

## **Restructuring VSIP Audit Trail**

### **Example 1: Correcting a Skills Imbalance**

In accordance with DoDI 1400.25, Volume 1702, restructuring VSIP allows the Department to reshape its workforce without resorting to RIF, RIF avoidance actions, or the loss of positions. Workforce restructuring buyouts may be used to correct skill imbalances or to reduce managerial or supervisory positions. Maintaining clear and complete audit trails is a critical part of every VSIP transaction, and the audit trails must include sufficient documentation to show that the buyouts were necessary to achieve legitimate restructuring objectives.

In this example, an organization with a changing workload uses restructuring VSIP to increase the number of Information Technology Specialists and reduce the number of Financial Management Specialists without eliminating any positions.

### APPROVED RESTRUCTURING VSIP LISTING

Cancel/ Establish/ Fill RPA	From Pos. ID	From PP/ Series/Gr	From Title	From Location	Incumbent	VSIP Awarded	To Pos. ID	To PP/ Series/Gr	To Title	From Location	New Incumbent	Restructured Pos. Filled
08DECABCD0123	GS411	GS-501-12	Financial Management Spec.	Resource Mgmt. Division	Rich, Johnny B.	01/03/09	GS411	GS-2210-12	IT Spec.	Resource Mgmt. Division	Jones, Susie V.	03/15/09
08DECABCD0234	GS412	GS-501-12	Financial Management Spec.	Resource Mgmt. Division	Cash, Ann C.	01/03/09	GS412	GS-2210-12	IT Spec.	Resource Mgmt. Division	Worth, Peter O.	04/26/09
08DECABCD0345	GS413	GS-501-12	Financial Management Spec.	Resource Mgmt. Division	Buck, Manny A.	01/03/09	GS413	GS-2210-11	IT Spec.	Resource Mgmt. Division	Surge, Franklin	05/03/09

## RESTRUCTURING BUYOUT AUTHORITY REQUEST

**Scope and Nature of Request:** Specify the activity location, organizational unit, occupational series, grade(s) or band(s) and position description (PD) number for which the workforce restructuring authority will apply. Provide the same information regarding the reshaped position(s). Explain/justify the need to restructure the position and provide contact information for the requestor/POC.

**Current Position:**

Activity location: Resources Management Division, Chambersburg PA  
Organizational Unit: Resource Management Branch  
Title: Financial Management Specialist  
PP/PS-OS/OC-GR/PB: GS-501-12  
Supervisory Status: Non-supervisory  
Position Description Number: TA115  
Position/Manpower Number: GS411  
Proposed Effective Date: 1/1/09

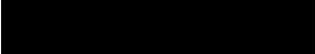
**Proposed/Reshaped Position:**

Activity location: Resource Management Division, Chambersburg PA  
Organizational Unit: Resource Management Branch  
Title: IT Specialist (INFOSEC)  
PP/PS-OS/OC-GR/PB: GS-2210-12  
Supervisory Status: Non-supervisory  
Position Description Number: 96045  
Position/Manpower Number: GS411  
Proposed Effective Date: 1/2/09

**Justification:**

The Resource Management Division is converting to a new operating system and requires the addition of IT specialists to the staff. Given the shift to the new operating system and the centralization of financial management workload, three Financial Management Specialist positions will be restructured to create the on-site IT team in support team.

**Organizational Point of Contact:**

Name:   
Phone:   
e-Mail: 

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**APPROVING OFFICIAL DECISION**

This request for restructure buyout is:

Approved

Disapproved

Comments:

Signature/Org \_\_\_\_\_



Date \_\_\_\_\_

6-30-08

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>Rich Johnny B.</b>	2. Social Security Number <b>XXX-XX-XXXX</b>	3. Date of Birth <b>XX/XX/XX</b>	4. Effective Date <b>1/3/09</b>
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### FIRST ACTION

5-A. Code <b>302</b>	5-B. Nature of Action <b>Retirement - Voluntary</b>	6-A. Code <b>825</b>	6-B. Nature of Action <b>Separation Incentive</b>
5-C. Code <b>SQM</b>	5-D. Legal Authority <b>5 U.S.C. 8336</b>	6-C. Code <b>VWN</b>	6-D. Legal Authority <b>5 U.S.C. 9902 (g)</b>
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number <b>Financial Management Specialist GS411</b>	15. TO: Position Title and Number
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8. Pay Plan <b>GS</b>	9. Occ. Code <b>501</b>	10. Grade or Level <b>12</b>	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
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### EMPLOYEE DATA

23. Veterans Preference <b>6</b>	1 - None    3 - 10-Point/Disability    5 - 10-Point/Other 2 - 5-Point    4 - 10-Point/Compensable    6 - 10-Point/Compensable/30%	24. Tenure <b>1</b>	0 - None    2 - Conditional 1 - Permanent    3 - Indefinite	25. Agency Use	26. Veterans Pref. for RIF <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI <b>KO</b>	<b>BASIC PLUS OPTION B (2X)</b>	28. Annuitant Indicator <b>9</b>	<b>NOT APPLICABLE</b>	29. Pay Rate Determinant <b>0</b>	
30. Retirement Plan <b>C</b>	<b>CSRS</b>	31. Service Comp. Date (Leave) <b>06-10-79</b>	32. Work Schedule <b>F</b>	<b>FULL-TIME</b>	33. Part-Time Hours Per Biweekly Pay Period

### POSITION DATA

34. Position Occupied <b>1</b>	1 - Competitive Service    3 - SES General 2 - Excepted Service    4 - SES Career	35. FLSA Category <b>E</b>	E - Exempt N - Non-exempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) <b>Chambersburg, Franklin, Pennsylvania</b>				

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks

Forwarding address:  
 Reason for retirement: To obtain retirement benefits.  
 Lump-sum payment to be made for any unused annual leave.  
 Lump-sum of \$25000 to be paid 3-JAN-2009.

46. Employing Department or Agency <b>Department of ^</b>	50. Signature/Authentication and Title of Approving Official  <b>Human Resources Officer</b>
47. Agency Code	48. Personnel Office ID
49. Approval Date	

TURN OVER FOR IMPORTANT INFORMATION

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested CANCEL/ESTABLISH/FILL		2. Request Number 08DECABCD123
3. For Additional Information Call (Name and Telephone Number) John Doe John Doe Chief, Resource Management 2/10/2008		4. Proposed Effective Date 1/4/09
		(123) 456-7890
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)		2. Social Security Number	3. Date of Birth	4. Effective Date
<b>FIRST ACTION</b>		<b>SECOND ACTION</b>		
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority	

7. FROM: Position Title and Number Financial Management Specialist GS411					15. TO: Position Title and Number IT Specialist (INFOSEC) GS411						
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
GS	501	12				GS	2210	12			
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay		12D. Other Pay	20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay		20D. Other Pay
14. Name and Location of Position's Organization Resource Management Division Chambersburg PA						22. Name and Location of Position's Organization Resource Management Division Chambersburg PA					

### EMPLOYEE DATA

23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%				24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite		25. Agency Use		26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO							
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant							
30. Retirement Plan				31. Service Comp. Date (Leave)				32. Work Schedule							
33. Part-Time Hours Per Biweekly Pay Period															
<b>POSITION DATA</b>															
34. Position Occupied <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 4 - SES Career				35. FLSA Category <input type="checkbox"/> E - Exempt <input type="checkbox"/> N - Nonexempt				36. Appropriation Code				37. Bargaining Unit Status			
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)											

40. Agency Data		41.	42.	43.	44.		
45. Educational Level		46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other	50. Veterans Status	51. Supervisory Status

### PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature	Approval Date
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CONTINUED ON REVERSE SIDE

OVER

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES  NO

Request to cancel existing position and establish an IT position in support of the new operating system. Position is to be established as a GS-2210-12, IT Spec (Infosec). JD

**PART E - Employee Resignation/Retirement**

**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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**PART F - Remarks for SF 50**

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>JONES SUSIE V.</b>	2. Social Security Number <b>XXX-XX-XXXX</b>	3. Date of Birth <b>XX/XX/XX</b>	4. Effective Date <b>3/15/09</b>
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### FIRST ACTION

5-A. Code <b>101</b>	5-B. Nature of Action <b>Career-Conditional Appointment</b>	6-A. Code	6-B. Nature of Action
5-C. Code <b>BWA</b>	5-D. Legal Authority <b>OPM Delegation Agr XXX, WHS XXX-XXX</b>	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number <b>IT Specialist (INFOSEC) GS411</b>
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8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis				
						<b>GS</b>	<b>2210</b>	<b>12</b>	<b>01</b>	<b>\$67,613.00</b>	<b>PA</b>				
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
								<b>\$59,383.00</b>		<b>\$8,230.00</b>		<b>\$67,613.00</b>		<b>\$0</b>	

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization <b>Resource Management Division Chambersburg PA</b>
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### EMPLOYEE DATA

23. Veterans Preference				24. Tenure		25. Agency Use		26. Veterans Pref. for RIF	
5	1 - None 2 - 5-Point	3 - 10-Point/Disability 4 - 10-Point/Compensable	5 - 10-Point/Other 6 - 10-Point/Compensable/30%	2	0 - None 1 - Permanent 3 - Indefinite			<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
27. FEGLI <b>KO BASIC PLUS OPTION B (2X)</b>				28. Annuitant Indicator <b>9 NOT APPLICABLE</b>		29. Pay Rate Determinant <b>0</b>			
30. Retirement Plan <b>K FERS &amp; FICA</b>			31. Service Comp. Date (Leave) <b>3/15/09</b>		32. Work Schedule <b>F FULL-TIME</b>		33. Part-Time Hours Per Biweekly Pay Period		

### POSITION DATA

34. Position Occupied		35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status		
1	1 - Competitive Service 2 - Excepted Service	3 - SES General 4 - SES Career	E	E - Exempt N - Non-exempt				
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location) <b>Chambersburg, Franklin, Pennsylvania</b>				

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks

Appointment affidavit executed 15-MAR-2009.  
 Creditable Military Service: XXXX  
 Previous Retirement Coverage: Never Covered.  
 Full performance level of employee's position is GS-12.  
 Appointment is subject to completion of one-year initial probationary period beginning 15-MAR-2009.  
 Service counting toward career tenure from: 15-MAR-2009  
 Frozen service: XXXXXXXX  
 Employee is automatically covered under FERS.

46. Employing Department or Agency <b>Department of</b>			50. Signature/Authentication and Title of Approving Official  <b>Human Resources Officer</b>	
47. Agency Code	48. Personnel Office ID	49. Approval Date		

TURN OVER FOR IMPORTANT INFORMATION  
 5-Part

## RESTRUCTURING BUYOUT AUTHORITY REQUEST

**Scope and Nature of Request:** Specify the activity location, organizational unit, occupational series, grade(s) or band(s) and position description (PD) number for which the workforce restructuring authority will apply. Provide the same information regarding the reshaped position(s). Explain/justify the need to restructure the position and provide contact information for the requestor/POC.

**Current Position:**

Activity location: Resources Management Division, Chambersburg PA  
Organizational Unit: Resource Management Branch  
Title: Financial Management Specialist  
PP/PS-OS/OC-GR/PB: GS-501-12  
Supervisory Status: Non-supervisory  
Position Description Number: TA115  
Position/Manpower Number: GS412  
Proposed Effective Date: 1/1/09

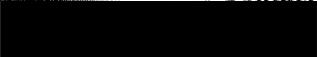
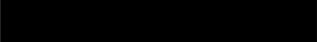
**Proposed/Reshaped Position:**

Activity location: Resource Management Division, Chambersburg PA  
Organizational Unit: Resource Management Branch  
Title: IT Specialist (INFOSEC)  
PP/PS-OS/OC-GR/PB: GS-2210-12  
Supervisory Status: Non-supervisory  
Position Description Number: 96045  
Position/Manpower Number: GS412  
Proposed Effective Date: 1/2/09

**Justification:**

The Resource Management Division is converting to a new operating system and requires the addition of IT specialists to the staff. Given the shift to the new operating system and the centralization of financial management workload, three Financial Management Specialist positions will be restructured to create the on-site IT team in support team.

**Organizational Point of Contact:**

Name:   
Phone:   
e-Mail: 

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**APPROVING OFFICIAL DECISION**

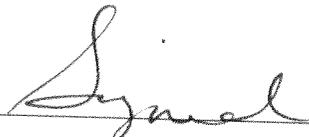
This request for restructure buyout is:

Approved

Disapproved

Comments:

Signature/Org \_\_\_\_\_



Date \_\_\_\_\_

6-30-08

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) CASH ANN C.	2. Social Security Number XXX-XX-XXXX	3. Date of Birth XX/XX/XX	4. Effective Date 1/3/09
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### FIRST ACTION

5-A. Code 302	5-B. Nature of Action Retirement - Voluntary	6-A. Code 825	6-B. Nature of Action Separation Incentive
5-C. Code SQM	5-D. Legal Authority 5 U.S.C. 8336	6-C. Code VWN	6-D. Legal Authority 5 U.S.C. 9902 (g)
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number Financial Management Specialist GS412	15. TO: Position Title and Number
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8. Pay Plan GS	9. Occ. Code 501	10. Grade or Level 12	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis	
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay					

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
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### EMPLOYEE DATA

23. Veterans Preference 1	1 - None 2 - 5-Point	3 - 10-Point/Disability 4 - 10-Point/Compensable	5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 1	0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Pref. for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
27. FEGLI KO	BASIC PLUS OPTION B (2X)			28. Annuitant Indicator 9	NOT APPLICABLE		29. Pay Rate Determinant 0
30. Retirement Plan C	CSRS		31. Service Comp. Date (Leave) 05-10-80	32. Work Schedule F	FULL-TIME		
				33. Part-Time Hours Per Biweekly Pay Period			

### POSITION DATA

34. Position Occupied 1	1 - Competitive Service 2 - Excepted Service	3 - SES General 4 - SES Career	35. FLSA Category E	E - Exempt N - Non-exempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location) Chambersburg, Franklin, Pennsylvania			

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks

Forwarding address:  
 Reason for retirement: To obtain retirement benefits.  
 Lump-sum payment to be made for any unused annual leave.  
 Lump-sum of \$25000 to be paid 3-JAN-2009.

46. Employing Department or Agency Department of	50. Signature/Authentication and Title of Approving Official
47. Agency Code	48. Personnel Office ID
	49. Approval Date
<b>Human Resources Officer</b>	

### TURN OVER FOR IMPORTANT INFORMATION

5-Part

2 - OPF Copy - Long-Term Record - DO NOT DESTROY

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested CANCEL/ESTABLISH/FILL		2. Request Number 08DECABCD234
3. For Additional Information Call (Name and Telephone Number) John Doe (123) 456-7890		4. Proposed Effective Date 1/4/09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) John Doe Chief, Resource Management 2/10/2008		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)		2. Social Security Number	3. Date of Birth	4. Effective Date
<b>FIRST ACTION</b>		<b>SECOND ACTION</b>		
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority	
7. FROM: Position Title and Number Financial Management Specialist GS412		15. TO: Position Title and Number IT Specialist (INFOSEC) GS412		
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary
GS	501	12		
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	
14. Name and Location of Position's Organization Resource Management Division Chambersburg PA		22. Name and Location of Position's Organization Resource Management Division Chambersburg PA		
13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate
	GS	2210	12	
20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	

### EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%		24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use	26. Veterans Pref for RIF YES NO
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant	
30. Retirement Plan		31. Service Comp. Date (Leave)		32. Work Schedule	
33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>		<b>FLSA Category</b>		<b>Appropriation Code</b>	
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career		E - Exempt N - Nonexempt		37. Bargaining Unit Status	
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)			
40. Agency Data	41.	42.	43.	44.	
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status
					51. Supervisory Status

### PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature \_\_\_\_\_ Approval Date \_\_\_\_\_

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES  NO

Request to cancel existing position and establish an IT position in support of the new operating system. Position is to be established as a GS-2210-12, IT Spec (Infosec). JD

**PART E - Employee Resignation/Retirement**

**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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**PART F - Remarks for SF 50**

### NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Worth Peter O.					2. Social Security Number XXX-XX-XXXX		3. Date of Birth XX/XX/XX		4. Effective Date 4/26/09						
<b>FIRST ACTION</b>															
5-A. Code 101		5-B. Nature of Action Career-Conditional Appointment				6-A. Code		6-B. Nature of Action							
5-C. Code BWA		5-D. Legal Authority OPM Delegation Agr XXX, WHS XXX-XXX				6-C. Code		6-D. Legal Authority							
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority							
7. FROM: Position Title and Number						15. TO: Position Title and Number IT Specialist (INFOSEC) GS412									
8. Pay Plan		9. Occ. Code	10. Grade or Level		11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award		21. Pay Basis
									GS	2210	12	01	\$67,613.00		PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
								\$59,383.00		\$8,230.00		\$67,613.00		\$0	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization Resource Management Division Chambersburg PA									
<b>EMPLOYEE DATA</b>															
23. Veterans Preference 2						24. Tenure 2			25. Agency Use		26. Veterans Pref. for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
27. FEGLI KO						28. Annuitant Indicator 9			29. Pay Rate Determinant 0						
30. Retirement Plan K						31. Service Comp. Date (Leave) 4/26/09			32. Work Schedule F			33. Part-Time Hours Per Biweekly Pay Period			
34. Position Occupied 1						35. FLSA Category E			36. Appropriation Code			37. Bargaining Unit Status			
38. Duty Station Code						39. Duty Station (City - County - State or Overseas Location) Chambersburg, Franklin, Pennsylvania									
40. AGENCY DATA		41.		42.		43.		44.							
45. Remarks Appointment affidavit executed 26-APR-2009. Creditable Military Service: XXXX Previous Retirement Coverage: Never Covered. Full performance level of employee's position is GS-12. Appointment is subject to completion of one-year initial probationary period beginning 26-APR-2009. Service counting toward career tenure from: 26-APR-2009. Frozen service: XXXXXXXX Employee is automatically covered under FERS.															
46. Employing Department or Agency Department of						50. Signature/Authentication and Title of Approving Official  Human Resources Officer									
47. Agency Code		48. Personnel Office ID		49. Approval Date											
<b>TURN OVER FOR IMPORTANT INFORMATION</b>															

## RESTRUCTURING BUYOUT AUTHORITY REQUEST

**Scope and Nature of Request:** Specify the activity location, organizational unit, occupational series, grade(s) or band(s) and position description (PD) number for which the workforce restructuring authority will apply. Provide the same information regarding the reshaped position(s). Explain/justify the need to restructure the position and provide contact information for the requestor/POC.

**Current Position:**

Activity location: Resources Management Division, Chambersburg PA  
Organizational Unit: Resource Management Branch  
Title: Financial Management Specialist  
PP/PS-OS/OC-GR/PB: GS-501-12  
Supervisory Status: Non-supervisory  
Position Description Number: TA115  
Position/Manpower Number: GS413  
Proposed Effective Date: 1/1/09

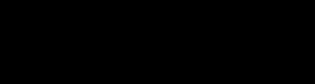
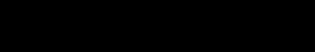
**Proposed/Reshaped Position:**

Activity location: Resource Management Division, Chambersburg PA  
Organizational Unit: Resource Management Branch  
Title: IT Specialist (Network)  
PP/PS-OS/OC-GR/PB: GS-2210-11  
Supervisory Status: Non-supervisory  
Position Description Number: D1343  
Position/Manpower Number: GS413  
Proposed Effective Date: 1/2/09

**Justification:**

The Resource Management Division is converting to a new operating system and requires the addition of IT specialists to the staff. Given the shift to the new operating system and the centralization of financial management workload, three Financial Management Specialist positions will be restructured to create the on-site IT team in support team.

**Organizational Point of Contact:**

Name:   
Phone:   
e-Mail: 

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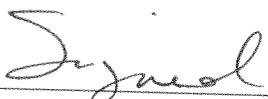
**APPROVING OFFICIAL DECISION**

This request for restructure buyout is:

Approved

Disapproved

Comments:

Signature/Org 

Date 6-30-08

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>BUCK MANNY A.</b>		2. Social Security Number <b>XXX-XX-XXXX</b>	3. Date of Birth <b>XX/XX/XX</b>	4. Effective Date <b>1/3/09</b>
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**FIRST ACTION**

5-A. Code <b>302</b>	5-B. Nature of Action <b>Retirement - Voluntary</b>	6-A. Code <b>825</b>	6-B. Nature of Action <b>Separation Incentive</b>
5-C. Code <b>SQM</b>	5-D. Legal Authority <b>5 U.S.C. 8336</b>	6-C. Code <b>VWN</b>	6-D. Legal Authority <b>5 U.S.C. 9902 (g)</b>
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number <b>Financial Management Specialist GS413</b>	15. TO: Position Title and Number
--	-----------------------------------

8. Pay Plan <b>GS</b>	9. Occ. Code <b>501</b>	10. Grade or Level <b>12</b>	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
--	--

**EMPLOYEE DATA**

23. Veterans Preference <b>5</b>				24. Tenure <b>1</b>			25. Agency Use	26. Veterans Pref. for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
27. FEGLI <b>KO</b>				28. Annuitant Indicator <b>9</b>			29. Pay Rate Determinant <b>0</b>	
30. Retirement Plan <b>C</b>				31. Service Comp. Date (Leave) <b>04-20-78</b>			32. Work Schedule <b>F</b>	
33. Part-Time Hours Per Biweekly Pay Period								

**POSITION DATA**

34. Position Occupied <b>1</b>			35. FLSA Category <b>E</b>		36. Appropriation Code		37. Bargaining Unit Status
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location) <b>Chambersburg, Franklin, Pennsylvania</b>				

40. AGENCY DATA	41.	42.	43.	44.
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45. Remarks

Forwarding address:  
 Reason for retirement: To obtain retirement benefits.  
 Lump-sum payment to be made for any unused annual leave.  
 Lump-sum of \$25000 to be paid 3-JAN-2009.

46. Employing Department or Agency <b>Department of</b>			50. Signature/Authentication and Title of Approving Official  <b>Human Resources Officer</b>
47. Agency Code	48. Personnel Office ID	49. Approval Date	

TURN OVER FOR IMPORTANT INFORMATION  
 5-Part

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested CANCEL/ESTABLISH/FILL		2. Request Number 08DECABCD345
3. For Additional Information Call (Name and Telephone Number) John Doe John Doe Chief, Resource Management 2/10/2008		4. Proposed Effective Date 1/4/09
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) (123) 456-7890

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)		2. Social Security Number	3. Date of Birth	4. Effective Date
<b>FIRST ACTION</b>		<b>SECOND ACTION</b>		
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority	

7. FROM: Position Title and Number Financial Management Specialist GS413		15. TO: Position Title and Number IT Specialist (Network) GS413									
8. Pay Plan GS	9. Occ. Code 501	10. Grade or Level 12	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 2210	18. Grade or Level 11	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	
14. Name and Location of Position's Organization Resource Management Division Chambersburg PA						22. Name and Location of Position's Organization Resource Management Division Chambersburg PA					

### EMPLOYEE DATA

23. Veterans Preference 1 - None    3 - 10-Point/Disability    5 - 10-Point/Other 2 - 5-Point    4 - 10-Point/Compensable    6 - 10-Point/Compensable/30%			24. Tenure 0 - None    2 - Conditional 1 - Permanent    3 - Indefinite		25. Agency Use	26. Veterans Pref for RIF YES <input type="checkbox"/> NO <input type="checkbox"/>
27. FEGLI			28. Annuitant Indicator		29. Pay Rate Determinant	
30. Retirement Plan			31. Service Comp. Date (Leave)		32. Work Schedule	
33. Part-Time Hours Per Biweekly Pay Period			34. Position Occupied 1 - Competitive Service    3 - SES General 2 - Excepted Service    4 - SES Career			
35. FLSA Category E - Exempt N - Nonexempt			36. Appropriation Code		37. Bargaining Unit Status	
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location)			

### POSITION DATA

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA    8 - Other	50. Veterans Status	51. Supervisory Status

### PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES  NO

Request to cancel existing position and establish an IT position in support of the new operating system. Position is to be established as a GS-2210-11, IT Spec (Network). JD

**PART E - Employee Resignation/Retirement**

**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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**PART F - Remarks for SF 50**

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>Surge Franklin NMN</b>		2. Social Security Number <b>XXX-XX-XXXX</b>	3. Date of Birth <b>XX/XX/XX</b>	4. Effective Date <b>5/3/09</b>
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### FIRST ACTION

5-A. Code <b>101</b>	5-B. Nature of Action <b>Career-Conditional Appointment</b>	6-A. Code	6-B. Nature of Action
5-C. Code <b>BWA</b>	5-D. Legal Authority <b>OPM Delegation Agr XXX, WHS XXX-XXX</b>	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number <b>IT Specialist (Network) GS413</b>
------------------------------------	---

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
						<b>GS</b>	<b>2210</b>	<b>11</b>	<b>01</b>	<b>\$56,411.00</b>	<b>PA</b>
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				
				<b>\$49,544.00</b>	<b>\$6,867.00</b>	<b>\$56,411.00</b>	<b>\$0</b>				

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization <b>Resource Management Division Chambersburg PA</b>
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### EMPLOYEE DATA

23. Veterans Preference <b>2</b>		24. Tenure <b>2</b>		25. Agency Use	26. Veterans Pref. for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
27. FEGLI <b>KO</b>		28. Annuitant Indicator <b>9</b>		29. Pay Rate Determinant <b>0</b>	
30. Retirement Plan <b>K</b>		31. Service Comp. Date (Leave) <b>5/3/09</b>		32. Work Schedule <b>F</b>	
33. Part-Time Hours Per Biweekly Pay Period					

### POSITION DATA

34. Position Occupied <b>1</b>		35. FLSA Category <b>E</b>		36. Appropriation Code		37. Bargaining Unit Status
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location) <b>Chambersburg, Franklin, Pennsylvania</b>				

40. AGENCY DATA	41.	42.	43.	44.
45. Remarks				

Appointment affidavit executed 3-MAY-2009.  
 Creditable Military Service: XXXX  
 Previous Retirement Coverage: Never Covered.  
 Full performance level of employee's position is GS-11.  
 Appointment is subject to completion of one-year initial probationary period beginning 3-MAY-2009.  
 Service counting toward career tenure from: 3-MAY-2009.  
 Frozen service: XXXXXXXX  
 Employee is automatically covered under FERS.

46. Employing Department or Agency <b>Department of</b>			50. Signature/Authentication and Title of Approving Official  <b>Human Resources Officer</b>	
47. Agency Code	48. Personnel Office ID	49. Approval Date		

**TURN OVER FOR IMPORTANT INFORMATION**

5-Part

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No. TA115

2. Service:  Marine  Field

4. Employing Office Location: Arlington, VA

5. Duty Station: Varies

7. Fair Labor Standards Act:  Excepted  Professional

10. Position Status:  Competitive  Excepted (Specify in Remarks)

11. Position is:  Supervisory  Managerial  Member

12. Sensitivity:  None  Critical  Significant  Minimal

13. Competing Local Code: N000

14. Agency Use:

18. Classified/Graded by	Official Title of Position	Pay Plan	Department Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Financial Management Specialist	GS	0501	12	TLH	1/22/03
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Department or Initiating Office	Financial Management Specialist	GS	0501	12	TLH	1/22/03

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

17. Name of Employee if vacant, specify

18. Department, Agency or Establishment: Defense Information Systems Agency

a. First Subdivision: Computing Services Directorate

b. Second Subdivision: Business Management

c. Third Subdivision:

d. Fourth Subdivision:

e. Fifth Subdivision:

Job Review-This is an accurate description of the major duties and responsibilities of my

Signature of Employee (optional)

21. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

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

22. Position Classification Statement Used to Classify/Grade Position: OPM Job Family PSC for Professional and Administrative Work in the Accounting and Budget Group, GS-0500, dtd Dec 2000

23. Position Review

Signature	Initials	Date	Signature	Initials	Date	Signature	Initials	Date	Signature	Initials	Date
a. Employee (optional)											
b. Supervisor											
c. Classifier											

24. Remarks: PD TA115 = GS-12  
PD TA117 = GS-11  
PD TA116 = GS-09

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

Process Editing Results

Defense Information Systems Agency  
Computing Services Directorate  
Business Operations  
Financial Management & Customer Support

Financial Management Specialist  
GS-501/9/11/12

## I. Introduction

Refer to official mission and function statements for authorized functions. The incumbent serves as a Financial Specialist and is responsible for the presentation, execution, managerial and financial analysis, review and reporting, and program planning of Defense Information Systems Agency (DISA), and Computing Services Directorate (CSD), Defense Working Capital Funds (DWCF) annual operating budget. Financial analysis and reporting assigned includes related personnel salaries and expenses, supplies, and computer hardware and software in the fee-for-service (FFS) DWCF environment.

## II. Major Duties

The incumbent performs a full complement of program planning, managerial and financial analysis and reporting, and financial management functions associated with all planning, analysis, justification, presentation, execution, and review for assigned program areas for DISA DWCF Computing Services operating budget. Major functions include: planning, programming, budgeting, execution and control, managerial and financial reporting, review and analysis, productivity improvements, special management studies, cost and economic analysis, internal controls, organization and functions, and management and documentation of the manpower. Provides to CSD headquarters and Lines of Business (LOBs) obligation data, financial data and statistical analysis of financial and accounting systems information using software such as Microsoft Office (e.g., Excel, Word, Power Point), DBASE, and the Internet.

Provides information to the CSD headquarters RM regarding implications of changes in DWCF financial policies at DISA CSD. Explains DWCF pricing and budget policies to CSD's customers in defense of published stabilized prices.

Provides management officials professional accounting, budget and manpower advice and assistance related to the impact of financial and manpower transactions on program operations. Analyzes DOD and DISA HQ policies and procedures and develops or modifies policy for organizations served. Develops detailed guidance to solve unusual problems encountered in the financial management and accounting operations. Ensures the proper accounting and budget treatment of financial transactions. Provides interpretation of financial reports and other resource management information. Performs professional resource management work requiring the application of accounting, budget and manpower principles, theories, concepts, and practices to ensure that financial management, manpower and accounting systems produce accurate results and meet legal

**POSITION DESCRIPTION (Please Read Instructions on the Back)**

1. Agency Position No. **96045**

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)	3. Service <input checked="" type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field	4. Employing Office Location <b>Chambersburg, PA</b>	5. Duty Station <b>Chambersburg, PA</b>	6. OPM Certification No.
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive
				13. Competitive Level Code <b>N007</b>
				14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	<b>IT SPECIALIST (INFOSEC)</b>	<b>GS</b>	<b>2210</b>	<b>12</b>		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment <b>Defense Information Systems Agency</b>	c. Third Subdivision <b>Plans and Projects Branch</b>
a. First Subdivision <b>GIG Operations Directorate</b>	d. Fourth Subdivision
b. Second Subdivision <b>Field Security Operations Division</b>	e. Fifth Subdivision

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

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <div style="background-color:black; height:20px; width:100%;"></div>	b. Typed Name and Title of Higher-Level Supervisor or <b>Manager</b> (optional)
Signature <p style="text-align:center;">//SIGNED//</p>	Signature
Date <p style="text-align:center;">14-DEC-05</p>	Date

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

22. Position Classification Standards Used in Classifying/Grading Position  
**OPM JFS FOR ADMIN WORK IN THE IT GROUP, GS-2200 MAY 2001**

Typed Name and Title of Official Taking Action <div style="background-color:black; height:20px; width:100%;"></div> <b>Human Resources Specialist (Classification)</b>	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature <p style="text-align:center;">//SIGNED//</p>	Signature
Date <p style="text-align:center;">15-DEC-05</p>	Date

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

24. Remarks

## **IT SPECIALIST (INFOSEC)**

**GS-2210-12**

**PD #96045**

### **INTRODUCTION**

Serves as team leader and/or staff specialist, responsible for carrying out a broadly-defined information systems/networks security planning and management responsibilities. Performs a variety of analyses and tasks, such as determining effective network security utilization, identifying security requirements for integration, networking, expansion/updates, data collection and storage capacity. The duties are directly related to the development of DoD/DISA and subordinate activities' programs to support automated processing network/systems management, within the scope of SISA or the DoD community.

### **MAJOR DUTIES**

Provides the following functions in support of information systems, services and facilities.

Develops, prescribes, and/or implements Information Systems Security policy, standards, and procedures for DoD-wide information processing systems. This incorporates database upgrades and interfaces, configuration management, and system change packages.

Reviews and refines system security requirements, develops analysis, evaluates alternatives, advises and recommends optimum systems security integration solutions, prepares studies and plans for systems security integration, determines equipment and associated peripheral device requirements, and plans for automation and telecommunications.

Conducts security evaluations and analyses of information systems to identify requirements, logical structures and information flows. Determines requirements for upgrading/expanding or establishing information systems security capabilities. Performs studies of equipment requirements for alternate approaches. Prepares overall project security recommendations to include estimates of funding and time phasing requirements.

Evaluates planned network management systems to assess security effectiveness, monitor security performance and adequacy, and identify/resolve security problems.

Continually reviews computer security technology developments applicable to system and/or network design, development, operations, and maintenance. Prepares long range forecasts of

# POSITION DESCRIPTION (Please Read Instructions on the Back)

Agency Form No. **D1343**

1. Position Description		2. Agency Location		3. Duty Station		4. Agency Form No.	
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Other		5. Position Title <b>Polk County, GA</b> DECC Mechanicsburg		6. Primary Workstation (if required) <input type="checkbox"/> Standard Workstation <input type="checkbox"/> Nonstandard Workstation <input checked="" type="checkbox"/> Mobile		7. Agency Form No. <b>NC05</b>	
8. Classification Grade <b>GS</b>		9. Pay Plan <b>GS</b>		10. Standard Code <b>2210</b>		11. Agency Form No. <b>0070</b>	

## SIMPLIFIED POSITION DESCRIPTION

1. U.S. Office or Federal Management	2. Department, Agency or Establishment	3. Second Level Review	4. Pathways Review	5. Recommended by Supervisor or Issuing Office	6. Organizational Title of Position (if different from official title)
	<b>IT Specialist (NETWORK)</b>			<b>IT Specialist (NETWORK)</b>	

7. Title Description	8. Title Description
<b>Defense Information Systems Agency</b>	
<b>Information Systems Operations</b>	

9. Employee's Law This is an accurate description of the major duties and responsibilities of my position.

10. Supervisory Certification I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of Staff Statutes or other implementing regulations.

11. Typed Name and Title of Highest Level Supervisor or Manager (optional)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

12. Career Classification Statement (only if Classification Grade is GS and CPM, FFS, AGO, ADMIN, WORK IN THE IT GROUP, OR DESIGNATED) Information for Employees: The standards and information set forth herein are intended to be used for personnel files. The information is not intended to be used for any other purpose, and the U.S. Office of Personnel Management does not intend to be bound by any interpretation of this information for purposes of the Civil Service Reform Act of 1978, 5 U.S.C. 5304, or any other law, regulation, or policy. The information is not intended to be used for any other purpose.

13. Employee's Name	14. Title	15. Agency	16. Date

PD MAY BE USED AT  
 MECHANICSBURG, CHAMBERSBURG  
 JACKSONVILLE, SAN DIEGO,  
 NORFOLK, OR PUGET SOUND

Defense Information Systems Agency  
All Activities  
Information Technology Specialist (NETWORK)  
GS-2210-11

JN: D1343

## I. Introduction

The purpose of this position is to provide support to a Defense Information Systems Agency (DISA) organization in the planning, design, development, testing, configuration, implementation and maintenance of networked systems used for the transmission of information in voice, data and/or video formats.

## II. Major Duties

Serves as a network analyst/administrator. Installs, configures and maintains network operation systems. Configures front-end processors, hubs, switches, routers and monitors network performance. Performs network diagnostics and installs network software fixes and upgrades. Creates network maps and troubleshoots network problems such as outages. Implements configuration plans for complex Local Area Networks (LANs) and Wide Area Networks (WANs). Defines network requirements for new and modified systems and services based upon analysis of business needs and practices. Assists in planning and coordinating new system design, acquisition, testing, installation and support. Serves as a primary liaison to clients on all matters related to systems operation and support. Develops plans and designs for network modifications and enhancements. Ensures confidentiality, integrity, and availability of systems and data available on the LAN. Analyzes LAN utilization statistics, performance measures, and system profiles to ensure network robustness. Integrates a variety of systems development activities to resolve a wide range of operational and support problems and issues. Ensures that client requirements are met. Monitors the effectiveness, availability and functionality of current networks and systems, and detects and reports problems. Participates in testing and installing systems modifications and upgrades. Provides assistance to customers on using installed systems. Exercises judgement to identify and determine the nature and potential sources problems and selects appropriate action in response to problems. Evaluates test data and anticipates customer's needs for information and assistance. Ensures optimal availability, interoperability and functionality of network systems installed in customer organizations. Applies information security/information assurance policies, principles and practices in the delivery of network services.