

DoD Cyber Excepted Service (CES) Personnel System Implementation

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Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

Sample CES Position Description Cover Sheet

PUPROSE: The purpose of the Cyber Excepted Service Position Description Coversheet is to facilitate the “As-Is” conversion process during the Department’s implementation of the new personnel system. The CES position description cover sheet serves as the official documentation of the alignment of an encumbered previously classified competitive service position to the elements of the CES Occupational Structure prescribed in DoDI 1400.25, Volume 3007 (mission category-“cyber,” work category, and work level). During the CES conversion process, it is intended that the integrity- title, occupational series, duties, qualification, and grade- of a previously classified position remain unchanged at the point of conversion. Therefore, the CES conversion process is not the vehicle to rewrite, expand, or modify position descriptions; regrade, upgrade, or downgrade positions; or correct misassignments. Hence, the Component’s pre-existing actions (including desk audits, functional reviews, re-organizations, classification appeals, and or reconsiderations), must be completed before or after the CES conversion process.

This document does not replace the Component’s Standard Position Description Cover Sheet.

Position Description Number:		Billet Number:	
Official Position Title:			
Mission Category: Cyber	Work Category:	Work Level:	Cyber Work Role:
Pay Plan:	Occupational Series:	Grade:	
Supervisory Status (select one): <ul style="list-style-type: none"><input type="radio"/> Non-Supervisor<input type="radio"/> Supervisor<input type="radio"/> Team Lead		FLSA (select one): <ul style="list-style-type: none"><input type="radio"/> Non- Exempt<input type="radio"/> Exempt	
Supervisor Signature and Date:			
Position Classifier Signature and Date:			