

**DEPARTMENT OF THE AIR FORCE (DAF)
CORE PERSONNEL DOCUMENT (CPD)**

ORGANIZATION:
SUPV LEVEL CODE:
TARGET GRADE:

DRUG TEST: Yes or No
SENSITIVITY: Sensitivity Level/Tier
EMERGENCY ESS: Yes or No
KEY POSITION: Yes or No
MISSION ESS: Yes or No

CPD NUMBER:
COMP LEVEL CODE:
FLSA:
CAREER FIELD ID:
CENTRALLY MANAGED TYPE:
BUS CODE:
ACQUISITION: Yes or No
LAUTENBERG AMENDMENT: Yes or No
POSITION HIST:

DEFENSE CYBER WORKFORCE FRAMEWORK CODES:
PRIMARY WORK ROLE:
ADDITIONAL WORK ROLE 1:
ADDITIONAL WORK ROLE 2:

CLASSIFICATION: (Classifier will make the final and official determination)
DUTY TITLE:

ORG & FUNC CODE:

CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by law, policies, and instructions by the President, Congress, U.S. Office of Personnel Management, Department of Defense, and other authority. CPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

CLASSIFIER'S SIGNATURE

DATE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. 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. When affixing a manual, electronic or digital signature to this document, I am attesting that the duties and responsibilities listed in the document are legal, proper, and correct. I am responsible for erroneous payments made as a result of my signature.

SUPERVISOR'S SIGNATURE

DATE

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: In a sentence or two, briefly describe the overall purpose of this position.

The organizational location of this position is: Indicate the entire location of the position including MAJCOM/COCOM/FLDCOM, base/garrison, organization, and state.

ORGANIZATIONAL GOALS OR OBJECTIVES: Describe in a sentence or two, the goals of your immediate organization and how they contribute to the overall DAF mission.

The organizational goals or objectives of this position are:

DUTY 1: % Critical

KSA:

DUTY 2: % Critical

KSA:

DUTY 3: % Critical

KSA:

DUTY 4: % Critical

KSA:

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA): (4-6 are optimal, should directly relate to the duties, should not include DAF-specific policies or programs; do not include education or training requirements)

- 1.
- 2.

DATE:

- 3.
- 4.
- 5.
- 6.

CLASSIFICATION CRITERIA: Optional for managers to suggest (Classifier will assign appropriate Factor Levels and Points)

Factor 1, Knowledge Required by the Position	Level	Points
Factor 2, Supervisory Controls	Level	Points
Factor 3, Guidelines	Level	Points
Factor 4, Complexity	Level	Points
Factor 5, Scope and Effect	Level	Points
Factor 6, Personal Contacts	Level/Points	(See Factor 7)
Factor 7, Purpose of Contacts	Level	Points
Factor 8, Physical Demands	Level	Points
Factor 9, Work Environment	Level	Points

Other significant facts pertaining to this position are: (This area should include any conditions of employment)

- 1.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARDS USED:

Series and Title Determination:

Grade Level Determination:

Final Classification:

DATE:

CLASSIFICATION REMARKS:

Fair Labor Standards Act (FLSA) Determination:
Bargaining Unit Status (Bus) Code Determination:

NOTES TO USERS:

DATE: