.g., firefighters, law enforcement, fork lift operators, etc.)
- Clerical Occupations (e.g., secretary, office automation clerk, data transcriber, mail clerk, etc.)
- Technician work below GS-9
- Technician at GS-9 or above, where purpose of job is to support, not create
- Federal Wage System (or comparable systems), non-supervisory
- Position requires lengthy technical training, specialized skills, e.g., Air Traffic Control, Aircraft Operation.

Availability Pay Exemption (5 CFR 550.181)

- Criminal Investigators, U.S. Custom and Border Protection Pilots who are also Law Enforcement Officers.

Foreign Exemption (5 CFR 551.212)

- Exempt area means any foreign country, or any territory under the jurisdiction of the United States, other than the following locations: Puerto Rico, Guam, The District of Columbia, a State of the United States, The U.S. Virgin Islands, Midway Atoll, Palmyra, American Samoa, Wake Island, Johnson Island, Commonwealth of Northern Mariana Island and the Outer Continental Shelf Islands.

SPECIFIC EXEMPTIONS (if employees/positions meet the criteria below, they are FLSA exempt (not covered by FLSA).

Executive Exemption (5 CFR 551.205)
(If all three boxes are checked, position is exempt)

- Exercise appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
- Customarily and regularly directs 2 or more full-time employees, AND
- Has authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or “matrix management” responsibility for a project team does not meet the above criteria. Limited “assistant manager” functions or “acting in the absence” of the manager does not meet the above criteria.

Administrative Exemption (5 CFR 551.206)
(If both boxes are checked the position is exempt)

- Primary duty is the performance of office or non-manual work directly related to the management or general business operations of the employer/employer’s customers.
- Primary duty requires the exercise of discretion and independent judgment on matters of significance. Must be *more* than skilled in applying well-established techniques, procedures, or standards. Consider intent for the position in regard to whether the employee:
 - Has authority to make independent choices free from immediate direction or supervision in:
 - Formulating, affecting, interpreting, or implementing management policies, operating practices
 - Committing the employer in matters with significant impact
 - Waiving or deviating from established policies/procedures without prior approval
 - Negotiating/binding the organization on significant matters
 - Carries out major assignments in conducting organizational operations
 - Performs work that affects operations to a substantial degree

- Provides consultation or expert advice to management
- Is involved in planning long- or short-term organizational objectives
- Investigates and resolves significant matters on behalf of management
- Represents the organization in handling complaints, arbitrating disputes, or resolving grievances.
(one or more must apply)

Professional Exemption (5 CFR 551.207)

- Primary duty must be the performance of work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.

**Learned Professional (5 CFR 551.208)
(If all three boxes are checked the position is exempt)**

Primary duty must be the performance of work requiring:

- Advanced Knowledge (cannot be attained at the high school level). Work:
 - Is predominately intellectual in character, AND
 - Requires exercise of discretion and judgment, AND
 - Uses advanced knowledge to analyze, interpret, or make deductions from varying facts/circumstances.
- Field of science or learning includes:
 - Traditional professions of law, medicine and pharmacy, theology, accounting, engineering and architecture, teaching, various types of physical, chemical, and biological sciences.
- Prolonged course of specialized intellectual instruction, where specialized academic training is a standard prerequisite for entrance into the profession.
 - Possession of appropriate academic degree, OR
 - Appropriate for employees who have same knowledge level and perform substantially same work but who attain advanced knowledge through a combination of work experience and academic instruction.

Even if a position requires an academic degree the position is non-exempt unless the position requires exercise of discretion & independent judgment on matters of significance.

Creative Professional (5 CFR 551.209)

- Primary duties must be work performance requiring invention, imagination, originality or talent in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media work or work subject or control by the organization.

Computer Employees (5 CFR 551.210)

- Must meet the salary test and perform such duties as systems analysis, computer programming/system design, software engineers, or program/system testing, documentation, and modification. Computer manufacture or repair of computer hardware and related equipment is excluded (non-exempt work).

Final Determination of FLSA Status: Exempt Nonexempt

If exempt, determination made, which criteria used?

Name/Title of decision maker:

Date of determination:

FLSA Comments/Explanations: