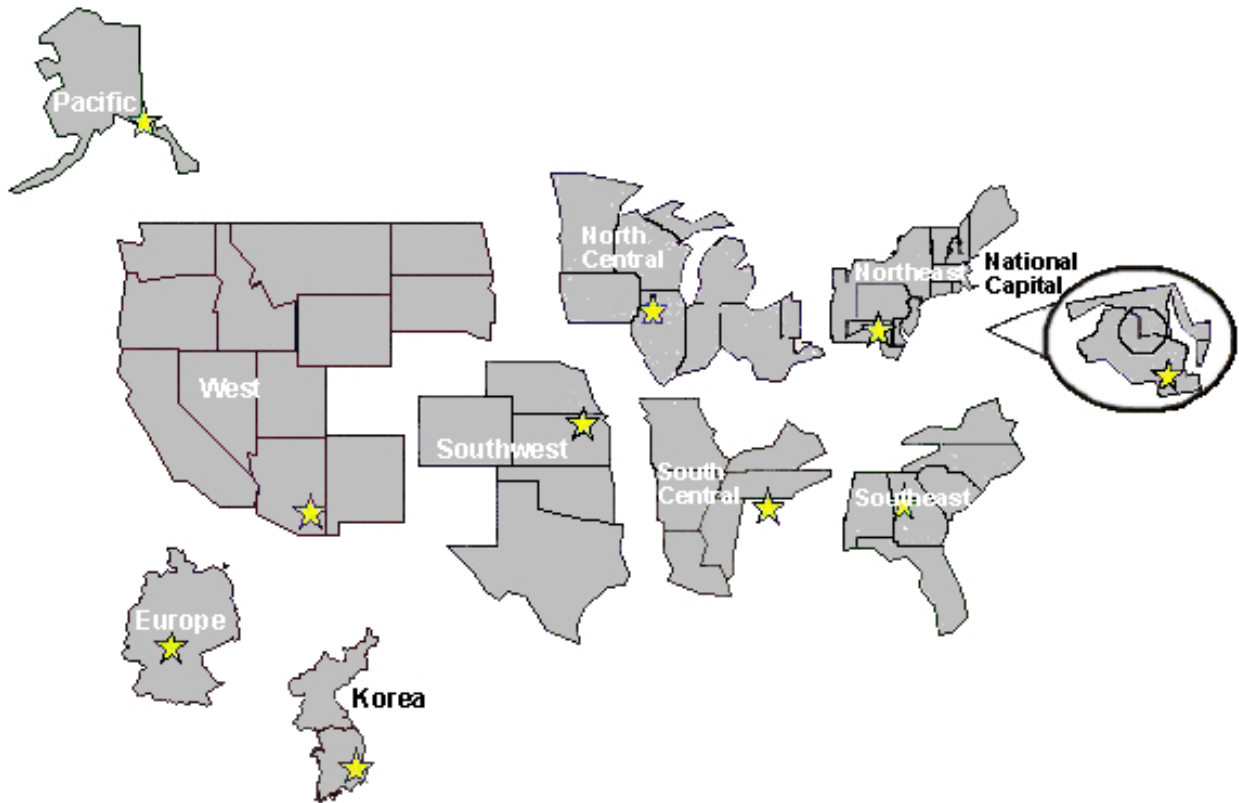


FASCLASS User Manual



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1. INTRODUCTION

Overview

Introduction The FASCLASS web application provides users the ability to manage positions used throughout the Army.

In this Section The following topics are covered in this section.

Topic	See Page
About this Manual	1-2
FASCLASS Capabilities	1-3

About this Manual

Introduction This manual serves as the User Guide for the FASCLASS system. It explains general operating principles for running the FASCLASS web application.

In the Manual A list of the contents of this manual is given below.

Topic	See Section
General Processes	2
FASCLASS	3
PD Library	4
Reports	5
Lookup	6
Appendix A	A

FASCLASS Capabilities

Overview	The Fully Automated System for Classification (FASCLASS) application provides the capability to maintain position descriptions at the HQDA's centralized location
FASCLASS	The FASCLASS section provides users the ability to search, create, modify, and verify position descriptions for positions that are specific to a CPOC. The menu options available will vary depending on the user's classification.
PD Library	The PD Library section provides users the ability to search, nominate, and certify/review positions in PD Library. The menu options available will vary depending on the user's classification.
Reports	The Report section provides users the ability to search and view position information in a variety of different ways. The menu options available will vary depending on the user's classification.
Lookup	The Lookup section provides users the ability to search the codes and their descriptions that are used in the FASCLASS application.
Organization Chart	The Organization Chart section is a tool that provides users the ability to view and rearrange organizations and positions within a UIC.

2. GENERAL PROCESSES

Overview

Introduction The General Processes section contains step by step instructions for procedures that are available to all users and do not fall under a specific category.

In this Section The following topics are covered in this section.

Topic	See Page
Search Login Name	2-2
Search Password	2-4
Request User Account	2-6

Search Login Name

Introduction The Search Login Name screen allows users to retrieve forgotten login names.

Guidelines Click the "Restricted Access" link on the lite blue menu bar.

Click the link that says "**Click Here**" that follows the sentence "**Have a FASCLASS Account, but forgot your Login Name?**" beneath the login block.

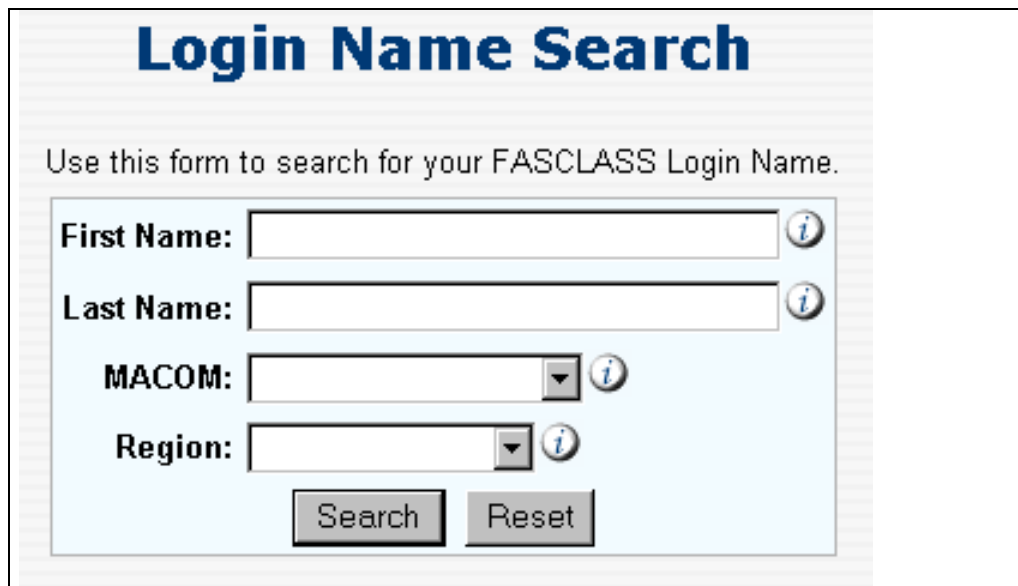
Fill in the form with your first and last names, your MACOM, or Region. Click the Search button to retrieve your user profile. Press Reset to clear the field to start over.

If your search did not return your user profile, click the "Try Again" link to change your search criteria. If this problem, continues contact the FASCLASS System Administrator for your user profile information.

Once your user profile is retrieved, you can login into the FASCLASS system by clicking the link on the top of the user profile block. Be sure to make a note of your login name for future reference.

Screen Display

When Search Login Name is selected the following screen is displayed.



The screenshot shows a web form titled "Login Name Search" in large blue font. Below the title is the instruction "Use this form to search for your FASCLASS Login Name." The form contains four input fields: "First Name:" (text box), "Last Name:" (text box), "MACOM:" (dropdown menu), and "Region:" (dropdown menu). Each input field has a small circular icon with the letter 'i' to its right. At the bottom of the form are two buttons: "Search" and "Reset".

Continued on next page

Search Login Name, Continued

Search Login Name Data Fields

The fields listed in the table below appear on the Search Login Name screen.

Field Name	Definition	Entry Rules
First Name	User's First Name	Entry field
Last Name	User's Last Name	Entry field
MACOM	User's current MACOM	Drop down list available
Region	User's current Region	Drop down list available

Search Password

Introduction The Search Password screen allows users to retrieve forgotten passwords in the FASCLASS system.

Guidelines Click the "Restricted Access" link on the lite blue menu bar.

Click the link that says "**Click Here**" that follows the sentence "**Forgot Your Password?**" beneath the login block.

Fill in the form with your social security number, user name, and e-mail address. Click the Search button to search for your password. **NOTE:** If your user profile has never had an e-mail address entered, then your password can not be looked up. You must contact the FASCLASS System Administrator" to obtain your password.

If your search did not find your password, click the "Search Screen" link to change your password lookup search criteria, click the "Login Screen" link to navigate to the login screen, or click the "System Administrator" link to send e-mail to the FASCLASS system administrator to obtain a password or login.

When your password is found, a message is displayed notifying you an e-mail was sent to you with your password information. **Note:** This process takes a few minutes.

Screen Display When Search Password is selected the following screen is displayed.



Search for Forgotten FASCLASS Password

The information you enter will be encrypted using the secure server.

SSN: ⓘ

Login Name: ⓘ

Email address: ⓘ

Continued on next page

Search Password, Continued

**Search
Password
Data Fields**

The fields listed in the table below appear on Search Password screen.

Field Name	Definition	Entry Rules
SSN	User's Social Security Number	Entry field
Login Name	User's FASCLASS login name	Entry field
Email address	User's e-mail address	Entry field

Request User Account

Introduction The Request User Account screen allows users request FASCLASS user accounts.

This screen is only available to Classifiers and Managers..

Guidelines Click the "Restricted Access" link on the lite blue menu bar.

Click the link that says "**Click Here**" that follows the sentence "**To request a FASCLASS Account**" beneath the login block.

Indicate your status by clicking one of the radio button options. If you are military personnel, click the military status option. Otherwise, click the civilian option.

Fill out the form with as much information as you can. All fields with an asterisk next to the prompt must be entered in order to process your request. When you are finished, click the "Submit Request" button.

Continued on next page

Request User Account, continued

Screen Display 1

When the Request User Account screen is selected, the following screen is displayed.



Request User Account

Restricted areas of FASCLASS are limited to Supervisors and Classifiers employed by the Department of Army. In order to obtain authorization to access these restricted areas, fill out and submit the following form.


Indicate your status

Civilian

Military

Screen Display 2

After the user selects their status, the following screen is displayed.



Request User Account - Military

PRIVACY ACT STATEMENT
Data requested is protected under the provisions of the Privacy Act of 1974. The information you provide is needed for user authentication, in order to establish a FASCLASS user account. While the law does not require you to supply this information, it may be impossible to process your account request if you fail to do so. We request your Social Security Number (SSN) to uniquely identify you as a user. Executive Order 9397, dated November 22, 1943, allows Federal agencies to use the Social Security Number as an identifier to distinguish between people with the same or similar names.

FASCLASS restricted areas are limited to **Supervisors** and **Classifiers** for the Department of the Army.

In order to obtain authorization to access these restricted areas, you must fill and submit the following form and supply a valid email address. Once the account is approved you will be notified by email with further instructions.

Military Rank: ⓘ

***First name:** ⓘ

***Last Name:** ⓘ

***Social Security Number:** ⓘ

***Email:** ⓘ

***Region:** ⓘ **CCPO ID:** ⓘ

UIC: ⓘ

Phone Number: ⓘ

** indicates required entries*

Continued on next page

Request User Account, Continued

Request User Account Screen 1 Data Fields

The fields listed in the table below appear on Request User Account screen 1.

Field Name	Definition	Entry Rules
Indicate Your Status	Identifies if user is civilian or military personnel.	Radio Button; chose one.

Request User Account Screen 2 Data Fields

The fields listed in the table below appear on the Request User Account screen 2.

Field Name	Definition	Entry Rules
Military Rank	If military personnel, user's current rank.	Drop down list available
First Name	User's First Name	Entry Field
Last Name	User's Last Name	Entry Field
Social Security Number	User's Social Security Number	Entry Field
Email	User's email address	Entry Field
Region	User's region	Drop down list available
CCPO ID	User's Civilian Personnel Advisory Center	Entry field; List of Values available.
UIC	User's Unit Identifier Code	Entry Field
Phone Number	User's phone number	Entry Field

3. FASCLASS

Overview

Introduction The FASCLASS section allows users to search, create, and archive position descriptions for positions at specific worldwide locations.

In this Section The following topics are covered in this section.

Topic	See Page
Search Position Data	3-2
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Search Interdisciplinary Position Description	3-13
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Search Position Data

Introduction Search Position Data allows all users to search for positions using any field on the screen or combination of fields on the screen.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Click on the Advanced Search link for additional options using the position duties field.

Screen Display When Search Position Data is selected, the following screen is displayed.

Search by Position Data

To search for position descriptions, fill in all applicable fields then click the Search button.
Click the icon, to bring up a list of valid values. To search on text in duties section, click [Advanced Search](#)

CCPO ID: PDE: Replaces PDE:

Position Title:

LN Position Title:

Pay Plan: Series: Grade:

LN Pay Plan: LN Grade:

Citation:

Region: Installation:

PD Library PD: COREDOC PD: Target Grade:

Career Ladder PD: Career Pos 1: Career Pos 2:

Career Pos 3: Career Pos 4:

FLSA: Financial Disclosure: DCPS:

Career Program: Function Code: Acquisition Position:

Classified By: DCA:

Classified Date: (mm/dd/yyyy) From: To:

Position Duties:

Position Evaluation:

Sorted By:

Continued on next page

Search Position Data, Continued

Search Position Data Fields

The fields listed in the table below appear on Search Position Data screen.

Field Name	Definition	Field Use
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Replaces PD#	A combination of CCPO ID and PD number when position is being replaced.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
LN Position Title	A title assigned to a Local National position	Drop down list available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for local national positions.	Entry field; List of Values available.
Citation	Relates grade level definitions in Title 5 to specific work situations and provides the basis for assigning each position the appropriate title, series, and grade.	Entry field; List of Values available.
Region	Identifies one of the ten regional Civilian Personnel Operation Centers.	Drop down list available.

Continued on next page

Search Position Data, Continued

Search Position Data fields (continued)

Field Name	Definition	Field Use
Installation	Identifies the military installations where the servicing Civilian Personnel Advisory Centers are located.	Drop down list available.
PD Library PD	Identifies if the position is in PD Library.	Use Drop Down Arrow to select "Yes" or "No".
COREDOC PD	Identifies if the position was created using COREDOC.	Use Drop Down Arrow to select "Yes" or "No".
Target Grade	Identifies the full performance level/grade of a position	Entry field; List of Values available.
Career Ladder PD	Indicates that a position has multiple levels.	Use Drop Down Arrow to select "Yes" or "No".
Career Pos 1	Indicates the CCPO ID and PD number established for the first level of a career ladder position.	Entry field
Career Pos 2	Indicates the CCPO ID and PD number established for the second level of a career ladder position.	Entry field
Career Pos 3	Indicates the CCPO ID and PD number established for the third level of a career ladder position.	Entry field
Career Pos 4	Indicates the CCPOID and PD number established for the fourth level of a career ladder position.	Entry field
FLSA	Identifies if positions are covered by the minimum wage and overtime provisions Act.	Use Drop Down Arrow to select "Exempt" or "NonExempt".
Financial Disclosure	Identifies if positions meet the confidential financial reporting system set forth in 5 CFR 2634, Subpart I.	Use Drop Down Arrow to select "Yes" or "No".

Continued on next page

Search Position Data, Continued

Search Position Data fields Search Position Data Fields(continued)

Field Name	Definition	Field Use
DCIPS	Defense Civilian Intelligence Personnel System – Identifies if position meets criteria for classification within DCIPS.	Use Drop Down Arrow to select “Yes” or “No”.
Career Program	Identifies positions in Career Management System. There are 22 civilian career programs.	Entry field; List of Values available.
Function Code	A code identifying work activities of employees who are scientists or engineers.	Entry field; List of Values available.
Acquisition Position	Identifies if a position is determined to be Acquisition Core.	Use Drop Down Arrow to select “Yes” or “No”.
Classified By	Name of individual who has been delegated classification authority to classify positions.	Entry field
DCA	Identifies if a management official with DCA classified the position.	Use Drop Down Arrow to select “Yes” or “No”.
Classified Date From	Identifies Date to start search for a position.	Entry field; List of Values available.
Classified Date To	Identifies Date to end search for a position.	Entry field; List of Values available.
Position Duties	Use for searching positions by major duties and other important aspects of the position.	Entry field
Position Evaluation	Determines how and why the position’s series, title, and grade were determined.	Entry field
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use Drop Down Arrow to select option for sorting.

Continued on next page

Search Position Data, Continued

Screen Display (Advanced Search)

After clicking on the Advanced Search link, the Search Position Data – Advanced Search screen is displayed.

Search by Position Data - Advanced Search

To search for a position description, fill in all applicable fields then click the Search button.
Click the icon, to bring up a list of valid values.

CCPO ID: PD#: Replaces PD#:

Position Title:

LN Position Title:

Pay Plan: Series: Grade:

LN Pay Plan: LN Grade:

Citation:

Region: Installation:

PD Library PD: COREDOC PD: Target Grade:

Career Ladder PD: Career Pos 1: Career Pos 2:

Career Pos 3: Career Pos 4:

FLSA: Financial Disclosure: DCIPS:

Career Program: Function Code: Acquisition Position:

Classified By:

Classified Date: (mm/dd/yyyy) From: To:

Position Duties: (Advanced Search)

Exact Match Wild Card

AND

Exact Match Wild Card

AND

Exact Match Wild Card

AND

Exact Match Wild Card

AND

Exact Match Wild Card

Position Evaluation:

Sorted By: JobNumber

Continued on next page

Search Position Data, Continued

Additional Fields for Search Position Data Advanced Search

The additional fields added to the Search Position Data screen allow the user to enter multiple position duty criteria, and select the option of an exact match or wild card search.

Example: If a position with duties that include shorthand and typing are required, enter **shorthand** in one of the position duty fields and **typing** in another.

Another feature is the ability to choose between an exact match or wild card search. An exact match is used to search for a value in a position duty that has an identical value in the position duties description. A wild card is used to search for a value in the position duties description that starts with the value entered.

Example: If a position with duties that contain the word **shorthand** in the description are desired select the "**Exact Match**". This will return all positions that have the word "shorthand" in the description. If a position is desired where the duties require typing skills enter "**typ**" in the position duties field and select "**Wild Card**". This will return any position that has a word that starts with "**typ**", such as "typist, typing, typewriter ...".

Field Name	Definition	Field Use
5 Position Duties	Multiple position duty search criteria.	Entry field
Exact Match	Option for selecting an exact match on criteria entered in associated position duty field	Must select either exact match or wild card.
Wild Card	Option for selecting a wild card match on criteria entered in associated position duty field.	Must select either exact match or wild card.

Search Sequence

Introduction The Search Sequence screen allows users to query positions by position description number and sequence number.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Select the “Show All Sequences” option to see all sequences for each position description number returned, or select “Sequence #” and enter a specific sequence number to return only that sequence for each position description number returned.

Screen Display When Search Sequence is selected, the following screen is displayed.

Search by Sequence Number

To search for a position description by PD/Sequence Number, enter criteria in CCPO ID or PD number field. Select either Show All Sequences or click the Sequence # box and enter the desired sequence number. Then click the Search button at the bottom of the page.

CCPO ID:

PD#:

Sequence#:

Show All Sequences:

Continued on next page

Search Sequence, Continued

Search Sequence Data Fields

The fields listed in the table below appear on the Search Sequence screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Sequence #	A number that identifies a position to the employee level.	Radio button option; when selected, entry field must be entered.
Show All sequences	When radio button is selected, all sequences for each position retrieved are displayed.	Radio button option.

Search Organization

Introduction The Search Organization allows users to find positions based on organizations.

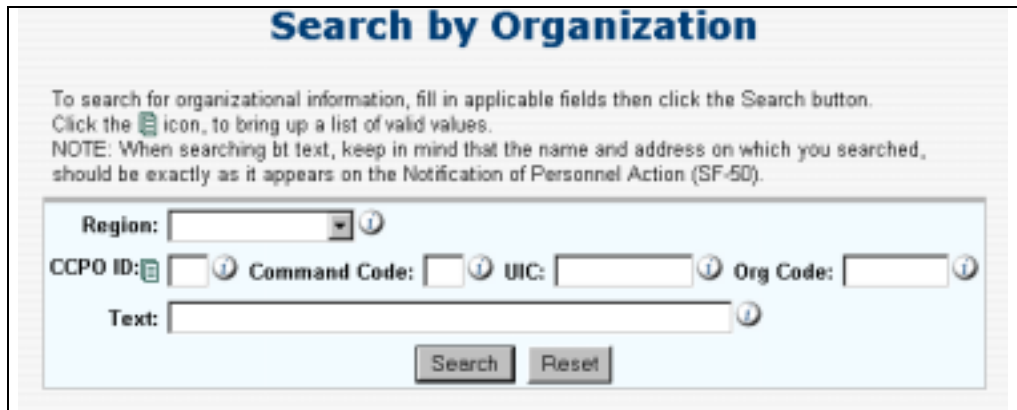
Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Once the organizations are returned from the search, the user can click on the “Show Positions” link to view all positions associated with that organization.

NOTE: When searching by text, keep in mind that the name and address on which you searched should be exactly as they appear on the Notification of Personnel Action (SF-50).

Screen Display

When Search Organization is selected the following screen is displayed.



The screenshot shows a web form titled "Search by Organization" in blue text. Below the title, there is instructional text: "To search for organizational information, fill in applicable fields then click the Search button. Click the [help icon] icon, to bring up a list of valid values." followed by a note: "NOTE: When searching by text, keep in mind that the name and address on which you searched, should be exactly as it appears on the Notification of Personnel Action (SF-50)." The form contains several input fields: "Region:" with a dropdown menu and a help icon; "CCPO ID:" with a help icon; "Command Code:" with a help icon; "UIC:" with a help icon; "Org Code:" with a help icon; and "Text:" with a help icon. At the bottom of the form are two buttons: "Search" and "Reset".

Continued on next page

Search Organization, Continued

Screen Display (continued)

Result of organization search.

Results Search by Organization

Records Found: 865

This list displays information from the Modern System as of: 3/1/01

DOD HUMAN RESOURCES ACTIVITY
CIVILIAN PERSONNEL MANAGEMENT SERVICE
OFFICE OF COMPLAINT INVESTIGATIONS
OCI AREA OFFICE HONOLULU
HONOLULU, HAWAII 96850-0001
EW48CPMS02AIH
[Show Positions](#)

LAND INFO WARFARE ACTY (LIWA) - OPS DI
ARMY COMPUTER EMERGENCY TEAM (ACERT)
FT BELVOIR, VA 22060-5246
DUTY STATION: US ARMY PACOM RECERT
516TH SIG BDE - FT SHAFTER, HI
EWASW1ERAAAA
[Show Positions](#)

USA INTELLIGENCE & SECURITY COMMAND
500TH MIL INTEL BDE (AUG)
CMD SEC, 500TH MIB, OFC OF THE CDR
W/DUTY STATION: FORT SHAFTER, HI
CAMP ZAMA, JAPAN 96343
EWASWBU999A
[Show Positions](#)

Continued on next page

Search Organization, Continued

Search Organization Data Fields

The fields listed in the table below appear on the Search Organization screen.

Field Name	Definition	Entry Rules
Region	Identifies one of the ten regional Civilian Personnel Operation Centers.	Drop down list available
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
Command Code	Code used to identify to which command an organization belongs. This is a 2 character code i.e., SA, SC, MT, X8 etc.	Entry field
UIC	Unit Identifier Code identifies an Army organization. This code is a 6 character code i.e., W00SAA, W40WAA.	Entry field
Org Code	This code identifies a branch, division, team etc. within an organization. This code can be up to 7 characters and is found at the end of the UIC.	Entry field
Text	Clear text that identifies the organization you are searching for.	Entry field

Search Interdisciplinary Position Description

Introduction The Search Position Data allows all users to search for interdisciplinary positions using any field on the screen, or combination of fields on the screen.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for interdisciplinary positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search, results see Appendix A (Search Results).

Screen Display When Search Interdisciplinary Position Description is selected the following screen is displayed.

Search - Interdisciplinary Positions

To search for an interdisciplinary position description, fill in all applicable fields (series or title) then click the Search button. Click the [i] icon, to bring up a list of valid values.

CCPO ID: ⓘ PDE: ⓘ

Position Title: ⓘ

LN Title: ⓘ

Pay Plan: ⓘ Series: ⓘ Grade: ⓘ

LN Pay Plan: ⓘ LN Grade: ⓘ

Citation: ⓘ

Career Program: ⓘ Region: ⓘ

Installation: ⓘ

Position Duties: ⓘ

Sorted By: ⓘ ⓘ ⓘ ⓘ

Continued on next page

Search Interdisciplinary Position Description, Continued

**Search
Interdisciplinary
Position
Description
Data fields**

The fields listed in the table below appear on the Search Interdisciplinary Position Description screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
LN Title	A title assigned to a Local National position	Drop down list available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Pay Plan	Indicates the Local National pay system the position is covered by.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for Local National positions.	Entry field; List of Values available.
Citation	Relates grade level definitions in Title 5 to specific work situations and provide the basis for assigning each position the appropriate title, series and grade.	Entry field; List of Values available.
Career Program	Identifies positions in Career Management System. There are 22 civilian career programs.	Entry field; List of Values available.

Continued on next page

Search Interdisciplinary Position Description, Continued

Search Interdisciplinary Position Description Data Fields (continued)

Field Name	Definition	Entry Rules
Region	Identifies one of the ten regional Civilian Personnel Operation Centers.	Drop down list available
Installation	Identifies the military installations where the servicing Civilian Personnel Advisory Centers are located.	Drop down list available
Position Duties	Use for searching positions by major duties and other important aspects of the position.	Entry field
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use Drop Down Arrow to select option for sorting

Search Archived Position

Introduction The Search Archived Position screen allows users to query positions that are currently in a status of archived.

This screen is only available to Classifiers and Managers.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for interdisciplinary positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Screen Display When Search Archived Position is selected, the following screen is displayed.

Search by Archived PD

To search for position descriptions that have been archived, fill in all applicable fields then click the Search button. Click the icon, to bring up a list of valid values.

CCPD ID: PD#: Replaces PD#:

Position Title:

LN Position Title:

Pay Plan: Series: Grade:

LN Pay Plan: LN Grade:

Citation:

Region: Installation:

PD Library PD: COREDOC PD: Target Grade:

Career Ladder PD: Career Pos 1: Career Pos 2:

Career Pos 3: Career Pos 4:

FLSA: Financial Disclosure: DCPS:

Career Program: Function Code: Acquisition Position:

Classified By: DCA:

Classified Date: (mm/dd/yyyy) From: Tec:

Position Duties:

Sorted By:

Continued on next page

Search Archived Position, Continued

Search Archived Position Data Fields

The fields listed in the table below appear on the Search Archived Position screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Replaces PD #	A combination of CCPO ID and PD number when position is being replaced.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
LN Position Title	A title assigned to a Local National position	Drop down list available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Pay Plan	Indicates the Local National pay system the position is covered by.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for Local National positions.	Entry field; List of Values available.
Citation	Relates grade level definitions in Title 5 to specific work situations and provide the basis for assigning each position the appropriate title, series, and grade.	Entry field; List of Values available.

Continued on next page

Search Archived Position, Continued

Search Archived Position Data Fields (continued)

Field Name	Definition	Entry Rules
Region	Identifies one of the ten regional Civilian Personnel Operation Centers.	Drop down list available
Installation	Identifies the military installations where the servicing Civilian Personnel Advisory Centers are located.	Drop down list available.
PD Library PD	Identifies if the position is in PD Library.	Use drop Down arrow to select "Yes" or "No".
COREDOC PD	Identifies if the position was created using COREDOC.	Use drop down arrow to select "Yes" or "No".
Target Grade	Identifies the full performance level/grade of a position	Entry field; List of Values available.
Career Ladder PD	Indicates that a position has multiple levels.	Use drop down arrow to select "Yes" or "No".
Career Pos 1	Indicates the CCPO ID and PD number established for the first level of a career ladder position.	Entry field
Career Pos 2	Indicates the CCPO ID and PD number established for the second level of a career ladder position.	Entry field
Career Pos 3	Indicates the CCPO ID and PD number established for the third level of a career ladder position.	Entry field
Career Pos 4	Indicates the CCPO ID and PD number established for the fourth level of a career ladder position.	Entry field
FLSA	Identifies if positions are covered by the minimum wage and overtime provisions act.	Use drop down Arrow to select "Exempt" or "NonExempt."

Continued on next page

Search Archived Position, Continued

Search Archived Position Data Fields (continued)


Field Name	Definition	Entry Rules
Financial Disclosure	Identifies if positions meet the confidential financial reporting system set forth in 5 CFR 2634, Subpart I.	Use drop down arrow to select "Yes" or "No".
DCIPS	Defense Civilian Intelligence Personnel System – Identifies if position meets criteria for classification within DCIPS.	Use drop down arrow to select "Yes" or "No".
Career Program	Identifies positions in Career Management System. There are 22 civilian career programs.	Entry field; List of Values available.
Function Code	A code identifying work activities of employees who are scientists or engineers.	Entry field; List of Values available.
Acquisition Position	Identifies if a position is determined to be Acquisition Core.	Use drop down arrow to select "Yes" or "No".
Classified By	Name of individual who has been delegated classification authority to classify positions.	Entry field
DCA	Identifies if a management official with DCA classified the position.	Use drop down arrow to select "Yes" or "No".
Classified Date From	Identifies Date to start search for a position.	Entry field; List of Values available.
Classified Date To	Identifies Date to end search for a position.	Entry field; List of Values available.
Position Duties	Use for searching positions by major duties and other important aspects of the position.	Entry field
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting.

Create Position Description

Introduction The Create Position Description screen allows users to create new positions in the FASCLASS system with the position description number automatically assigned. If a manager creates a position, the position will be active once a classifier has verified it.

This screen is only available to Classifiers and Managers.

Guidelines Enter information for creating the position description in the fields provided. All fields with an asterisk next to the prompt must be entered in order to create the position.

Screen Functions	Description
Quick Copy link	Use the Quick Copy link to perform a position description search to find a position that already exists that can be used as a template for creating a new position. Search for a position as you would use the Search Position Data screen. When you find a position you would like to use click on the copy  icon.
More Titles Button	Click the More Titles button to add multiple titles to the position being created.
More Citations button	Click the More Citations button to add multiple citations to the position being created.

After entering all required information, click the Create Position button to create a position. To clear all fields and begin a new position, click the Reset button.

Continued on next page

Create Position Description, Continued

Screen Display

When Create Position Description is selected the following screen is displayed.

Create Position Description

To create a new position description, fill in all applicable fields then click Create Position. Click the icon, to bring up a list of valid values. For quick copy of an existing PD, click on [Quick Copy](#)

The electronic signature of the individual requesting the personnel action certifies that the duties and responsibilities of the associated position description are accurate and that the position is necessary to carry out government functions for which they are responsible. If you have Delegated Classification Authority, when you use your PIN to authorize (approve) a Request for Personnel Action you are certifying that the associated position description has been classified to the appropriate pay plan, title, series and grade.

*CCPO ID:

Replaces PD:

*Classified By:

*Classified Date (YYYYMMDD):

*Pay Plan:

*Series:

*Grade:

LN Pay Plan:

LN Grade:

Position Title:

LN Position Title:

Citation 1:

Citation 2:

Citation 3:

More Citations:

PD Library PD:

COREDOC PD:

Target Grade:

Career Ladder PD:

Career Pos 1:

Career Pos 2:

Career Pos 3:

Career Pos 4:

DCIPS:

FLSA:

Financial Disclosure:

Acquisition Position:

Career Program:

Functional Code:

Position Dates:

Position Evaluation:

* Indicator required entries

Continued on next page

Create Position Description, Continued

Create Position Description Data Fields

The fields listed in the table below appear on the Create Position Description screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
Replaces PD #	A combination of CCPO ID and PD number when position is being replaced.	Entry field
Classified By	Name of individual who has been delegated classification authority to classify positions.	Entry field
Classified Date	Date position is classified.	Entry field; List of Values available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Pay Plan	Indicates the local National pay system the position is covered by.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for local national positions.	Entry field; List of Values available.
Position Title	Identifies a title assigned to a position.	Entry field

Continued on next page

Create Position Description, Continued

Create Position Description Data Fields (continued)

Field Name	Definition	Entry Rules
LN Position Title	A title assigned to a Local National position	Drop down list available.
Citation 1	Relates grade level definitions in Title 5 to specific work situations, and provides the basis for assigning each position the appropriate title, series and grade.	Entry field; List of Values available.
Citation 2	See definition for Citation 1.	Entry field; List of Values available.
Citation 3	See definition for Citation 1.	Entry field; List of Values available.
PD Library PD	Identifies if the position is based on a position in PD Library.	Use drop down arrow to select "Yes" or "No".
COREDOC PD	Identifies if the position was created using COREDOC.	Use drop down arrow to select "Yes" or "No".
Target Grade	Identifies the full performance level/grade of a position	Entry field; List of Values available.
Career Ladder PD	Indicates that a position has multiple levels.	Use drop down arrow to select "Yes" or "No".
Career Pos 1	Indicates the CCPO ID and PD number established for the first level of a career ladder position.	Entry field
Career Pos 2	Indicates the CCPO ID and PD number established for the second level of a career ladder position.	Entry field
Career Pos 3	Indicates the CCPO ID and PD number established for the third level of a career ladder position.	Entry field

Continued on next page

Create Position Description, Continued

Create Position Description Data Fields(continued)


Field Name	Definition	Entry Rules
Career Pos 4	Indicates the CCPO ID and PD number established for the fourth level of a career ladder position.	Entry field
DCIPS	Defense Civilian Intelligence Personnel System – Identifies if position meets criteria for classification within DCIPS.	Use drop down arrow to select "Yes" or "No".
FLSA	Identifies if positions are covered by the minimum wage and overtime provisions act.	Use drop down arrow to select "Exempt" or "NonExempt".
Financial Disclosure	Identifies if positions meet the confidential financial reporting system set forth in 5 CFR 2634, Subpart I.	Use drop down arrow to select "Yes" or "No".
Acquisition Position	Identifies if a position is determined to be Acquisition Core.	Use drop down arrow to select "Yes" or "No".
Career Program	Identifies positions in Career Management System. There are 22 civilian career programs.	Entry field; List of Values available.
Function Code	A code identifying work activities of employees who are scientists or engineers.	Entry field; List of Values available.
Position Duties	Use for searching positions by major duties and other important aspects of the position.	Entry field
Position Evaluation	Determines how and why the position's series, title and grade were determined.	Entry field

Edit Position Description

Introduction The Edit Position Description screen allows users to edit current active position descriptions.

This screen is only available to Classifiers and Managers.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

When you find a position you would like to edit click on the edit  icon.

Screen Functions	Description
More Titles button	Click the More Titles button to add or modify titles related to the position being edited.
More Citations button	Click the More Citations button to add or modify Citations related to the position being edited.

When all changes are finished, click the Update Position button. To restore all fields to their original data, click the Reset button.

Screen Display When Edit Position Description is selected, the following screen is displayed.

Continued on next page

Edit Position Description, Continued

Edit Position Description Data Fields

The fields listed in the table below appear on the Edit Position Description screen.


Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
LN Title	A title assigned to a Local National position	Drop down list available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Pay Plan	Indicates the Local National pay system the position is covered by.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for Local National positions.	Entry field; List of Values available.
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting.

Verify Position Description

Introduction The Verify Position Description allows Classifiers to verify positions created by Managers.

This screen is only available to Classifiers.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

When you find a position you would like to verify, click on the verify  icon.

Non-DCA Positions
<p>At this point the Classifier has an opportunity to make changes to the position created by the Manager.</p> <p>If the Classifier is finished verifying the position and ready to send it back to the Manager, click the “Update Position” button. This saves any changes made by the Classifier, and sends e-mail to the Manager notifying them the position has been verified.</p> <p>If the Classifier makes changes to the position but is not ready to verify the position, click the “Save Not Verify” button. This saves any changes made by the Classifier, but does not verify the position. The Classifier can query the position at a later time to verify the position.</p> <p>Click the “Reset” button to restore changes back to the last saved state.</p>

Continued on next page

Verify Position Description, continued


Guidelines (continued)



DCA Positions
<p>At this point the Classifier can view the DCA position and attach comments.</p> <p>If the Classifier approves the position, click the “Verify” button. This saves the Classifier’s comments and sends e-mail to the Manager notifying them the position has been verified.</p> <p>If the Classifier is in conflict with the Manager about the position, click the “DCA Override” button. This saves the Classifier’s comments, and sends e-mail to the Manager notifying them the position has been verified, but is in disagreement over the position with the Manager.</p> <p>Click the “Exit” button to exit the screen without saving comments or verifying the position. This position can be queried again at a later date to be verified.</p>


Screen Display


When Verify Position Description is selected, the following screen is displayed.




Search - Verify PD



To verify a position description sent by management, fill in all applicable fields then click the Search button.
Click the  icon, to bring up a list of valid values.


CCPO ID:  PD#: 

Position Title: 

LN Title: 

Pay Plan:  Series:  Grade: 

LN Pay Plan:  LN Grade: 

Sorted By: JobNumber 

Continued on next page

Verify Position Description, Continued

Verify Position Description Data Fields The fields listed in the table below appear on the Verify Position Description screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
LN Title	A title assigned to a Local National position	Drop down list available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Pay Plan	Indicates the Local National pay system the position is covered by.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for local national positions.	Entry field; List of Values available.
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting.

Archive Position Description

Introduction The Archive Position Description allows users to archive active positions.
This screen is only available to Classifiers.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Once the list of positions is returned from the search, select whether you wish to archive selected positions **displayed** on the screen or all the position **displayed** on the screen. Use the drop down list on the bottom center of the screen to choose the option to archive selected positions by selecting “Archive PD”, or to archive all positions by selecting “Archive All PD”.

Archive Options	Description
Archive PD	Archives position(s) displayed with its associated checkbox checked. When all positions to be archived are checked click the Submit button.
Archive All PD	Archives all positions displayed . Click the Submit button to begin the archiving process.

Note: The archiving process only archives positions that are currently being displayed on the screen. If a user checks positions to be archived, clicks the Next link, and then presses the submit button, the positions on the previous page will **not** be archived.

After clicking the Submit button, a screen is displayed with a text area where a comment can be added to positions being archived. A list of positions being archived is displayed on top of the comment block. When finished click the Archive button. To cancel the archiving process, click the Cancel button.

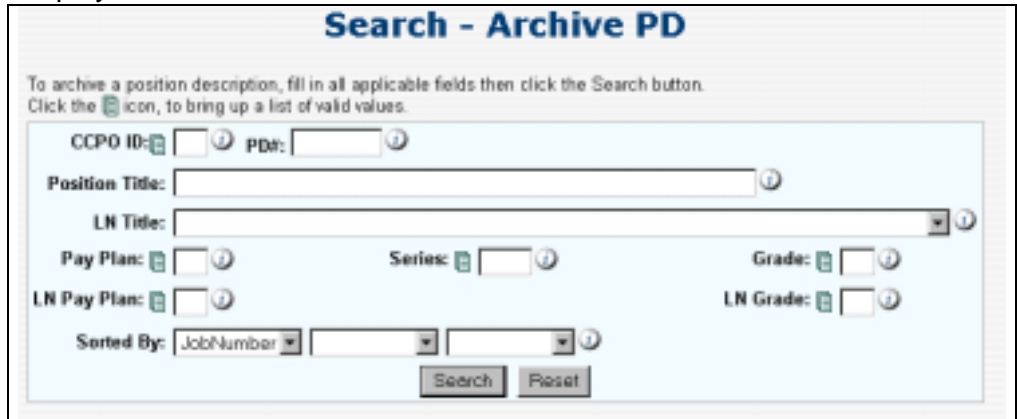
When finished, use the menu to navigate to your next selection.

Continued on next page

Archive Position Description, Continued

Screen Display

When Archive Position Description is selected, the following screen is displayed.



Archive Position Description Data Fields

The fields listed in the table below appear on the Archive Position Description screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
LN Title	A title assigned to a Local National position	Drop down list available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.

Continued on next page

Archive Position Description, Continued


Archive Position Description Data Fields (continued)

Field Name	Definition	Entry Rules
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Pay Plan	Indicates the Local National pay system the position is covered by.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for Local National positions.	Entry field; List of Values available.
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting.

Reactivate Position Description

Introduction Reactivate Position Description allows users to activate archived positions. This screen is only available to Classifiers.

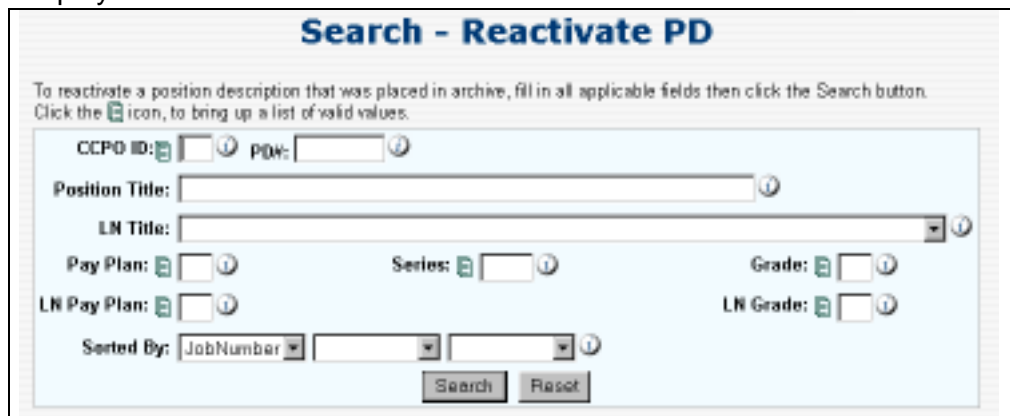
Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for archived positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Once the list of archived positions is returned from the search, click the reactive  icon associated with the position desired. The position can be edited before reactivating (see Edit Position Description in this section). When the changes to the position are finished, click the Reactivate PD button. To restore the position information, click the Reset button.

If a training survey is needed for the position, a screen is displayed allowing the user to enter an e-mail address of their manager/supervisor.

When finished, use the menu to navigate to your next selection.

Screen Display When Reactivate Position Description is selected the following screen is displayed



Continued on next page

Reactivate Position Description, continued

Reactivate Position Description Data Fields

The fields listed in the table below appear on the Reactivate Position Description screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
LN Title	A title assigned to a Local National position	Drop down list available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Pay Plan	Indicates the Local National pay system the position is covered by.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for Local National positions.	Entry field; List of Values available.
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting

Survey


Introduction

Survey allows users to search for new positions created by a CPOC Classifier that require a Leadership Training Survey to be filled in.

This screen is only available to Managers.

Guidelines

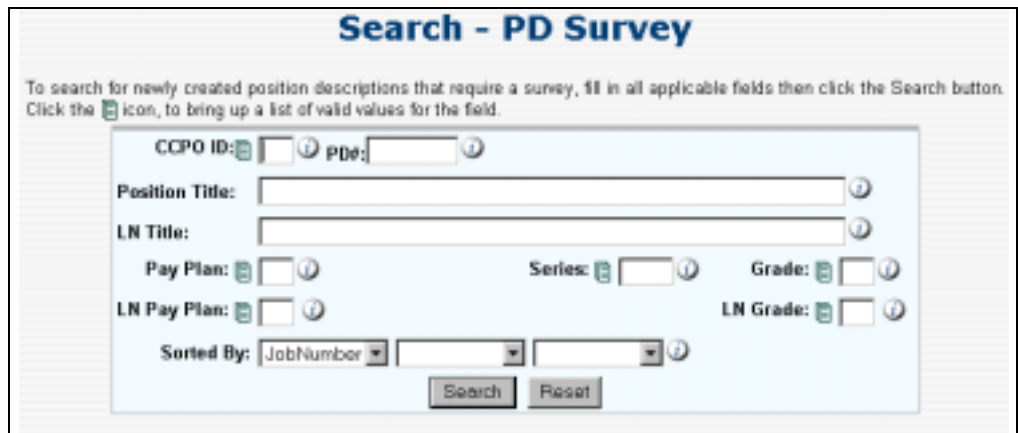
Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Once the list of positions is returned from the search, click the survey  icon associated with the position desired. Fill in the survey question with the desired rating and click the Save Responses button. The survey is saved and e-mail is sent to the classifier that created the position notifying them that the survey has been completed.

When finished, use the menu to navigate to your next selection.

Screen Display

When you select Survey, the following screen is displayed.



Continued on next page

Survey, continued

Survey Data Fields

The fields listed in the table below appear on the Survey screen.


Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
LN Title	A title assigned to a Local National position	Drop down list available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Pay Plan	Indicates the Local National pay system the position is covered by.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for Local National positions.	Entry field; List of Values available.
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting.

Survey (FC I)

Introduction Survey (FC I) allows users to search for positions currently existing in FASCLASS I that require a Leadership Training Survey to be filled in.

This screen is only available to Managers.

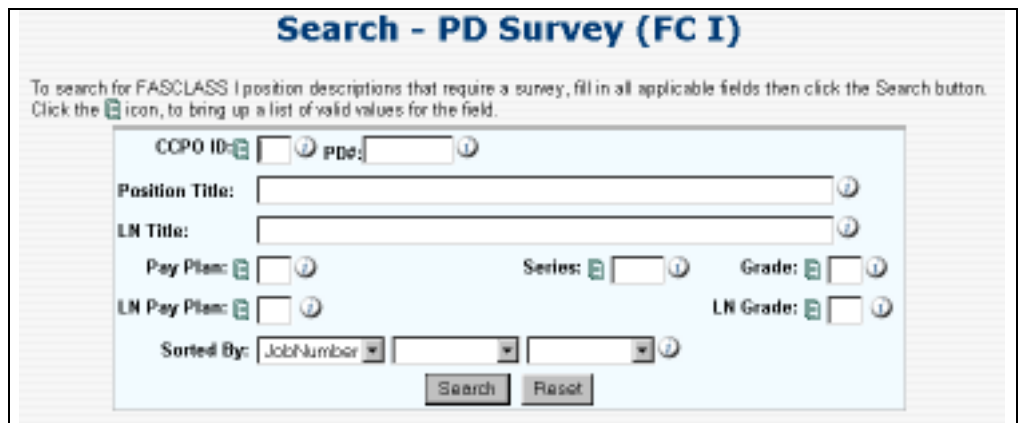
Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Once the list of positions is returned from the search, click the survey  icon associated with the position desired. Fill in the survey question with the desired rating and click the Save Responses button.

When finished, use the menu to navigate to your next selection.

Screen Display

When you select the Survey (FC I), the following screen is displayed.



Survey (FC I), continued

Survey (FC I) Data Fields The fields listed in the table below appear on the Survey (FC I) screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
LN Title	A title assigned to a Local National position	Drop down list available
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Pay Plan	Indicates the Local National pay system the position is covered by.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for Local National positions.	Entry field; List of Values available.
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting.

4. PD LIBRARY

Overview

Introduction The PD Library section provides users the ability to search, nominate, and certify/review positions in PD Library.

In this Section The following topics are covered in this section.

Topic	See Page
Search Position Description Library	4-2
Nominate Position Description	4-6
Review and Certify Position Description	4-8

Search Position Description Library

Introduction The Search Position Description Library allows users to search for positions from PD Library using any field on the screen or combination of fields on the screen.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Click on the Advanced Search link for additional options using the position duties field.

Screen Display When Search Position Description Library is selected the following screen is displayed.

The screenshot shows a web form titled "Search PD Library PD". Below the title is a brief instruction: "To search for a position description within the PD Library, fill in all applicable fields then click the Search button. Click the [help icon] icon, to bring up a list of valid values for the field. Click [Advanced Search](#) to go to Advanced Search screen." The form contains several input fields and dropdown menus: "DA PD#:" (text box with help icon), "Position Title:" (text box with help icon), "Installation:" (dropdown menu with help icon), "Pay Plan:" (dropdown menu with help icon), "Series:" (text box with help icon), "Grade: From:" (text box with help icon) and "To:" (text box with help icon), "Category:" (dropdown menu with help icon, currently set to "BASIC"), "MACOM:" (dropdown menu with help icon), "Region:" (dropdown menu with help icon), "Position Duties:" (text box with help icon), and "Sorted By:" (three dropdown menus with help icons, the first is set to "DA.PD#"). At the bottom of the form are "Search" and "Reset" buttons.

Continued on next page

Search Position Description Library, Continued

**Search
Position
Description
Library Data
Fields**

The fields listed in the table below appear on the Search Position Description Library screen.

Field Name	Definition	Field Use
DA PD #	HQDA system generated PD number assigned to PD's within PD Library.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
Installation	Identifies the military installations where the servicing Civilian Personnel Advisory Centers are located.	Drop down list available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade From	Identifies a beginning grade in which to return positions within a range of grades.	Entry field; List of Values available.
Grade To	Identifies an ending grade in which to return positions within a range of grades.	Entry field; List of Values available.
Category	Identifies position categories.	Drop down list available.
MACOM	Identifies Army Major Commands.	Drop down list available.
Region	Identifies one of the ten regional Civilian Personnel Operation Centers.	Drop down list available.

Continued on next page

Search Position Description Library, Continued

Search Position Description Library Data Fields (continued)

Field Name	Definition	Field Use
Position Duties	Use for searching positions by major duties and other important aspects of the position.	Entry field
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down Arrow to select option for sorting.

Screen Display (Advanced Search)

After clicking on the Advanced Search link the Search Position Description Library Advanced Search screen is displayed.

Search for PD Library PD Advanced Search

Fill in all applicable fields then click the Search button. Click the icon, to bring up a list of valid values.

DA PD#:

Position Title:

Installation:

Pay Plan: Series: Grade: From: To:

Category: BASIC MACOM: Region:

Position Duties: (Advanced Search)

Exact Match Wild Card

AND

Exact Match Wild Card

AND

Exact Match Wild Card

AND

Exact Match Wild Card

AND

Exact Match Wild Card

Sorted By: DA PD#

Continued on next page

Search Position Description Library, Continued

Additional Fields for Search Position Description Library Advanced Search

The additional fields added to the Search Position Description Library screen allow the user to enter multiple position duty criteria and select the option of an exact match or wild card search.

Example: If a position with duties that include shorthand and typing are required enter **shorthand** in one of the position duty fields and **typing** in another.

Another feature is the ability to choose between an exact match or wild card search. An exact match is used to search for a value in a position duty that has an identical value in the position duties description. A wild card is used to search for a value in the position duties description that starts with the value entered.

Example: If positions with duties that contain the word **shorthand** in the description are desired select the "**Exact Match**". This will return all positions that have the word "shorthand" in the description. If a position is desired where the duties require typing skills enter "**typ**" in the position duties field and select "**Wild Card**". This will return any position that has a word that starts with "**typ**" such as "typist, typing, typewriter ...".


Field Name	Definition	Field Use
5 Position Duties	Multiple position duty search criteria.	Entry field
Exact Match	Option for selecting an exact match on criteria entered in associated position duty field.	Must select either exact match or wild card.
Wild Card	Option for selecting a wild card match on criteria entered in associated position duty field.	Must select either exact match or wild card.

Nominate Position Description

Introduction The Nominate Position Description allows users to search for FASCLASS positions for submission into PD Library.

This screen is only available to Classifiers.

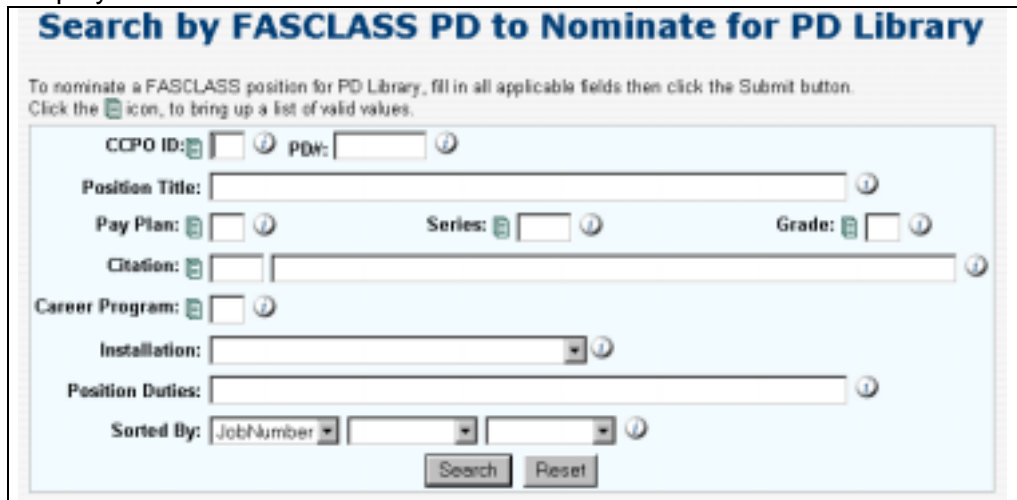
Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

When you find a position you would like to nominate, click on the nominate  icon associated to the desired position.


Enter a Category and MACOM for the position being nominated, and click the Nominate button when finished.



Screen Display


When Nominate Position Description is selected, the following screen is displayed.







Search by FASCLASS PD to Nominate for PD Library


To nominate a FASCLASS position for PD Library, fill in all applicable fields then click the Submit button. Click the  icon, to bring up a list of valid values.


CCPO ID:  PD#: 


Position Title: 



Pay Plan:  Series:  Grade: 

Citation: 

Career Program: 

Installation: 

Position Duties: 

Sorted By: JobNumber  

Continued on next page

Nominate Position Description, Continued

Nominate Position Description Data Fields

The fields listed in the table below appear on the Nominate Position Description screen.

Field Name	Definition	Field Use
PD #	A number assigned to a Position Description that uniquely identifies that position.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
Citation	Relates grade level definitions in Title 5 to specific work situations and provide the basis for assigning each position the appropriate title, series, and grade.	Entry field; List of Values available.
Career Program	Identifies positions in Career Management System. There are 22 civilian career programs.	Entry field; List of Values available.
Installation	Identifies the military installations where the servicing Civilian Personnel Advisory Centers are located.	Drop down list available.
Position Duties	Use for searching positions by major duties and other important aspects of the position.	Entry field
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting.

Review and Certify Position Description

Introduction Review and Certify Position Description allows users to approve or disapprove FASCLASS positions that have been nominated for submission into PD Library

This screen is only available to MACOM users.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Once the list of positions is returned from the search, select whether you wish to approve or disapprove selected positions **displayed** on the screen, or all the positions **displayed** on the screen. Use the drop down list on the bottom center of the screen to choose the option for approving positions. To select individual positions to approve or disapprove, choose the option “Approve Selected Items” or “Disapprove Selected Items”. To select all positions on the screen, choose “Approve All Items” or Disapprove All Items”.

Approving Options	Description
Approve Selected Items	Approves position(s) displayed with its associated checkbox checked. When all positions to be approved are checked, click the Review/Certify button.
Approve All Items	Approves all positions displayed . Click the Review/Certify button to begin the approving process.
Disapprove Selected Items	Disapproves position(s) displayed with its associated checkbox checked. When all positions to be disapproved are checked, click the Review/Certify button.
Disapprove All Items	Disapprove all positions displayed . Click the Review/Certify button to begin the disapproving process.

Note: The approving process only approves or disapproves positions that are currently being displayed on the screen. If the user checks positions to be approved or disapproved, clicks the Next link, and then clicks the Review/Certify button, the positions on the previous page will **not** be approved or disapproved.

When finished, use the menu to navigate to your next selection.


Continued on next page


Review and Certify Position Description, Continued


Screen Display


When Review and Certify Position Description is selected the following screen is displayed.





Search
Fasclass PD to Review/Certify PD for PD Library


To review and certify a position description nominated for PD Library, fill in all applicable fields then click the Search button. Click the  icon, to bring up a list of valid values for the field.


Job #: 


Position Title: 

Installation: 

Pay Plan:  Series:  Grade: From:  To: 

MACOM: Region: 

Citation: 

Position Duties: 

Review and Certify Position Description Data Fields

The fields listed in the table below appear on the Review and Certify Position Description screen.

Field Name	Definition	Entry Rules
Job #	A number assigned to a position.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
Installation	Identifies the military installations where the servicing Civilian Personnel Advisory Centers are located.	Drop down list available.
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.

Continued on next page

Review and Certify Position Description, Continued

Review and Certify Position Description Data Fields (Continued)

Field Name	Definition	Entry Rules
Grade From	Identifies a beginning grade in which to return positions within a range of grades.	Entry field; List of Values available.
Grade To	Identifies an ending grade in which to return positions within a range of grades.	Entry field; List of Values available.
MACOM	Identifies Army Major Commands.	Entry field
Region	Identifies one of the ten regional Civilian Personnel Operation Centers.	Drop down list available.
Citation	Relates grade level definitions in Title 5 to specific work situations and provide the basis for assigning each position the appropriate title, series, and grade.	Drop down list available.
Position Duties	Use for searching positions by major duties and other important aspects of the position.	Entry field

5. REPORTS

Overview

Introduction The Reports section provides users the ability to search and view position information in a variety of different ways.

In this Section The following topics are covered in this section.

Topic	See Page
Archived Position Description	5-2
Search for PDs by Sequence Number	5-4
Vacant Sequence	5-6
Position Description by Competitive Level	5-8
Position Description Without Duties	5-10
Position Description Without Titles	5-12

Archived Position Description

Introduction The Archived Position Description screen allows users to query positions that are currently in a status of archived.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Screen Display When Archived Position Description is selected, the following screen is displayed.

Search - Archived PD Report

This report will give you a list of all position descriptions that have been placed in archive. Fill in the fields that you want to search for and then click the Search button at the bottom of the page. Click the [icon] icon, to bring up a list of valid values.

CCPO ID: [list icon] [dropdown arrow] PD#: [dropdown arrow]

Position Title: [text input] [help icon]

Pay Plan: [list icon] [dropdown arrow] Series: [list icon] [dropdown arrow] Grade: [list icon] [dropdown arrow]

LN Pay Plan: [list icon] [dropdown arrow] LN Grade: [list icon] [dropdown arrow]

Interdisc Pos: [dropdown arrow] Career Program: [list icon] [dropdown arrow] DCIPS: [dropdown arrow]

Sorted By: JobNumber [dropdown arrow] [dropdown arrow] [dropdown arrow] [help icon]

[Search] [Reset]

Continued on next page

Archived Position Description, Continued

Archived Position Description Data Fields

The fields listed in the table below appear on the Archived Position Description screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Position Title	Identifies a title assigned to a position.	Entry field
Pay Plan	Indicates the pay system the position is covered by.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.
LN Pay Plan	Indicates the Local National pay system the position is covered by.	Entry field; List of Values available.
LN Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for Local National positions.	Entry field; List of Values available.
Interdis Pos	Identifies positions in mathematical, scientific, or engineering disciplines.	Use drop down arrow to select "Yes" or "No".
Career Program	Identifies positions in Career Management System. There are 22 civilian career programs.	Entry field; List of Values available.
DCIPS	Defense Civilian Intelligence Personnel System – Identifies if position meets criteria for classification within DCIPS.	Use drop down arrow to select "Yes" or "No".

Continued on next page

Search for PDs by Sequence Number


Introduction The Search for PDs by Sequence Number screen allows users to query positions by position description number and sequence number.


Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).


Select the “Show All Sequences” option to see all sequences for each position description number returned, or select “Sequence #” and enter a specific sequence number to return only that sequence for each position description number returned.


Screen Display When Search for PDs by Sequence Number is selected the following screen is displayed.


Report Search for PDs by Sequence Number


This report will give you a list of all position descriptions by sequence number. Enter criteria in CCPO ID or PD number field. Select either Show All Sequence Numbers or Sequence Number entering the desired sequence number click the Search button at the bottom of the page. Click the  icon, to bring up a list of valid values.

CCPO ID: 

PD#: 

Sequence Number: 

Show All Sequences: 

Sorted By: 

Continued on next page

Search for PDs by Sequence Number, Continued

**Search for
PDs by
Sequence
Number Data
Fields**

The fields listed in the table below appear on Search for PDs by Sequence Number screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
PD #	A number assigned to a PD.	Entry field
Sequence #	A number that identifies a position to the employee level.	Radio button option; when selected, entry field must be entered.
Show All sequences	When radio button is selected all sequences for each position retrieved is displayed.	Radio button option; when selected, entry field must be entered.
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting.

Vacant Sequence

Introduction The Vacant Sequence report allows users to query positions that have a vacant sequence number attached to them.

This screen is only available to Classifiers.


Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).



To return all vacant sequences for an individual CCPO ID, enter the CCPO ID desired. To return all vacant sequences for all CCPO ID's, check the All check box.

Screen Display




When Vacant Sequence is selected the following screen is displayed.

Search - Vacant Sequence Report

This report will give you a list of all position descriptions with vacant sequence numbers.
Select search criteria and then click the Search button at the bottom of the page.
Click the  icon, to bring up a list of valid values.

CCPO ID:  

All:

Sorted By: JobNumber   

Continued on next page

Vacant Sequence, Continued

Vacant Sequence Data Fields

The fields listed in the table below appear on Vacant Sequence screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
All	When checked, the search performed returns all positions with vacant sequences in the FASCLASS system.	Check box
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting.


Position Description by Competitive Level



Introduction The Position Description by Competitive Level report allows users to query positions by Competitive Level that are further sorted by series, grade, and competitive level.



Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).



Screen Display When Position Description by Competitive Level screen is selected, the following screen is displayed.

Search - PDs By Comp Level Report

This report will provide a list of position descriptions first sorted by series and grade, then competitive area and lastly by Competitive Level. Fill out the fields that you want to search for and then click the Search button at the bottom of the page. Click the  icon, to bring up a list of valid values.

Competitive Area:  

Series:  

Grade:  

Continued on next page

Position Description by Competitive Level, Continued

**Position
Description by
Competitive
Level Data
Fields**

The fields listed in the table below appear on Position Description by Competitive Level screen.

Field Name	Definition	Entry Rules
Competitive Area	A code that identifies geographic locations.	Entry field; List of Values available.
Series	Identifies a subdivision of an occupational group consisting of positions similar to a specialized line of work and qualification requirement.	Entry field; List of Values available.
Grade	Identifies a range of difficulty, responsibility, and level of qualification requirements for positions.	Entry field; List of Values available.

Position Description Without Duties


Introduction The Position Description Without Duties report allows users to query positions that are in FASCLASS that do not have duties associated with them.



This screen is only available to Classifiers, Managers, and Staff.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches, click the Reset button. For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).





Screen Display When Position Description Without Duties screen is selected, the following screen is displayed.

Search - PD Without Duties Report

This report will give you a list of all position descriptions within the region or by CPAC, that do not have duties. Select search criteria and then click the Search button at the bottom of the page. Click the  icon, to bring up a list of valid values.

CCPO ID:  

All:

Sorted By: JobNumber    

Continued on next page

Position Description Without Duties, Continued

**Position
Description
Without
Duties Data
Fields**

The fields listed in the table below appear on Position Description Without Duties screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
All	When checked, the search performed returns all positions without duties in the FASCLASS system.	Check box
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down Arrow to select option for sorting.

Position Description Without Titles


Introduction The Position Description Without Titles report allows users to query positions that are in FASCLASS that do not have titles associated with them.



This screen is only available to Classifiers.

Guidelines Enter criteria in field(s) desired and click the Search button to begin your search for positions. To clear all fields and begin new searches click the Reset button. For detailed information on searching in the FASCLASS application see Appendix A (Searching in FASCLASS). For information on organizing search results see Appendix A (Search Results).


Screen Display When Position Description Without Titles screen is selected, the following screen is displayed.

Search - PD Without Titles Report

This report will give you a list of all position descriptions within the region or by CPAC, that do not have titles. Select search criteria and then click the Search button at the bottom of the page. Click the  icon, to bring up a list of valid values.

CCPO ID:  

All:

Sorted By: JobNumber 

Continued on next page

Position Description Without Titles, Continued

**Position
Description
Without Titles
Data Fields**

The fields listed in the table below appear on Position Description Without Titles screen.

Field Name	Definition	Entry Rules
CCPO ID	Identifies the servicing Civilian Personnel Advisory Center.	Entry field; List of Values available.
All	When checked, the search performed returns all positions without titles in the FASCLASS system.	Check box
Sorted By	3 fields used for sorting position descriptions returned from search. The second and third sort fields sort within the preceding sort field.	Use drop down arrow to select option for sorting.

6. LOOKUP

Overview

Introduction The Lookup section provides users the ability to search and view position information in a variety of different ways.

In this Section The following topics are covered in this section.

Topic	See Page
Code Lookup By Code or Description	6-2
AF Pay Grades	6-2
AF Pay Plans	6-2
Career Programs	6-2
Citations	6-2
Functional Codes	6-2
LN Pay Grades	6-2
LN Pay Plans	6-2
LN Titles	6-2
NAF Pay Grades	6-2
NAF Pay Plans	6-2
Position Sensitivity	6-2
Series	6-2
Region Specific Code Lookup	6-4
Comp Areas	6-4
Comp Levels	6-4
CPAC Lookup	6-5

Code Lookup By Code or Description

Introduction The Code Lookup By Code or Description is the method for retrieving codes used in the FASCLASS system.

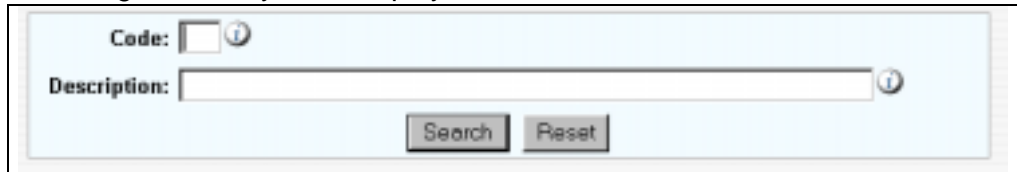
Guidelines The Code Lookup By Code or Description method of retrieving codes from the FASCLASS system is used by the following code types:

- AF Pay Grades
- AF Pay Plans
- Career Programs
- Citations
- Functional Codes
- LN Pay Grades
- LN Pay Plans
- LN Titles
- NAF Pay Grades
- NAF Pay Plans
- Position Sensitivity
- Series

All codes are retrieved and display beneath the search entry block upon entering a Code Lookup By Code or Description screen. To narrow down the number of records retrieved, enter a code or description in the fields provided and click the Search button. To clear all fields and begin new searches, click the Reset button.

For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Screen Display When a Code Lookup By Code or Description lookup type is selected the following screen layout is displayed.



The screenshot shows a search interface with a light blue background. At the top, there is a 'Code:' label followed by a small square input field and a downward-pointing arrow icon. Below this is a 'Description:' label followed by a long rectangular input field and another downward-pointing arrow icon. At the bottom of the interface, there are two buttons: 'Search' and 'Reset'.

Continued on next page

Code Lookup By Code or Description, Continued

Code Lookup By Code or Description Data Fields

The fields listed in the table below appear on Code Lookup By Code or Description type screens.

Field Name	Definition	Entry Rules
Code	Identifies code used for narrowing lookup codes retrieved.	Entry field
Description	Identifies description of code used for narrowing lookup codes retrieved. NOTE: A partial description can be entered to retrieve multiple codes with like descriptions.	Entry field

Region Specific Code Lookup

Introduction The Region Specific Code Lookup is the method for retrieving codes used in the FASCLASS system.

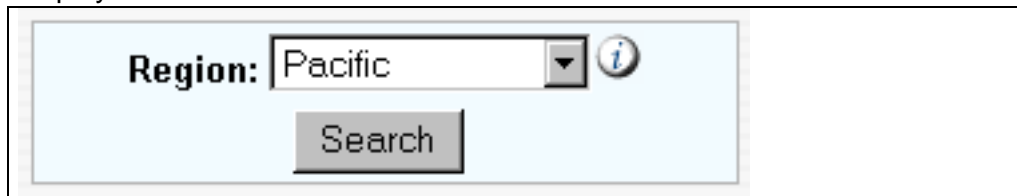
Guidelines The Region Specific Code Lookup method of retrieving codes from the FASCLASS system is used to find codes that are specific to a region. The following menu selections from the Lookup section use this format:

- Comp Areas
- Comp Levels

Once the desired region is selected, click the search button. At this point the code lookup by code is used (see Code Lookup By Code or Description in this section of the manual) to further narrow down codes returned.

For detailed information on searching in the FASCLASS application, see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Screen Display When Region Specific Code Lookup is selected the following screen is displayed.



Region Specific Code Lookup Data Fields The fields listed in the table below appear on Region Specific Code Lookup type screens.

Field Name	Definition	Entry Rules
Region	Identifies a region for narrowing lookup codes retrieved.	Use Drop Down Arrow to select a region.

CPAC Lookup

Introduction The CPAC Lookup finds installations associated with CPACs in the FASCLASS system.

Guidelines The CPAC Lookup screen finds CPAC installations that are specific to a region and code.

All installations in the user's region are retrieved and displayed beneath the search entry block upon entering a CPAC Lookup screen.

Use the drop down list to change the region for the installations desired.

To further narrow down the number of records retrieved, enter a code or installation name in the fields provided and click the Search button. To clear all fields and begin new searches, click the Reset button.

For detailed information on searching in the FASCLASS application see Appendix A (Searching in FASCLASS). For information on organizing search results, see Appendix A (Search Results).

Screen Display

When CPAC Lookup is selected, the following screen is displayed.



Continued on next page

CPAC Lookup, continued

CPAC Lookup Data Fields The fields listed in the table below appear on the CPAC Lookup screen.

Field Name	Definition	Entry Rules
Region	Identifies a region for narrowing installations retrieved.	Use Drop Down Arrow to select a region.
Code	Identifies installation code used for narrowing installations retrieved.	Entry field
Installation	Identifies an installation name used for narrowing installations retrieved. NOTE: A partial installation name can be entered to retrieve multiple codes with like installation names.	Entry field

Appendix A

Overview

Introduction This appendix includes common aspects of the FASCLASS application, which are used by multiple FASCLASS screens.

In this Section The following topics are covered in this section.

Topic	See Page
Searching in FASCLASS	A-2
FASCLASS Terms	A-3
Search Results	A-5

Searching in FASCLASS

Search Tips



This section gives the user information on how to use the search screens in the FASCLASS application.

1	All fields in the search screens can be used to query information.
2	<p>Using fields for effective searches:</p> <p>Enter specific search criteria to return specific information. The greater number of fields entered for a search will return fewer more specific records related to your search. The opposite is also true, the fewer number of fields entered for a search will result in a large, less specific number of records returned.</p> <p>Enter at least two fields when performing a search. A good rule of thumb is to use at least two search criteria when performing a search. This will return you a manageable number of records in a reasonable amount of time.</p>
3	Don't guess at a valid value when searching for a position. If a user guesses at a value and clicks the search button, the search will take a long time, and in the end it will return no records.
4	Utilize the LOV (List of Values) icons on fields that have them. If you wish to search on a field, but don't know a specific value to use, don't guess. Click the LOV associated with it to find a valid value before executing the query.
5	<p>Utilizing the sort fields.</p> <p>You can retrieve data sorted at three different levels. The field representing the first level of sorting is the primary sorting field. The records returned will be sorted by this first. The field representing the second level of sorting will be sorted within the primary sorting field, and the field representing the third level of sorting will be sorted within both the primary sorting field and the second level of sorting.</p>

FASCLASS Terms


Terms

This section gives the user information on terms used in the FASCLASS application.

CPAC	Civilian Personnel Advisory Center.
Drop Down List	A drop down list is used for an entry field with a limited number of possible entries. These fields can be identified by this symbol  . To use the drop down list, click on the symbol and then click on your selection.
Exact Match	Exact Match is an option that can be selected when doing an advanced search. When the exact match search option is selected, the value entered in the position duties field will be used to search for a position duty that matches the value entered exactly.
Field Level Help	Field level help can be utilized on any field with a  icon. Hover the mouse pointer over the icon for an explanation of the field in question. The explanation will disappear after a brief period of time or when the mouse pointer is moved off the icon. If the explanation disappears before you are finished reading the message, move the mouse pointer off the icon, and then back on the icon again to continue viewing the explanation.

FASCLASS Terms, Continued

Terms (continued)

Link	A link is an item that can be clicked on that will take you to a new page in the FASCLASS application or to another page on the internet.
LOV (List of Values)	A list of appropriate values related to a specific field that can be used instead of manually typing in the field. A list of values can be used on any field with the  symbol by clicking the symbol.
MACOM	Army Major Command
Radio Button	A radio button group is a group of related options from which to choose an item. The radio button group will allow you to choose from only one of the options within the group or related items.
Region	Region indicates 1 of 10 civilian personnel operation centers located worldwide.
Wild Card	Wild Card is an option that can be selected when doing an advanced search. When the wild card search option is selected the value entered in the position duties field will be used to search for a position duty that starts with the value entered.

Search Results

Search Results

This section gives the user information on how to organize information queried from the FASCLASS application.

Screen Display

Each search screen in the FASCLASS application returns information in a table format similar to the example below.

Results Search by Position Data

Sorted by: **Job Number** Records Found: **64**

JOBNUM	TITLE	PAY PLAN	LN PP	SERIES	GRADE	LN GRD	REGION
AE01691	CONTRACT SPECIALIST	GS		1102	09		National Capital
AE01693	PROGRAM SPECIALIST (YOUTH SCIENCE ACTIVITIES)	GS		0301	09		National Capital
AE01788	TECHNICAL INFORMATION SPECIALIST	GS		1412	09		National Capital
AE100001	PERSONNEL CLERICAL ASSISTANT	GS		0203	09		National Capital
AE100002	PERSONNEL CLERICAL ASSISTANT	GS		0203	09		National Capital
AE07041	GENERAL SUPPLY SPECIALIST	GS		2001	09		National Capital
AE0C005	ADMINISTRATIVE OFFICER	GS		0341	09		National Capital
AE0C029	BUDGET ANALYST	GS		0660	09		National Capital
AE0C313	ADMINISTRATIVE SPECIALIST	GS		0301	09		National Capital
AE0C355	EXECUTIVE OFFICER	GS		0301	09		National Capital

You are viewing records 1 through 10 View records per page

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [Next >>](#)


How to organize information

The items and functions listed below are available on all screens displaying information returned from a search in FASCLASS.

Item/Function	Definition
Sorted by	Located in the upper left of the screen, it identifies the column that is currently being sorted on. If the information is being sorted from largest to smallest, then the word “descending” will follow the column identified. The default sorting order is in an ascending manner (smallest to largest).

Search Results, continued

How to organize information (continued)

Records Found	Located in the upper right of the screen, it identifies the total number of records found, based on the criteria entered on the search screen.
Column Titles	Identifies each field in the records retrieved. An underlined column title identifies that the records returned from a search can be resorted by that column in ascending or descending order. Click the column title desired to sort the records in an ascending order. Click the same column title again to sort in a descending order.
Highlighted Underlined Items	If an item returned from a search is highlighted and underlined, it indicates that there is detailed information related to that item. Click the item in question to view the detailed information related to that item. To return back to the search result screen, press the back button on your browser menu.
View	Displays the number of records, out of the records found, you are currently viewing. To change the number of records you are currently viewing on each page, use the  drop down list, and select the desired number of records you wish to view at a time.

Continued on next page

Search Results, continued

How to organize information (continued)

Page Links	<p>The links at the bottom of the screen allow you to move through the report. Click on the "Previous" or "Next" link to move backwards and forwards through the report. When the "Next" link is clicked, the next group of records is displayed, and when the "Previous" link is clicked, the previous group of records is displayed. The number of records being viewed defines a "group of records". This is shown at the bottom right corner of the screen.</p> <p>If the view records per page indicator is set to 10, then each time the "Next" link is clicked the next 10 records are displayed. If it is set to 50, the next 50 records are displayed. The same works for the "Previous" link.</p> <p>If you wish to move through the report faster and do not want to use the "Next" or "Previous" links, you can move straight to a group of records by clicking one of the number links. If the number of records being viewed is set to 10, and the number 5 link is clicked, then the records 41-50 of the report are displayed. If it is set to 50, and the number 5 link is clicked then, the records 201-250 of the report are displayed.</p>
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